JOBS SURVEYED

43rd Annual

2026 Northwest Management & Professional Compensation Survey

1.0 ACCOUNTING

1.01 Controller – Company
1.02 Controller – Division / Plant
1.03 Assistant Controller
1.04a Accounting Manager
1.04b Accounting Supervisor
1.05 Accountant – Senior
1.06 Accountant
1.07a Internal Audit Director
1.07b Internal Audit Manager
1.08a Internal Auditor – Senior
1.08b Internal Auditor
1.10 Tax Manager
1.11 Tax Accountant – Senior
1.12 Tax Accountant
1.13a Payroll Manager
1.13b Payroll Supervisor
1.14 Budget Manager
1.15 Budget Analyst

2.0 FINANCE, CREDIT, AND INVESTMENT

2.01a Director of Finance
2.01b Finance Manager
2.02 Collections Manager
2.03 Credit Manager
2.04 Credit / Collections Analyst
2.05a Treasurer
2.05b Treasury Analyst – Senior / Assistant Treasurer
2.05c Treasury Analyst
2.07 Investment Manager
2.08 Strategic Planning Manager
2.09 Financial Analyst – Senior
2.10 Financial Analyst
2.11 Actuarial Analyst

3.0 INFORMATION TECHNOLOGY

3.01a Director of IT
3.01b IT Manager
3.02 Applications Manager
3.03 Systems Project Manager
3.04 Software Systems Analyst
3.05 Applications Systems Analyst
3.06a Software Engineer – Principal Level
3.06b Software Engineer – Senior
3.06c Software Engineer
3.07a Programmer Analyst – Senior
3.07b Programmer Analyst
3.08 IT Support Analyst
3.09 IT Support Manager
3.10 Network Manager
3.11 Network Engineer
3.12a Network Administrator – Senior
3.12b Network Administrator
3.13 Systems Administrator
3.14 Cloud Engineer
3.15 IT Operations Manager
3.16a Information Security Manager
3.16b Information Security Analyst – Senior
3.16c Information Security Analyst
3.17 Data Governance Specialist
3.18a Database Administrator – Senior
3.18b Database Administrator
3.19 Network Communications Manager
3.20 Telecommunications Analyst
3.23 Help Desk Manager
3.25 Web Manager
3.27 Web Developer
3.30 ETL Developer – Senior
3.31 ETL Developer
3.35 Business Systems Analyst*

4.0 HUMAN RESOURCES

4.01a Director of Human Resources
4.01b Human Resources Manager
4.01c Employee Relations Manager
4.01d Human Resources Supervisor
4.02a Human Resources Strategic Business Partner – Senior
4.02b Human Resources Strategic Business Partner
4.03a Human Resources Generalist – Senior
4.03b Human Resources Generalist
4.04a Labor Relations Manager
4.04b Labor Negotiator
4.04c Labor Relations Specialist
4.05a Diversity, Equity & Inclusion Manager
4.05b Diversity, Equity & Inclusion Business Partner
4.05c Diversity, Equity & Inclusion Specialist
4.06a Recruiting / Talent Acquisition Director
4.06b Recruiting / Talent Acquisition Manager
4.06c Recruiter – Senior
4.06d Recruiter
4.07a Compensation & Benefits Director
4.07b Compensation & Benefits Manager
4.08 Compensation Manager
4.09a Benefits Manager
4.09c Wellness Program Specialist
4.10 Benefits Administrator
4.11 Retirement Administrator
4.12 Leave Administrator
4.13a Compensation Analyst – Senior
4.13b Compensation Analyst
4.14 Training & Development Manager
4.15 Training & Development Specialist – Senior
4.16 Training & Development Specialist
4.17 Internal Employee Communications Specialist
4.18 Organizational Development Consultant
4.19 HRIS Manager
4.20a HRIS Analyst – Senior
4.20b HRIS Analyst
4.25a Social Worker – Master's
4.25b Social Worker – Bachelor's

5.0 CORPORATE / ADMINISTRATIVE SERVICES

5.01a Director of Administrative Services
5.01b Administrative Services Manager
5.02 Office Manager
5.03 Records Manager
5.04 Program Manager
5.05 Program Administrator
5.06a Communications Director
5.06b Public Relations Manager
5.06c Community Relations Manager
5.07a Public Relations Specialist – Senior
5.07b Public Relations Specialist
5.09 Reprographics Manager
5.10 Groundskeeping Supervisor
5.11 Facilities Director
5.12 Facilities Maintenance Manager
5.13 Maintenance Supervisor
5.14 Facilities Property Manager
5.15 Facilities Project Manager
5.16a General Counsel (> 1,000 employees)
5.16b General Counsel (<= 1,000 employees)
5.16c Director of Legal Services
5.17 Attorney – Senior (Specialized)
5.18a Attorney – Senior
5.18b Attorney
5.19 Corporate Security Manager
5.20 Safety Manager
5.21a Director of Risk Management
5.21b Risk Management / Loss Control Manager
5.21c Business Continuity / Disaster Planning Manager
5.22a Workers' Compensation Manager
5.22b Workers' Compensation Administrator
5.23 Project Director
5.24a Project Manager II
5.24b Project Manager I
5.24c Project Analyst
5.25a Process Improvement Director
5.25b Process Improvement Project Manager
5.26a Event Planning Manager
5.26b Event Planner
5.27a Business Data Analyst Manager
5.27b Business Data Analyst III
5.27c Business Data Analyst II
5.27d Business Data Analyst I
5.28a Business Intelligence Analyst – Senior
5.28b Business Intelligence Analyst
5.30 Privacy / Compliance Manager
5.31 Research Librarian
5.33 Philanthropic Executive Director
5.34 Philanthropic Director – Annual Giving
5.36 Philanthropic Gift Advisor – Major Gifts
5.38 Grants Writer
5.40 Sustainability Manager

6.0 ENGINEERING / SCIENCE

6.01a Director of Engineering
6.01b Chief Engineer
6.02 Project Engineering Manager
6.03 Project Engineer
6.09 Design Engineer – Senior
6.10a Design Engineer
6.10b Design Engineer – Entry
6.11 Civil Engineer – Senior
6.12a Civil Engineer
6.12b Civil Engineer – Entry
6.13 Electrical Engineer – Staff Level
6.14 Electrical Engineer – Senior
6.15a Electrical Engineer
6.15b Electrical Engineer – Entry
6.17 Manufacturing Engineering Manager
6.18 Manufacturing Engineer – Senior
6.19a Manufacturing Engineer
6.19b Manufacturing Engineer – Entry
6.21 Mechanical Engineer – Senior
6.22a Mechanical Engineer
6.22b Mechanical Engineer – Entry
6.23 Environmental Engineer – Senior
6.24 Environmental Engineer
6.26a GIS Supervisor
6.25 Facilities Architect
6.26b GIS Analyst
6.27 Right-of-Way Agent – Senior
6.28 CAD Technician / Specialist – Senior
6.29 CAD Technician / Specialist
6.30 Engineering Assistant*
6.31 Engineering Technican*
6.35 Planner
6.36 Geologist*
6.37 Biologist*
6.40 Surveyor

7.0 MARKETING AND SALES

7.01a Director of Marketing / Sales
7.01b Marketing & Sales Manager
7.02a Director of Marketing
7.02b Marketing Manager
7.03a Director of Sales
7.03b Sales Manager – General
7.04 Sales Manager – Regional
7.05 Major Accounts Executive
7.06a Account Exec. – Field Sales Rep. – Senior
7.06b Account Exec. – Field Sales Rep.
7.07a Inside Sales Manager
7.07b Inside Sales Representative
7.08 Contract Administrator
7.09a Product Development Manager
7.09b Product Development Analyst
7.11a Product Marketing Manager – Senior
7.11b Product Marketing Manager
7.12a Market Research Analyst – Senior
7.12b Market Research Analyst
7.13a Marketing Analyst – Senior
7.13b Marketing Analyst
7.14 Advertising & Sales Promotion Manager
7.15 Advertising & Sales Promotion Specialist
7.16 Creative Services Manager
7.17 Marketing / External Communications Specialist
7.19 Technical Writer – Senior
7.21 Technical Trainer
7.25a Director of Customer Service
7.25b Customer Service Manager
7.26 Call Center Manager
7.27 Call Center Supervisor
7.28 Business Development Manager
7.30 Graphic Designer – Senior
7.31 Graphic Designer
7.32 Social Media Specialist
7.35 Store Manager I

8.0 PURCHASING, DISTRIB, & TRANSP

8.01a Director of Purchasing
8.01b Materials Manager
8.01c Purchasing Manager
8.02a Buyer – Senior
8.02b Buyer
8.03 Distribution Center / Warehouse Manager
8.04 Warehouse Supervisor
8.05 Shipping & Receiving Supervisor
8.06 Traffic Manager
8.07 Traffic Specialist
8.08 Director of Supply Chain
8.09 Supply Chain Manager
8.10 Supply Chain Analyst
8.15 CDL Driver Supervisor
8.16 CDL Truck Driver

9.0 PRODUCTION

9.01 Plant Manager
9.02 Production Supervisor – Senior
9.03 Production Supervisor
9.04 Production Manager
9.06a Production Planner / Scheduler II
9.06b Production Planner / Scheduler I
9.07 Master Scheduler
9.08a Quality Assurance Director
9.08b Quality Assurance Manager
9.09 Quality Assurance Engineer – Senior
9.10 Quality Assurance Engineer

254 benchmark positions

**** New – 2026***
***** Revised – 2026***

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JOBS SURVEYED *(in alphabetical order)* 2026 Northwest Management & Professional Compensation Survey

7.06b Account Exec. – Field Sales Rep.
7.06a Account Exec. – Field Sales Rep. – Senior
1.06 Accountant
1.05 Accountant – Senior
1.04a Accounting Manager
1.04b Accounting Supervisor
2.11 Actuarial Analyst
5.01b Administrative Services Manager
7.14 Advertising & Sales Promotion Manager
7.15 Advertising & Sales Promotion Specialist
3.02 Applications Manager
3.05 Applications Systems Analyst
1.03 Assistant Controller
5.18b Attorney
5.18a Attorney – Senior
5.17 Attorney – Senior (Specialized)
4.10 Benefits Administrator
4.09a Benefits Manager
6.37 Biologist*
1.15 Budget Analyst
1.14 Budget Manager
5.21c Business Continuity / Disaster Planning Manager
5.27d Business Data Analyst I
5.27c Business Data Analyst II
5.27b Business Data Analyst III
5.27a Business Data Analyst Manager
7.28 Business Development Manager
5.28b Business Intelligence Analyst
5.28a Business Intelligence Analyst – Senior
3.35 Business Systems Analyst*
8.02b Buyer
8.02a Buyer – Senior
6.29 CAD Technician / Specialist
6.28 CAD Technician / Specialist – Senior
7.26 Call Center Manager
7.27 Call Center Supervisor
8.15 CDL Driver Supervisor
8.16 CDL Truck Driver
6.01b Chief Engineer
6.12a Civil Engineer
6.12b Civil Engineer – Entry
6.11 Civil Engineer – Senior
3.14 Cloud Engineer
2.02 Collections Manager
5.06a Communications Director
5.06c Community Relations Manager
4.07a Compensation & Benefits Director
4.07b Compensation & Benefits Manager
4.13a Compensation Analyst
4.13b Compensation Analyst – Senior
4.08 Compensation Manager
7.08 Contract Administrator
1.01 Controller – Company
1.02 Controller – Division / Plant
5.19 Corporate Security Manager
7.16 Creative Services Manager
2.04 Credit / Collections Analyst
2.03 Credit Manager
7.25b Customer Service Manager
3.17 Data Governance Specialist
3.18a Database Administrator
3.18b Database Administrator – Senior
6.10a Design Engineer
6.10b Design Engineer – Entry
6.09 Design Engineer – Senior
5.01a Director of Administrative Services
7.25a Director of Customer Service
6.01a Director of Engineering
2.01a Director of Finance
4.01a Director of Human Resources
3.01a Director of IT
5.16c Director of Legal Services
7.02a Director of Marketing
7.01a Director of Marketing / Sales
8.01a Director of Purchasing
5.21a Director of Risk Management
7.03a Director of Sales
8.08 Director of Supply Chain
8.03 Distribution Center / Warehouse Manager
4.05b Diversity, Equity & Inclusion Business Partner
4.05a Diversity, Equity & Inclusion Manager
4.05a Diversity, Equity & Inclusion Specialist
6.15a Electrical Engineer
6.15b Electrical Engineer – Entry
6.14 Electrical Engineer – Senior
6.13 Electrical Engineer – Staff Level
4.01c Employee Relations Manager
6.30 Engineering Assistant*
6.31 Engineering Technician*
6.24 Environmental Engineer
6.23 Environmental Engineer – Senior
3.31 ETL Developer
3.30 ETL Developer – Senior
5.26b Event Planner
5.26a Event Planning Manager
6.25 Facilities Architect*
5.11 Facilities Director
5.12 Facilities Maintenance Manager
5.15 Facilities Project Manager
5.14 Facilities Property Manager
2.01b Finance Manager
2.10 Financial Analyst
2.09 Financial Analyst – Senior
5.16b General Counsel (<= 1,000 employees)
5.16a General Counsel (> 1,000 employees)
6.36 Geologist*
6.26b GIS Analyst
6.26a GIS Supervisor
5.38 Grants Writer
7.31 Graphic Designer
7.30 Graphic Designer – Senior
5.10 Groundskeeping Supervisor
3.23 Help Desk Manager
4.20b HRIS Analyst
4.20a HRIS Analyst – Senior
4.19 HRIS Manager
4.03b Human Resources Generalist
4.03a Human Resources Generalist – Senior
4.01b Human Resources Manager
4.02a Human Resources Strategic Business Partner – Senior
4.02b Human Resources Strategic Business Partner
4.01d Human Resources Supervisor
3.16c Information Security Analyst
3.16b Information Security Analyst – Senior
3.16a Information Security Manager
7.07a Inside Sales Manager
7.07b Inside Sales Representative
1.07a Internal Audit Director
1.07b Internal Audit Manager
1.08b Internal Auditor
1.08a Internal Auditor – Senior
4.17 Internal Employee Communications Specialist
2.07 Investment Manager
3.01b IT Manager
3.15 IT Operations Manager
3.08 IT Support Analyst
3.09 IT Support Manager
4.04b Labor Negotiator
4.04a Labor Relations Manager
4.04c Labor Relations Specialist
4.12 Leave Administrator
5.13 Maintenance Supervisor
7.05 Major Accounts Executive
6.19a Manufacturing Engineer
6.19b Manufacturing Engineer – Entry
6.18 Manufacturing Engineer – Senior
6.17 Manufacturing Engineering Manager
7.12b Market Research Analyst
7.12a Market Research Analyst – Senior
7.01b Marketing & Sales Manager
7.13b Marketing Analyst
7.13a Marketing Analyst – Senior
7.17 Marketing / External Communications Specialist
7.02b Marketing Manager
9.07 Master Scheduler
8.01b Materials Manager
6.22a Mechanical Engineer
6.22b Mechanical Engineer – Entry
6.21 Mechanical Engineer – Senior
3.12b Network Administrator
3.12a Network Administrator – Senior
3.19 Network Communications Manager
3.11 Network Engineer
3.10 Network Manager
5.02 Office Manager
4.18 Organizational Development Consultant
5.18d Paralegal
5.18c Paralegal – Senior
1.13a Payroll Manager
1.13b Payroll Supervisor
5.34 Philanthropic Director – Annual Giving
5.33 Philanthropic Executive Director
5.36 Philanthropic Gift Advisor – Major Gifts
6.35 Planner*
9.01 Plant Manager
5.30 Privacy / Compliance Manager
5.25a Process Improvement Director
5.25b Process Improvement Project Manager
7.09b Product Development Analyst
7.09a Product Development Manager
7.11b Product Marketing Manager
7.11a Product Marketing Manager – Senior
9.04 Production Manager
9.06b Production Planner / Scheduler I
9.06a Production Planner / Scheduler II
9.03 Production Supervisor
9.02 Production Supervisor – Senior
5.05 Program Administrator
5.04 Program Manager
3.07b Programmer Analyst
3.07a Programmer Analyst – Senior
5.24c Project Analyst
5.23 Project Director
6.03 Project Engineer
6.02 Project Engineering Manager
5.24b Project Manager I
5.24a Project Manager II
5.06b Public Relations Manager
5.07b Public Relations Specialist
5.07a Public Relations Specialist – Senior
8.01c Purchasing Manager
9.08a Quality Assurance Director
9.10 Quality Assurance Engineer
9.09 Quality Assurance Engineer – Senior
9.08b Quality Assurance Manager
5.03 Records Manager
4.06d Recruiter
4.06c Recruiter – Senior
4.06a Recruiting / Talent Acquisition Director
4.06b Recruiting / Talent Acquisition Manager
5.09 Reprographics Manager
5.31 Research Librarian
4.11 Retirement Administrator
6.27 Right-of-Way Agent – Senior
5.21b Risk Management / Loss Control Manager
5.20 Safety Manager
7.03b Sales Manager – General
7.04 Sales Manager – Regional
8.05 Shipping & Receiving Supervisor
7.32 Social Media Specialist
4.25a Social Worker – Master's
4.25b Social Worker – Bachelor's
3.06c Software Engineer
3.06b Software Engineer – Senior
3.06a Software Engineer – Principal Level
3.04 Software Systems Analyst
7.35 Store Manager I
2.08 Strategic Planning Manager
8.10 Supply Chain Analyst
8.09 Supply Chain Manager
6.40 Surveyor
5.40 Sustainability Manager
3.13 Systems Administrator
3.03 Systems Project Manager
1.12 Tax Accountant
1.11 Tax Accountant – Senior
1.10 Tax Manager
7.21 Technical Trainer
7.19 Technical Writer – Senior
3.20 Telecommunications Analyst
8.06 Traffic Manager
8.07 Traffic Specialist
4.14 Training & Development Manager
4.16 Training & Development Specialist
4.15 Training & Development Specialist – Senior
2.05a Treasurer
2.05c Treasury Analyst
2.05b Treasury Analyst – Senior / Assistant Treasurer
8.04 Warehouse Supervisor
3.27 Web Developer
3.25 Web Manager
4.09c Wellness Program Specialist
5.22b Workers' Compensation Administrator
5.22a Workers' Compensation Manager

**** New – 2026***
***** Revised – 2026***

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Job Descriptions

GENERAL GUIDELINES . . .

- This survey is intended to compile and report data on management, supervisory, and professional positions. Data for top management/executive positions is generally excluded.
- Job descriptions denote the **primary focus of the job**, not necessarily all the duties that might be performed.
- Although many job descriptions specify a **college degree** as a typical qualification, a degree is 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., Accountant – 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 ACCOUNTING

1.01 CONTROLLER – COMPANY
Directs the overall accounting activities of a company • Administers accounting policies and directives • May assist in development of corporate policies and procedures • Supervises all unit accounting personnel • *This position generally reports to the chief financial officer and requires a degree and 5-8 years of experience or equivalent.*

1.02 CONTROLLER – DIVISION / PLANT
Directs the overall accounting activities of a division or plant • Administers accounting policies and directives • May assist in development of division policies and procedures • Supervises all unit accounting personnel • *This position generally reports to the chief financial officer and requires a degree and 5-8 years of experience or equivalent.*

1.03 ASSISTANT CONTROLLER
Assists the controller in all phases of company accounting activities • Coordinates preparation of monthly/quarterly/annual financial statements • Coordinates/prepares schedules for auditors • Prepares accounting policy and procedure manuals • May prepare SEC filings • May prepare tax returns • *This position typically requires a degree and 4-6 years of experience or equivalent.*

1.04a ACCOUNTING MANAGER
Manages an accounting function of the company, a division, or an operating unit • Prepares reports and statistics reflecting financial performance, profits, cash balances, or other financial results • May be responsible for one or more accounting systems such as accounts receivable, accounts payable, payroll, etc. • May manage a special accounting section to provide specialized accounting support or management information • Supervises professional and/or clerical accounting employees, through subordinate supervisors • *This position typically reports to the controller and requires a degree and 5-8 years of experience or equivalent.*

1.04b ACCOUNTING SUPERVISOR
Supervises nonexempt employees in the accounting department • May specialize in a functional area such as accounts payable, accounts receivable or inventory • 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.*

1.05 ACCOUNTANT – SENIOR
Performs complex accounting functions including fiscal interpretation and analysis requiring full professional competency • Establishes and maintains new accounting and fiscal control records and procedures used in an organizational unit • Interprets accounts and records for administrative officers • Prepares fiscal analyses such as revenue projections or cost/benefit analyses • May perform some internal audit procedures • May direct the work of lower level accountants or accounting clerks • *This position is the senior level in the professional accounting family, typically requiring a degree in accounting and 5+ years of experience.*

1.06 ACCOUNTANT
Performs a wide variety of regular and recurring moderately complex accounting functions requiring full professional competency • Establishes and maintains accounting records • Maintains one or a combination of general accounting, budget, or cost systems • Assists in interpreting accounts and records for administrative officers • May balance books, prepare tax reports, or other special projects • May direct lower level employees • *This is an intermediate level professional accountant, typically requiring a degree and 2-4 years of experience.*

1.07a INTERNAL AUDIT DIRECTOR
Directs the internal audit function to review accounting, financial, and other operations for compliance with established standards and controls • Develops internal audit procedures and programs, determines the extent of compliance with established policies and procedures, determines causes of irregularities, and prepares reports of findings • May perform cooperative audit activities with outside auditors • Supervises internal audit staff • *This is the top audit position, requiring a degree and 8+ years of experience or equivalent.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers. Excludes executive level positions.

1.07b INTERNAL AUDIT MANAGER

Manages the internal audit function to review accounting, financial, and other operations for compliance with established standards and controls • Develops internal audit procedures and programs, determines the extent of compliance with established policies and procedures, determines causes of irregularities, and prepares reports of findings • May perform cooperative audit activities with outside auditors • Supervises internal audit staff • *Requires a degree and 5-8 years of experience or equivalent.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees). Excludes executive level positions.

1.08a INTERNAL AUDITOR – SENIOR

Audits assigned departments for compliance with established standards, policies, and procedures • Determines proper accountability of company assets • Reviews accounting, financial, and operational data of various departments, sections, or locations to verify accuracy and the appropriateness of procedures • Prepares and submits audit reports and provides recommendations for improvements or corrective action • May work with outside auditors • May direct lower level internal audit staff • Exercises high level of independence, discretion, and judgement • *This is the senior level internal auditor position requiring a degree and 5+ years of experience or equivalent.*

1.08b INTERNAL AUDITOR

Audits assigned departments for compliance with established standards, policies, and procedures • Determines proper accountability of company assets • Reviews accounting, financial, and operational data of various departments, sections, or locations to verify accuracy and the appropriateness of procedures • Prepares and submits audit reports and provides recommendations for improvements or corrective action • May work with outside auditors • *This is an intermediate level internal auditor requiring a degree and 2-4 years of experience or equivalent.*

1.10 TAX MANAGER

Develops and implements corporate tax strategy to minimize tax liability • Ensures compliance with federal, state, local, and/or foreign tax laws • Directs the maintenance of tax records and the filing of income, general business, franchise, and other tax returns and related reporting • Evaluates tax consequences related to company's endeavors • Supervises tax accounting staff • *This is the top corporate tax position, requiring a degree and 5-8 years of experience or equivalent.*

1.11 TAX ACCOUNTANT – SENIOR

Performs complex tax accounting functions requiring full professional competency • Establishes and maintains tax records and prepares tax returns and related reports • Conducts studies for internal management • May direct the work of lower level accountants or accounting clerks • *This position is a senior level professional tax accountant, typically requiring a degree in accounting and 5+ years of experience.*

1.12 TAX ACCOUNTANT

Performs tax accounting functions requiring full professional competency • Maintains tax records and prepares tax returns and related reports • Conducts miscellaneous tax studies for internal management • *This position is an intermediate level professional tax accountant, typically requiring a degree and 2-4 years of experience.*

1.13a PAYROLL MANAGER

Directs the preparation, documentation, and disbursement of payroll checks, taxes, and payroll deductions • Coordinates payroll systems development and maintenance • Develops payroll accounting controls and procedures • Maintains accurate reporting of federal, state, and related payroll taxes and payments • *This is the top payroll position, typically requiring 5-8 years of experience*.

1.13b PAYROLL SUPERVISOR

Supervises employees who process time cards, compile payroll statistics, and calculate and disburse payroll • May design, modify, install, and/or maintain payroll systems • Prepares various payroll related reports and special studies • Typically reports to Payroll or Accounting Manager • *This is a first-line supervisory position, typically requiring 3-5 years of related payroll experience.*

1.14 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 3-5 years of experience.*

1.15 BUDGET ANALYST

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, company budget policies and procedures and demonstrated analytical skills.*

2.0 FINANCE, CREDIT, AND INVESTMENT

2.01a DIRECTOR OF FINANCE

Directs accounting, budgeting, insurance functions, and may direct purchasing and information systems • Prescribes financial reporting and controls • Designs and implements financial systems • Completes annual preparation, recommendation, and acceptance of budgets • May control purchase of material, equipment, supplies, and services, and manage company inventories • May direct IT applications and operations • *This position typically requires a CPA and 8 or more years of experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

2.01b FINANCE 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.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

2.02 COLLECTIONS MANAGER

Directs collection operations and the development of related policies and procedures • May provide for maintenance and enhancement of automated systems • Manages collection activities of past due accounts • Monitors account status to minimize loss • Provides appropriate reports and reviews documentation to ensure compliance with company policy and legal requirements • Supervises staff of collections personnel and may personally handle the more complex and large accounts • *This position typically requires 5 years of collections experience.*

2.03 CREDIT MANAGER

Directs credit operations and the development of related policies and procedures • Manages evaluation of credit standing of new customers/suppliers and the extension of credit • Provides in-house credit expertise to operational areas • Supervises staff of credit personnel and may personally handle the more complex and larger accounts • *This position typically requires a degree and 3-5 years of experience.*

2.04 CREDIT / COLLECTIONS ANALYST

Analyzes financial and credit information pertaining to diversified types of accounts • Conducts preliminary research, compiles supporting data, and prepares final analysis and recommendations • Maintains control over current accounts, noting payment progress and monitoring developing problems • Corrects invoices • *This is the intermediate level position typically requiring a degree and 2-4 years of credit experience*.

2.05a TREASURER

Provides financial management, particularly in the areas of new business ventures and the treasury function • Plans and negotiates for short- and long-term financing • Manages investment programs • Conducts complex financial feasibility studies • Develops strategic opportunities to enhance the business and financial standing of the organization • *This position typically requires a Master's degree in finance and 5-7 years of experience • Typically reports to top executive level.*

This is not intended to be a controller or top executive level position.

2.05b TREASURY ANALYST – SENIOR / ASSISTANT TREASURER

Provides operational and analytical support of treasury related transactions • Performs financial analysis on budgets, cash flows, operating results, and business plans to determine cash flow requirements • Works with managers throughout the organization to analyze financial information and help with decision-making • May perform lead role in daily cash management: cash position and projection; identifying excess cash to be invested; reporting and monitoring of investment maturities, compliance and performance; analysis of interest rate; investment policies and procedures • *This position is a senior level professional, typically requiring a degree in accounting or finance and 5+ years of experience • Typically reports to Treasurer.*

2.05c TREASURY ANALYST

Performs analysis in various treasury areas in support of the company • Prepares asset/liability analysis and funding recommendations • Communicates treasury forecasts to accounting and financial reporting groups • Assists in documentation • *This is an intermediate level position typically requiring a degree and 2-4 years of experience.*

2.07 INVESTMENT MANAGER

Manages fixed income and/or equity stock portfolios to ensure consistency with company's investment objectives • Maximizes rate of return within acceptable risk levels • Initiates trades within authority limits and recommends purchases and sales of stocks and bonds • Monitors portfolio performance and conducts studies regarding specific industry groups or individual companies • Monitors current financial and economic trends to evaluate investment opportunities • *This position typically requires a degree and 3-5 years of experience.*

2.08 STRATEGIC PLANNING MANAGER

Directs long-range planning and development program to ensure best use of its resources in accordance with objectives for growth and profitability • Assists senior management in developing corporate goals and objectives • Conducts continuing assessment of corporate performance as compared with corporate plans • Reviews proposals for major capital expenditures relative to their conformity with corporate plans and economic justification • May investigate and assess outside opportunities for the company, including licenses, patents, joint ventures, and possible mergers • Assists other departments and divisions of the company in their planning activities • *This position typically requires at least a degree, broad analytical skills, and 5-8 years of experience.*

2.09 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.*

2.10 FINANCIAL ANALYST

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.*

2.11 ACTUARIAL ANALYST

Engages in actuarial sciences, applies statistics and principles of finance and business to problems in life, health, social, and casualty insurance, annuities, and pensions • Performs research, statistical analyses and calculations • *Typically requires a degree in actuarial science, mathematics, finance, business, or a similar field, plus 2 or more exams passed, has 2-5 years of related experience.*

3.0 INFORMATION TECHNOLOGY

3.01a DIRECTOR OF IT

Manages all IT activities, including systems analysis, programming, computer systems, and auxiliary operations • Provides IT services to all user departments • Establishes technical standards, methods, and priorities • Advises senior management on IT plans, projects, and capabilities • Directs all IT staff • *Typically requires a degree and 8 or more years of experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers. Excludes executive level positions. See the Northwest Technology Survey for CIO and CTO positions.

3.01b IT MANAGER

Manages all IT activities, including systems analysis, programming, computer systems, and auxiliary operations • Provides IT services to all user departments • Establishes technical standards, methods, and priorities • Advises senior management on IT plans, projects, and capabilities • Supervises all IT staff • *Typically requires a degree and 8 or more years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees). Excludes executive level positions. See the Northwest Technology Survey for CIO and CTO positions.

3.02 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.*

3.03 SYSTEMS PROJECT MANAGER

Plans, organizes, and controls applications systems analysis and programming for a major project, several small projects, or a small department • Ensures production schedules are achieved within budgetary constraints • Interfaces with users to identify requirements and resolve problems • Supervises project systems analysts, programmers, and support staff • *Requires a degree and 3-5 years of experience or equivalent.*

3.04 SOFTWARE SYSTEMS ANALYST

Analyzes, develops, and modifies all but the most complex software systems • Implements software manufacturer's maintenance releases and utilities • May design, code, test, and debug programs • Usually is responsible for overall operating systems, such as sophisticated file maintenance • Works on nearly all phases of software analysis and programming • *Typically requires a degree and 4-6 years of experience.*

3.05 APPLICATIONS 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 position, typically requiring a degree and 2-4 years of systems analysis experience.*

3.06a SOFTWARE ENGINEER – PRINCIPAL LEVEL

Leads technology efforts and directs complex technical design projects for new and existing software products or systems • Investigates emerging technologies, identifies new product opportunities and establishes parameters for product direction/design • Facilitates assigned development projects for new and existing products based on formal product specifications • May lead activities across groups and across products to ensure product inter-operability and compatibility with other projects • May be assigned engineering manager duties on a temporary basis • *Typically requires a bachelor's degree in computer science, expert-level knowledge in a specific technical area, and 8 or more years of experience.*

3.06b SOFTWARE ENGINEER – SENIOR

Designs, develops, and troubleshoots complex software programs for operating or applications systems • Performs coding duties related to bug fixes, enhancements for existing products, and new features for new product releases • At times, serves as a technical expert or lead on a project • Provides input for systems documentation • May mentor lower level Software Engineers • *This is the senior level software engineering position, typically requiring a bachelor's degree in computer science, significant depth of knowledge in multiple technical areas and 5+ years of experience.*

3.06c SOFTWARE ENGINEER

Designs, develops, and troubleshoots software programs for operating or applications systems • Performs coding duties related to bug fixes, enhancements for existing products, and new features for new product releases • Provides input for systems documentation • *This is the intermediate level software engineering position with no supervisory responsibility, typically requiring a bachelor's degree in computer science and 2-4 years of experience.*

3.07a 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 4-6 years of experience in programming and analysis.*

3.07b 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 degree in computer science, or related vocational training and 2-4 years of programming experience.*

3.08 IT SUPPORT ANALYST

Provides system analysis, design, and programming support for desktop applications • Trains client users • Troubleshoots user problems • Maintains familiarity with common package programs such as spreadsheets and database management • *This position typically requires competency gained from 3-5 years of programming, analysis, and design experience or equivalent.*

3.09 IT SUPPORT MANAGER

Manages acquisition, control, maintenance, and training related to desktop resources • Develops and monitors company/division standards for hardware and software • Evaluates and recommends new technology and oversees implementations • Directs systems support training services for users and consultation on desktop applications • *Typically requires a computing systems degree and 5+ years of desktop systems experience.*

3.10 NETWORK MANAGER

Plans, manages, and maintains all components of the local area and wide area networks • Plans and designs the implementation of the network infrastructure including hardware/software recommendations • Coordinates system development activities to establish priorities and resolve technical problems • Oversees the operation and maintenance of the network including operations planning and design, work order generation, moves, adds, changes, fault prediction, trouble detection/correction, traffic measurement, circuit analysis, path testing and, maintenance • May supervise network administrators, analysts, and technicians • *Typically requires a degree and 5+ years of related experience in network/computer operations • May require Microsoft or Novell network engineer certification.*

3.11 NETWORK ENGINEER

Maintains the operating system and utility software on all network computer platforms by analyzing, designing, programming, installing, testing and documenting new operating system program utilities and hardware to ensure production machines are available and computer systems development can be performed • Provides the highest level TCP/IP technical support for the organization's critical routed/switched local and wide area networks • *Typically requires a degree in computer science, and 4 or more years of experience • May require Microsoft or Novell network engineer certification.*

3.12a NETWORK ADMINISTRATOR – SENIOR

Installs, configures, and maintains software and hardware connected to the network server and workstations • Interfaces with other departments, vendors, or consultant to resolve problems • Ensures conformance with IT and company 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 • May perform lead role over other network support positions • *This is the senior level position typically requiring 5-8 years of network and computer systems support experience • May require Microsoft or Novell network engineer certification.*

3.12b NETWORK ADMINISTRATOR

Installs, configures, and maintains software and hardware connected to the network server and workstations • Interfaces with other departments, vendors, or consultant to resolve problems • Ensures conformance with IT and company 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 is an intermediate level position typically requiring 2-4 years of network support experience • May require Microsoft or Novell network engineer certification.*

3.13 SYSTEMS ADMINISTRATOR

Monitors and maintains computer systems availability, performance and security • Analyzes, installs, configures, integrates and maintains systems software, hardware and related applications • Tests, troubleshoots and optimizes performance of systems • Assists users and technical staff with comprehensive technical/workstation support • *Typically requires 3-5 years of experience in computer operations processing, analysis, and problem resolution on systems and networks.*

3.14 CLOUD ENGINEER

Develops, implements and maintains scalable cloud-based information systems infrastructure • Responsible for the architectural framework and implementation of cost-effective cloud-based solutions following DevOps practices and company strategy • Creates technology roadmaps for cloud services, ensuring they are reliable, scalable, and secure • Analyzes cloud infrastructure needs and recommends optimal solutions that are reliable, scalable and secure • May work with private, public or hybrid cloud environments • May move on-premise solutions to cloud-based solutions • Works under moderate supervision • Intermediate level knowledge and skills • Works on moderately-complex projects and assignments • Moderate latitude for independent judgment and decision making • *This is an intermediate level role, typically requiring a degree and 2-4 years of experience in cloud architecture and DevOps methodologies.*

3.15 IT OPERATIONS MANAGER

Manages the operation of IT equipment • Establishes detailed schedules for the utilization of all equipment to obtain maximum usage • Coordinates activities with personnel in other IT sections to establish priorities, resolve technical and scheduling problems, and meet production schedules • Supervises operations staff which may include more than one shift supervisor • *Typically requires a degree or related vocational training, and 3-5 years of IT operations experience.*

3.16a INFORMATION SECURITY MANAGER

Responsible for the security of technology and information systems, including internal IT systems, ecommerce, and web or cloud-based systems • Safeguards systems from attacks by unauthorized users and designs countermeasures against security breaches • Researches and evaluates new and emerging security trends and technologies, and makes recommendations on best practices for the protection of information • Evaluates security threats, assesses potential impact to the business, and implements strategies to detect and generate alerts on security incidents • Ensures compliance with security regulations and privacy laws • Manages / supervises work efforts of others • Assesses performance and has hiring/firing authority • Comprehensive knowledge and understanding of department and functional area • Must have strong leadership skills • Significant latitude for independent judgment and decision making • *Typically requires a degree and 5-8 years of experience.*

3.16b INFORMATION SECURITY ANALYST – SENIOR

Responsible for the security of technology and information systems, including internal IT systems, ecommerce, and web or cloud-based systems • Safeguards systems from attacks by unauthorized users and designs countermeasures against security breaches • Researches and evaluates new and emerging security trends and technologies, and makes recommendations on best practices for the protection of information • Evaluates security threats, assesses potential impact to the business, and implements strategies to detect and generate alerts on security incidents • Ensures compliance with security regulations and privacy laws • Works under minimal supervision • Advanced knowledge and skills. Works on complex projects • May act as lead or mentor over less experienced individuals • Wide latitude for independent judgment and decision making • *This is an advanced or senior level role, typically requiring 5-8 years of experience.*

3.16c INFORMATION SECURITY ANALYST

Responsible for the security of technology and information systems, including internal IT systems, ecommerce, and web or cloud-based systems • Safeguards systems from attacks by unauthorized users and designs countermeasures against security breaches • Researches and evaluates new and emerging security trends and technologies, and makes recommendations on best practices for the protection of information • Evaluates security threats, assesses potential impact to the business, and implements strategies to detect and generate alerts on security incidents • Ensures compliance with security regulations and privacy laws • Works under moderate supervision • Intermediate level knowledge and skills • Works on moderately-complex projects and assignments • Moderate latitude for independent judgment and decision making • *This is an intermediate level role, typically requiring 2-4 years of experience.*

3.17 DATA GOVERNANCE SPECIALIST

Responsible for developing and implementing data governance strategies tailored to the organization's specific needs, ensuring compliance and enhancing data integrity • Collaborates with data stakeholders and subject matter experts across departments to evaluate current governance practices and address potential risks • Interprets policies to facilitate appropriate data access and usage across enterprise domains and guides AI solutions through governance review processes to ensure adherence to standards • Reviews Data Use Agreements (DUAs) and audits systems against contractual requirements, providing expert recommendations to address governance concerns • Documents technology implementations and process developments, integrating governance and oversight procedures • *This is an advanced or senior level position, typically requiring a degree in information technology, computer science, business analytics, statistics, data science, or related field, and 5-8 years of experience in data analytics, management, governance, or system administration.*

3.18a DATABASE ADMINISTRATOR – SENIOR

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 controls over the availability of disk space for existing and projected requirements • May supervise Database Analysts • *This is the senior level database administrator position, typically requiring a degree and 5-8 years of in-depth knowledge and experience with database management systems and associated utility software.*

3.18b 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 controls 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.*

3.19 NETWORK COMMUNICATIONS MANAGER

Supervises network, telecommunications, and/or network system support personnel to provide data, voice, and network communications and services to local and remote site employees • Works with key vendors who provide engineering and product information for designing and controlling changes to voice and data services • Researches and recommends new technology and services to meet business needs • *Typically requires 5+ years of communications systems management experience, and a degree in IT and/or telecommunications management certification.*

3.20 TELECOMMUNICATIONS ANALYST

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

3.23 HELP DESK MANAGER

Manages support services provided to internal and/or external users of the organization's computer systems and IT network • Manages problem identification and resolution, coordination with other IT sections, and tracking and reporting of unit activities • Schedules, trains, and evaluates employees • *Typically requires 8 or more years of related support services experience.*

3.25 WEB MANAGER

Provides technical leadership, consultation, strategic planning and administration of the software infrastructure for the company's corporate-wide 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 • *May require a degree • Typically requires 5-7 years of IT experience, including 3 years internet/client server experience.*

3.27 WEB DEVELOPER

Designs and develops website to enhance user appeal and utility as well as the site's overall functionality • Designs web pages, forms, and navigation schema • Gathers, manipulates, and inputs graphics, text, and other elements for interactive display on the web • Utilizes programming and scripting skills to establish common gateway interfaces and/or application programming interfaces among various sites, softwares and databases • *May require a degree • Requires a thorough knowledge of programming and server software operations.*

3.30 EDL DEVELOPER – SENIOR

Designs, develops and implements ETL (extract, transform, load) solutions for extracting data from various sources, transforming the data into a suitable format, and loading it into desired target systems • Analyzes data requirements and develops data mappings, transformation rules, and workflow processes • Monitors ETL processes and troubleshoots issues as they arise to ensure existing application stability • Optimizes ETL processes for performance, scalability, and maintainability • Collaborates with cross-functional teams to ensure data accuracy and consistency • Remains current with emerging technologies and best practices related to ETL and data integration • *This is the senior level, typically requiring a degree and 5-8 years of relevant experience in data management, data modeling, ETL, data warehousing and BI Reporting.*

3.31 EDL DEVELOPER

Designs, develops and implements ETL (extract, transform, load) solutions for extracting data from various sources, transforming the data into a suitable format, and loading it into desired target systems • Analyzes data requirements and develops data mappings, transformation rules, and workflow processes • Monitors ETL processes and troubleshoots issues as they arise to ensure existing application stability • Optimizes ETL processes for performance, scalability, and maintainability • Collaborates with cross-functional teams to ensure data accuracy and consistency • Remains current with emerging technologies and best practices related to ETL and data integration • *This is the intermediate level, typically requiring a degree and 2-4 years of relevant experience in data management, data modeling, ETL, data warehousing and BI Reporting.*

3.35 BUSINESS SYSTEMS ANALYST*

Applies a thorough knowledge of the needs of a business unit and knowledge of systems technology to identify and design improvements for computer based systems • Conducts operational and organizational studies on business units • Analyzes structure and flow of work through unit and recommends changes to improve operations • Provides consultation to business unit management to determine solutions to business problems • Coordinates functional requirements of business unit and technical solutions with systems personnel to develop the most cost effective solution • Devises test plans, builds test data, and tests new or enhanced application functions • Develops and delivers training and operating procedures • Has extensive experience in the business functions supported and some IT skill and knowledge • May or may not be within the IT department • *This is an intermediate level role, typically requiring a degree and 2-4 years of experience.*

4.0 HUMAN RESOURCES

4.01a DIRECTOR OF HUMAN RESOURCES

Develops and/or implements human resource policies and programs within the policy guidelines set by top management • Typically directs the following human resources functions: staffing, affirmative action, wage/salary and benefit administration, training and development, safety and health, and employee services • Directs the activities of professional human resource staff • *Typically requires a degree and 8-10 years of experience*.

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

4.01b HUMAN RESOURCES MANAGER

Develops and/or implements human resource policies and programs within the policy guidelines formulated by top corporate human resource or general management • Typically directs the following human resources functions: staffing, affirmative action, wage/salary and benefit administration, training and development, safety and health, and employee services • Usually supervises the activities of professional and clerical human resource staff • *Typically requires a degree and 5-8 years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

4.01c EMPLOYEE RELATIONS MANAGER

Designs, plans, and implements the organization's employee relations programs, policies, and procedures • Maintains good communication and a positive relationship with employees to promote employee satisfaction • Generally manages a group of employee relations specialist • Relies on experience and judgment to plan and accomplish goals • *Typically requires a degree and 5-8 years of experience.*

4.01d HUMAN RESOURCES SUPERVISOR

Provides day-to-day oversight of various human resources functions and assists in the development and implementation of human resource policies and programs within the policy guidelines established by senior human resource management • Supervises a team of human resources professionals and support staff, ensuring compliance with organizational policies and government regulations • Responsible for providing guidance and support to employees and managers regarding human resources policies and procedures • *Typically requires a degree and 3-5 years of experience.*

4.02a HUMAN RESOURCES STRATEGIC BUSINESS PARTNER – SENIOR

Strong focus on strategic business partner and advisor duties • Provides guidance to executives, managers, supervisors, and employees to develop and implement human resource strategies and solutions that align with organizational goals • Serves as liaison between assigned business units and human resources by representing the needs of the business units in the design of human resource programs and policies • Areas of expertise may include one or more of the following specialties: employee relations, employment, affirmative action, compensation, benefits, safety, and training; however, the incumbent will be knowledgeable in all areas of human resources • May administer programs, procedures, and plans used in carrying out human resource policies • *This is the senior level, typically requiring a degree and 8 years of experience in a strategic HR role.*

4.02b HUMAN RESOURCES STRATEGIC BUSINESS PARTNER

Strong focus on strategic business partner and advisor duties • Provides guidance to executives, managers, supervisors, and employees to develop and implement human resource strategies and solutions that align with organizational goals • Serves as liaison between assigned business units and human resources by representing the needs of the business units in the design of human resource programs and policies • Areas of expertise may include one or more of the following specialties: employee relations, employment, affirmative action, compensation, benefits, safety, and training; however, the incumbent will be knowledgeable in all areas of human resources • May administer programs, procedures, and plans used in carrying out human resource policies • *Typically requires a degree and 5-7 years of experience.*

4.03a HUMAN RESOURCES GENERALIST – SENIOR

Administers programs, procedures, and plans used in carrying out human resource policies • Provides guidance to executives, managers, supervisors, and employees on various human resource issues • Areas of expertise may include one or more of the following specialties: employee relations, employment, affirmative action, compensation, benefits, safety, and training • *This is the senior level human resource staff professional, typically requiring a degree and 5 or more years of experience.*

4.03b HUMAN RESOURCES GENERALIST

Administers programs, procedures, and plans used in carrying out human resource policies • Provides guidance to executives, managers, supervisors, and employees on various human resource issues • Areas of expertise may include one or more of the following specialties: employee relations, employment, affirmative action, compensation, benefits, safety, and training • *This is the intermediate level human resource staff professional with no supervisory responsibility, typically requiring a degree and 2-4 years of experience.*

4.04a 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.*

4.04b LABOR NEGOTIATOR

Represents the organization 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.*

4.04c LABOR RELATIONS SPECIALIST

Assists in the analysis, negotiation, and administration of labor contracts • Represents the organization in the interpretation, application, communication, and administration of labor contracts • Acts as a resource for managers, staff, and employees regarding contract interpretation and administration • *Typically requires 3-5 years of labor contract and policy administration experience.*

4.05a 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.*

4.05b 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.*

4.05c DIVERSITY, EQUITY & INCLUSION SPECIALIST

Works collaboratively to support the organization's Diversion, Equity, and Inclusion (DEI) strategies and initiatives • Analyzes and interprets data to inform DEI strategies and initiatives, and conducts assessments and evaluations of current DEI practices to identify trends and opportunities for improvement • Applies a DEI lens to policies, recruitment, retention, strategies, employee experience, and culture • Assists in developing and facilitating training sessions and educational programs that promote cultural awareness and sensitivity among employees • Tracks goals for training, education and recruiting efforts and provides status reports • *This is an intermediate level, typically requiring a bachelor's degree in a relevant field and 2-4 years of experience or equivalent.*

4.06a RECRUITING / TALENT ACQUISITION DIRECTOR

Directs the recruiting, interviewing, selection, and placement of applicants for employment • Oversees and manages the delivery of employment solutions to support the effective implementation of business strategies and plans • Hires, coaches, mentors and develops employees to research and offer effective staffing solutions • Works with hiring managers to explore employment alternatives -- temps, alternative work schedules, telecommuting, redeployment of existing resources, campus hires, etc. • Emphasizes development and deployment of creative, low cost, and needs oriented sourcing plans in alignment with organization's goal staffing strategy • Directs the activities of recruiting managers, professionals, and support staff • *Typically requires a degree and 8-10 years of experience.*

4.06b RECRUITING / TALENT ACQUISITION MANAGER

Manages the recruiting, interviewing, selection, and placement of applicants for employment • Oversees and manages the delivery of employment solutions to support the effective implementation of business strategies and plans • Hires, coaches, mentors and develops employees to research and offer effective staffing solutions • Works with hiring managers to explore employment alternatives -- temps, alternative work schedules, telecommuting, redeployment of existing resources, campus hires, etc. • Emphasizes development and deployment of creative, low cost, and needs oriented sourcing plans in alignment with organization's goal staffing strategy • May direct the activities of recruiting professionals and support staff • *Typically requires a degree and 5-8 years of experience.*

4.06c RECRUITER – SENIOR

Sources, recruits, and interviews candidates for all job levels (including professional, technical, and management positions), 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 • May have lead responsibilities • *This is the senior level, typically requires a degree and demonstrated interviewing skills, knowledge of modern employment practices and related laws, and 5+ years of experience in recruiting.*

4.06d RECRUITER
Sources, recruits, and interviews candidates for administrative and professional positions, primarily without assistance of outside agencies • Drives recruiting process from requisition to closure in a timely and cost-effective manner • Develops bench strength to meet current and projected employment needs • Maintains proactive methods of revising and implementing innovative ways of updating the recruiting process • May conduct or participate in job fairs • *Reports to manager or director level* • *Typically requires 2-4 years of experience.*

4.07a COMPENSATION & BENEFITS DIRECTOR
Develops, recommends, and implements compensation and benefit programs • Ensures cost effective integration of all benefits such as health/dental insurance, vacation, sick leave, holiday, long- and short-term disability, profit sharing and retirement programs • May be responsible for development and maintenance of the performance appraisal system and reward/incentive programs • Typically directs total rewards program • Directs the activities of managers, professionals, and support staff • *Typically requires a degree and 8-10 years of experience.*

4.07b COMPENSATION & BENEFITS MANAGER
Develops, recommends, and implements compensation and benefit programs • Ensures cost effective integration of all benefits such as health/dental insurance, vacation, sick leave, holiday, long- and short-term disability, profit sharing and retirement programs • May be responsible for development and maintenance of the performance appraisal system and reward/incentive programs • May manage total rewards program • Directs the activities of support staff • *Typically requires a degree and 5-8 years of experience.*

4.08 COMPENSATION MANAGER
Develops, recommends, and implements compensation plans, programs, and procedures • Typically responsible for all direct compensation programs including incentive and bonus plans for both nonexempt and exempt employees • Areas of responsibility may include job analysis, job description development, salary surveys, job evaluation and salary structure formulation • May be responsible for the development/maintenance of the performance appraisal system • Directs the activities of compensation professionals and staff support • *Typically requires a degree and 5-8 years of experience.*

4.09a BENEFITS MANAGER
Develops, recommends, and implements benefit plans, programs, and procedures • Typically responsible for health/dental insurance, pension, sick leave, long- and short-term disability, wellness, and other benefit programs • Coordinates with vendors and consultants to plan and implement new programs • Ensures programs are in compliance with government regulations • *Typically requires a degree and 5-8 years of experience.*

4.09c WELLNESS PROGRAM SPECIALIST
Responsible for the coordination, development, implementation, marketing and evaluation of the organization's employee wellness programs • Develops outcome measures, evaluation tools and protocols for wellness programs • Prepares proposals and negotiates for program contracts with local businesses • *Typically requires a degree and 2-4 years of experience.*

4.10 BENEFITS ADMINISTRATOR
Administers and analyzes corporate benefit programs • Provides detailed information to human resource representatives and/or employees on various benefit programs • May supervise and/or provide training for benefits clerks • *This position typically requires 3-4 years of benefits experience.*

4.11 RETIREMENT ADMINISTRATOR
Administers and analyzes benefit eligibility determinations, benefit calculations, and payment initiation/termination for multiple retirement plans • Ensures proper withholding and payment of state or federal taxes • Plans, designs, initiates, and communicates procedural changes to comply with revisions in retirement plans or federal laws • May conduct pre-retirement seminars and/or have other benefit responsibilities • *Typically requires a degree and 3-5 years of retirement administration experience.*

4.12 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.*

4.13a COMPENSATION ANALYST - SENIOR
Assists in the development, installation, cost analysis, and administration of compensation programs and/or incentive plans • Conducts and analyzes salary surveys • Analyzes market trends to revise salary ranges • Evaluates positions according to established evaluation systems • May assist in the administration of performance appraisal and merit rating programs • *This is the senior level, typically requiring a degree and 5+ years of experience.*

4.13b COMPENSATION ANALYST
Assists in the development, installation, and administration of compensation programs • Conducts and analyzes salary surveys • Analyzes market trends to revise salary ranges • May review job descriptions and evaluate positions according to established evaluation systems • May assist in the administration of performance appraisal and merit rating programs • *This is the intermediate level, typically requiring a bachelor's degree in business administration or a related discipline, and 2-4 years of experience in the compensation area.*

4.14 TRAINING & DEVELOPMENT MANAGER
Analyzes and determines training needs and designs training programs for management and staff development • Directs training staff and conducts workshops which may include human relations, human resource administration, and technical skills training • May plan and direct evaluation of training effectiveness, employee skills inventories, and staff relations/counseling/team building sessions • May negotiate with outside consultant for purchase or development of specialized programs • *Typically requires a degree and 5-8 years of experience.*

4.15 TRAINING & DEVELOPMENT SPECIALIST – SENIOR
Designs and conducts advanced training programs for organization's management and staff • Conducts workshops using adult learning techniques to facilitate development of skills and communication of organization's policies and practices • May also provide technical and sales training • Researches available training sources for appropriate content and method information • May track training effectiveness and problem areas and make policy/training recommendations • *This is the senior level, typically requiring a degree and 5+ years of experience.*

4.16 TRAINING & DEVELOPMENT SPECIALIST

Designs and conducts training programs for organization's management and staff • Conducts assigned workshops using adult learning techniques to facilitate development of skills and communication of organization's policies and practices • May also provide technical and sales training • Researches available training sources for appropriate content and method information • May track training effectiveness and problem areas and make policy/training recommendations • *Typically requires proven management training skills, a degree, and 2-4 years of experience.*

4.17 INTERNAL EMPLOYEE COMMUNICATIONS SPECIALIST

Provides for consistency, timing, and method of general communication within the organization • Writes or reviews and edits various sources of information, such as notification of policy and procedure changes, organizational announcements, and in-house publications • Writes or edits/revises policy manuals and ensures that materials follow a standard format • *Typically requires a degree and 2-4 years of experience.*

4.18 ORGANIZATIONAL DEVELOPMENT CONSULTANT

Creates and conducts organizational development interventions and training programs • Assesses work environments and develops organizational development interventions that improve work unit effectiveness • *Typically an individual contributor, requiring an advanced degree and 5-10 years of experience.*

4.19 HRIS MANAGER

Responsible for the direction, design and development of the HRIS function • Establishes HRIS standards and oversees short-term and long-term HRIS planning and design • Identifies user needs and monitors progress toward objectives • Defines system maintenance requirements and authorizes enhancements to existing systems to improve department efficiency • Is the main liaison with all departments regarding HRIS issues • Ensures that HRIS upgrade information is communicated to human resource department employees • *Typically reports to the Human Resource Director • Typically requires 5-8 years of human resource / HRIS background.*

4.20a HRIS ANALYST – SENIOR

Coordinates the organization's automated HRIS by serving as a liaison between human resources and IT • Works with human resource users to determine data processing and training needs • Interacts with IT staff to design, modify, and implement the HRIS • Participates in the evaluation and selection of vendor software packages • Supervises recordkeeping, reporting, and updating of information to ensure compliance with user requirements • *This is the senior level HRIS Analyst, typically reporting to a Human Resource or HRIS Manager • Typically requires 3-5 years human resource experience.*

4.25a SOCIAL WORKER - MASTER'S

Counsels and aids individuals, families, and communities to enhance social functioning and overall well-being • Conducts assessments to identify needs and develop intervention plans addressing social, emotional, and practical challenges • Provides counseling across various settings, including schools, community organizations, and government agencies, in addition to healthcare environments • Collaborates with stakeholders to coordinate services and advocate for clients' rights and access to necessary resources • *Typically requires a Master of Social Work degree and 1 year of experience.*

4.25a SOCIAL WORKER - BACHELOR'S

Counsels and aids individuals, families, and communities to enhance social functioning and overall well-being • Conducts assessments to identify needs and develop intervention plans addressing social, emotional, and practical challenges • Provides counseling across various settings, including schools, community organizations, and government agencies, in addition to healthcare environments • Collaborates with stakeholders to coordinate services and advocate for clients' rights and access to necessary resources • *Typically requires a Bachelor of Social Work degree and 1 year of experience.*

4.20b HRIS ANALYST

Audits employee information and develops HRIS reports • Prepares statistical summaries and special reports involving compensation, job classification, EEO/AA, training, recruiting, payroll, and other employee information • Assists in administration of HRIS network through set-up and deletion of users, maintenance of user security, and table administration • Provides network users with training and technical support, and communicates changes and system deadlines • May assist in HRIS design and system development • *This is a human resource function typically reporting to an HRIS Manager or Supervisor • This is a senior level nonexempt or entry level exempt position, typically requiring 2-4 years human resource experience.*

5.0 CORPORATE / ADMINISTRATIVE SERVICES

5.01a DIRECTOR OF ADMINISTRATIVE SERVICES

Directs and coordinates internal support services, which may include mail distribution, office equipment and supplies, centralized clerical support functions, office space utilization, telecommunications, food services, company vehicles, and outside service contracts • Monitors and audits facility capital and operating budgets • Directs supervisors and managers who are responsible for individual administrative functions • *Typically requires a degree and 5-8 years of experience.*

5.01b ADMINISTRATIVE SERVICES MANAGER

Manages and coordinates the internal support services, which may include mail distribution, office equipment and supplies, telecommunications, centralized clerical support functions, office space utilization, food services, company vehicles, and outside service contracts • Monitors and audits facility capital and operating budgets • Directs supervisors who are responsible for individual administrative functions • *Typically requires a degree and 3-5 years of experience.*

5.02 OFFICE MANAGER

Coordinates administrative aspects of an office, including developing and supervising programs for the maximum utilization of services and equipment • Supervises a general services staff which may perform clerical support, word processing, mail, purchasing, and related internal operations • Negotiates the purchase and maintenance of office supplies and equipment and supervises the related shipping and receiving activities • Conducts special analyses and studies to determine comparative operational costs • *Typically supervises 6-10 employees • This position typically requires general office and business knowledge and 2-4 years of experience.*

5.03 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 support, data storage and 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.*

Medical Library Services Manager data reported in Northwest Health Care Survey.

5.04 PROGRAM MANAGER
Responsible for managing, overseeing, and establishing the strategic direction for one or more major programs with organization-wide implications • Supervises 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.*

5.05 PROGRAM ADMINISTRATOR
Provides administrative oversight and coordination of an assigned program • The focus is on the development, enhancement and implementation of a program, with typically little to no formal supervisory duties • *Typically requires a degree, and 3-5 years of experience in administration of a similar program area.*

5.06a COMMUNICATIONS DIRECTOR
Responsible for the direction and oversight of organization-wide communications programs, both internal and external, and for the development of public relations, employee communications, and business partnership communications departments • This position typically has subordinate managers.

5.06b PUBLIC RELATIONS MANAGER
Manages public relations activities to promote and improve public, employee, and stockholder understanding of the organization's objectives and achievements • Develops and administers organization policies regarding public relations and information dispersal • Oversees press releases and may act as chief spokesperson to the media • May supervise a small staff of public relations specialists • May include corporate contributions and community affairs responsibilities • *Typically requires a degree and 5-8 years of experience.*

5.06c COMMUNITY RELATIONS MANAGER
Designs, plans, and oversees the organization's community relations strategy, including raising the profile of the organization as a key member in the local community • Provides direction on the management of community related PR and maintains good communication and a positive relationship with the community • May act as the representative in high-level interactions with the community, including local media groups • *Typically requires a degree and 5-8 years of experience.*

5.07a PUBLIC RELATIONS SPECIALIST – SENIOR
Coordinates and implements public and media relations activities to promote and improve public, employee, and stockholder understanding of the organization's objectives and achievements • Coordinates and implements corporate public and media relations strategy, as directed • Prepares press releases and may act as spokesperson to the media • May coordinate international activities • May include corporate contributions and community affairs responsibilities • May lead other PR specialists and staff • *Typically requires a degree and 5-7 years of experience.*

5.07b PUBLIC RELATIONS SPECIALIST
Implements public and media relations activities to promote and improve public, employee, and stockholder understanding of the organization's objectives and achievements • Coordinates and implements corporate public and media relations strategy, as directed • Prepares press releases and may act as spokesperson to the media • May coordinate international activities • May include corporate contributions and community affairs responsibilities • *Typically requires a degree and 3-5 years of experience.*

5.09 REPROGRAPHICS MANAGER
Directs reprographics service to provide cost effective and timely support for departmental needs • Manages activities, including limited graphic design, typesetting, printing, binding, and copying • Recommends equipment selection • *This position typically requires a degree and 3-5 years of experience.*

5.03 PROGRAM MANAGER
Responsible for managing, overseeing, and establishing the strategic direction for one or more major programs with organization-wide implications • Supervises 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 degree, and 5-8 years of experience in administration of a similar program area.*

5.04 PROGRAM ADMINISTRATOR
Provides administrative oversight and coordination of an assigned program • The focus is on the development, enhancement and implementation of a program, with typically little to no formal supervisory duties • *Typically requires a degree, and 3-5 years of experience in administration of a similar program area.*

5.10 GROUNDSKEEPING SUPERVISOR
Supervises groundskeeping operations to ensure a cost effective landscape maintenance program • May draft landscaping plans for existing and/or new facilities • Supervises and assists groundskeepers and temporary or contracted help • *Typically requires extensive knowledge of groundskeeping operations and 2-4 years of experience.*

5.11 FACILITIES DIRECTOR
Directs operations to control and maintain company's or division's physical properties • Manages buildings' operations, maintenance, and janitorial services • Coordinates construction and remodeling projects, lease arrangements, and government requirements regarding zoning, traffic, and hazardous waste • *Typically directs functional managers, supervisors, and/or specialists (e.g. jobs 5.12 and 5.13) • Typically requires a degree, 5-8 years of facilities and/or real estate experience.*

5.12 FACILITIES MAINTENANCE MANAGER
Manages the operation and maintenance of internal systems, including overall heating, air conditioning, and ventilation systems • Plans and designs modernization and cost reduction programs for building systems • Resolves technical problems regarding maintenance operations, and ensures security and electronic fire alarm systems are functional • May negotiate contracted services • Manages maintenance supervisor(s) and may oversee additional functional area(s) • *This position requires a degree, certification, or equivalent experience.*

5.13 MAINTENANCE SUPERVISOR
Supervises employees engaged in the repair and maintenance of plant facilities and equipment • Reviews service requests, determines nature of problems, and assigns work • May coordinate the activities of outside contractors • *This is the first-line supervisory level typically requiring 3-4 years of experience in maintenance and repair activities including 1 year of experience in a lead or supervisory capacity.*

5.14 FACILITIES PROPERTY MANAGER
Manages properties designated for company operations • Provides for functional usability of company facilities through management of employee/tenant physical requirements • Reviews and corrects deficiencies • Coordinates space planning and directs assigned construction/remodel projects • Works closely with user departments, architects, builders, and vendors to achieve cost beneficial results within budgetary guidelines • *This position typically requires 3-5 years of experience in real estate and property management or equivalent.*

5.15 FACILITIES PROJECT MANAGER

Manages facility renovation projects or smaller capital projects • May assist on larger capital projects • Determines requirements and establishes project budgets and schedules • Develops schematic plans, construction documents, and performance specifications • Obtains user, management and regulatory approvals • Manages contractor selection and negotiates terms for services • Oversees in-house or outside design and construction services • *Typically requires a degree and 5-8 years of experience.*

5.16a GENERAL COUNSEL (> 1,000 employees)

Oversees all legal matters pertaining to the organization, including patent, copyright and intellectual property matters or the coordination of any legal matters handled by outside counsel • Typically reports directly to the chief executive officer, legal counsel-intellectual property executive or the chief financial officer/top financial executive.

Not intended for smaller organizations (i.e., less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees).

5.16b GENERAL COUNSEL (<= 1,000 employees)

Oversees all legal matters pertaining to the organization, including patent, copyright and intellectual property matters or the coordination of any legal matters handled by outside counsel • Typically reports directly to the chief executive officer, legal counsel-intellectual property executive or the chief financial officer/top financial executive • This is the top, in-house legal counsel in a country, region (multiple countries) or subsidiary.

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

5.16c DIRECTOR OF LEGAL SERVICES

Manages a legal department and oversees activities to protect the company's legal rights • Manages staff of inside attorneys and outside counsel as needed • Provides professional legal interpretations and recommendations to the officers and directors of the corporation and to other corporate personnel • Initiates legal action and defends the company in legal action initiated against it • *Requires a law degree, a license to practice, and 10+ years of experience.*

Not intended to be top general counsel.

5.17 ATTORNEY – SENIOR (Specialized)

Provides specialized (e.g. patent) legal counsel and guidance to ensure maximum protection of the company's legal rights • Administers corporate legal activities to protect the corporation's interests • Provides professional interpretations and recommendations to the officers and directors of the corporation and to other corporate personnel • Initiates legal action and defends the company in legal action initiated against it • Selects and retains outside counsel as required • May supervise other attorneys • *This is the senior level, specialized corporate attorney, requiring a law degree, a license to practice, and 5-8 years of business law experience.*

Not intended to be top general counsel.

5.18a ATTORNEY – SENIOR

Provides legal counsel and guidance to ensure maximum protection of the company's legal rights • Administers corporate legal activities to protect the corporation's interests • Provides professional interpretations and recommendations to the officers and directors of the corporation and to other corporate personnel • Initiates legal action and defends the company in legal action initiated against it • Selects and retains outside counsel as required • May supervise other attorneys • *This is the senior level of corporate attorney, requiring a law degree, a license to practice, and 5-8 years of business law experience.*

Not intended to be top general counsel.

5.18b ATTORNEY

Researches legal problems and cases within an assigned business area and develops opinions on legal issues or new legislation and regulations • Prepares written analyses and provides professional interpretations and recommendations to management • May participate in a variety of settlements and cases • *This is the intermediate level of corporate attorney, requiring a law degree, a license to practice, and 2-4 years of business law experience.*

5.18c PARALEGAL – SENIOR

Researches, writes, reviews, and prepares vital information as it relates to court cases and legal matters • Researches and drafts motions and complex pleadings, assists with discovery, reviews documents, and assists in trial preparation • *Senior level, requires Paralegal certification, and 5+ years of experience. NOTE: Excludes legal secretaries, legal assistants, or attorneys (law clerks).*

5.18d 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).*

5.19 CORPORATE SECURITY MANAGER

Designs, implements, and manages corporate wide security, emergency preparedness, and business abuse programs in order to reduce profit loss by preventing and deterring theft • Works closely with federal, state, and local law enforcement agencies to identify, apprehend and prosecute perpetrators and to recover corporate assets • Analyzes security problems, proposes solutions, and implements preventative measures • May provide definitive measures to be taken for such contingencies as labor strikes, natural disasters, executive protection, bomb threats, and similar assaults on corporate assets • May supervise in-house and/or contracted security staff • *Typically requires 5 or more years of professional law enforcement experience.*

5.20 SAFETY MANAGER

Develops, recommends, and implements plans, programs, and procedures which promote the maintenance of safe and healthy working conditions • Responsibilities focus on protection against fires, accidents, occupational health hazards, and damage to company property • Ensures compliance with government regulations and submits required reports • Communicates problems or suggestions to line managers for correction as well as informing top management • May direct the activities of other safety professionals, industrial nurse(s), and clerical support staff • *Typically requires a degree and 3-5 years of experience.*

5.21a DIRECTOR OF RISK MANAGEMENT

Develops, recommends, and administers risk management, cost containment, and loss prevention programs • Coordinates the review and analysis of 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 direct the activities of risk analyst professionals • *Typically requires a degree and 3-5 years of experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

5.21b RISK MANAGEMENT / LOSS CONTROL 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 3-5 years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

5.21c BUSINESS CONTINUITY / DISASTER PLANNING MANAGER

Facilitates the design, development, maintenance, and exercising (testing) of the overall Business Continuity/ Disaster Recovery (BC/DR) plans for each critical functional area of the organization • Provides leadership, direction and strategic planning to emergency operations teams • Ensures compliance with industry standards and regulatory requirements • Works closely with IT and other business units to coordinate and develop critical business processes to ensure a state of readiness in the event of a disaster or business disruption • Provides detailed work plans, and status reports; assists business units with staff training • *Typically requires a degree, or equivalent work experience, 3-5 years of BC/DR experience and understanding of current design, development, and improvement of disaster recovery strategy and business continuity planning.*

5.22a WORKERS' COMPENSATION MANAGER

Manages workers' compensation program to ensure timely delivery of benefits to injured employees (May be a regional manager for a large company, or the top position in a smaller company.) • Establishes and monitors policies, procedures, and programs and conducts claim reviews to ensure legal compliance • Ensures effective cost management and reserving practices • Approves and monitors legal counsel, vocational rehabilitation counselors, and private investigators where required • May supervise a Workers' Compensation Administrator and/or claims processors • *Typically requires 5 or more years of related experience.*

5.22b WORKERS' COMPENSATION ADMINISTRATOR

Responsible for providing expert knowledge in Workers' Compensation processes and benefits, serving as a liaison between business partners and the Workers' Compensation Third Party Administrator (TPA) • Duties include providing technical claim support (including settlement authority up to authorized limit), consistent and compliant execution of claims, and ensuring enhancement/ improvement of processes and procedures • Responsible for administration of the organization's self-insurance program ensuring compliance with state reporting and fee assessment maintenance • *Typically requires a bachelor's degree (or equivalent in experience) and 3-5 years of Workers' Compensation claims adjustor experience.*

5.23 PROJECT DIRECTOR

Directs project teams involved in research of existing operations, procedures, workflow, product or service requirements in various areas • Manages/directs analysis of assembled data to define problems and development areas which may include cost/benefit analysis and studies on the necessity and scope of the project • Develops and reviews project funding and expense budget • *Typically requires 8-10 years of experience in the project area and advanced knowledge of the project area • Extensive to in-depth knowledge of organization and operations and advanced knowledge of the project area • Extensive to in-depth working knowledge of management techniques as applied to projects/directing teams of professional employees • May require PMI certification.*

5.24a PROJECT MANAGER II

Oversees various projects of a highly complex nature • Meets quality standards and the production of expected deliverables during all phases of the project life cycle: initiating, planning, executing, controlling, and closing • Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project • Leads the project team and team members to effectively coordinate the activities of the project • Communicates with senior management and/ or functional area manager regarding status of specific projects • *Typically requires 5 or more years of experience in the project area and advanced knowledge of the project area.*

5.24b PROJECT MANAGER I

Oversees a small project or phases of a larger project • Meets quality standards and the production of expected deliverables during all phases of the project life cycle: initiating, planning, executing, controlling, and closing • Responsible for activities of project team, identifying appropriate resources needed, and developing schedules to ensure timely completion of project • Leads the project team and team members to effectively coordinate the activities of the project • Communicates with senior management and/or functional area manager regarding status of specific projects • *Typically requires less than 5 years of experience in the project area.*

5.24c PROJECT ANALYST

Researches and documents existing operations, structures, procedures, and service requirements • Analyzes assembled data to define problems and development areas • Resolves moderately complex problems based on business knowledge using general guidelines and research techniques • Analyzes project outcomes • May assist in implementing new work procedures and operations • Assists project manager in developing unit/team's operating plan • Participates in the selection of internal resources/ consultants • *Typically requires a degree and 2-4 years of experience in the project area and a thorough knowledge of the project area.*

5.25a PROCESS IMPROVEMENT DIRECTOR

Provides technical and strategic leadership in developing, monitoring, and meeting the organization's process improvement goals • Typically includes the use of Lean and Six Sigma methodologies • Simplify and consolidate organizational processes and apply Lean Six Sigma principles and tools to improve overall quality and processes • Lead, coach, train and mentor teams in the use of Six Sigma tools and processes • Work with cross-functional teams to recommend and implement process improvement plans • *Master's degree preferred • Typically requires a certified Six Sigma Black Belt and 8+ years of experience.*

5.25b PROCESS IMPROVEMENT PROJECT MANAGER

Responsible for planning, facilitation, and completion of process improvement projects to support the strategic objectives of the organization • Simplify and consolidate organizational processes; may apply Lean Six Sigma principles and tools to improve overall quality and processes • Lead, coach, train, and mentor teams in the use of Six Sigma tools and processes • Work with cross-functional teams to recommend and implement process improvement plans • *Typically requires a certified Six Sigma Black Belt.*

5.26a EVENT PLANNING MANAGER

Manages the strategy and planning of meetings and special events for an organization • Develops and monitors annual budget for all event activities • Leads and directs staff associated with event process • *Typically requires a degree and 3-5 years of experience in event and meeting planning and prior supervisory experience preferred.*

5.26b EVENT PLANNER

Plans, organizes, administers, and supervises all aspects of assigned meetings and events • Responsibilities include site selection, cost projection, contract negotiation, vendor relationship management, coordination of travel arrangements, on-site event management, as well as administrative functions around attendee communication and registration, planning documents and post-event reporting • *Typically requires a degree and 2-4 years of experience in meeting planning or related experience.*

5.27a BUSINESS DATA ANALYST MANAGER

Manages consultative and decision support to divisional / leadership regarding specialized work process or initiatives, business plan objectives and goals, and / or desired consumer, staff, or financial outcomes • Provides strategic management consultative services to divisional / leaders to affect improved business processes through internal policy and technical change • Provides information and analysis necessary for effective process and fiscal decision making • Provides interpretations and recommendations • Supervises professional staff • *Master's degree typically required • Typically requires 5+ years of experience in the industry and project management and prior experience in specialized work processes, standards, regulations and systems, financial auditing, and management reporting.*

5.27b BUSINESS DATA ANALYST III

Provides analytical consultative and decision support to divisional / leadership regarding specialized work process or initiatives, business plan objectives and goals, and / or desired consumer, staff, or financial outcomes • Provides strategic project management consultative services to divisional / leaders to affect improved business processes through internal policy and technical change • Provides information and analysis necessary for effective process and fiscal decision making • Provides interpretations and recommendations • May supervise staff • *Master's degree typically required • Typically requires 5+ years of experience in the industry and project management and prior experience in specialized work processes, standards, regulations and systems, financial auditing, and management reporting.*

5.27c BUSINESS DATA ANALYST II

Assists with decision making processes, provides analytical, planning and / or administration guidance to departmental / divisional leadership and / or managers • Implements data driven decisions and strategies for department / division • Consults with managers in the use of analytical and reporting tools to develop effective cost, quality, and satisfaction outcomes • Provides oversight for the content, format and production of regular and ad hoc reports • Participates in and may facilitate work groups and committees • May provide a limited amount of project management • Provides interpretations and recommendations • May supervise and / or train staff • *Bachelor's degree required • Master's degree preferred • Typically requires 3-4 years of analytical, data management and reporting, computer / programming, and / or business experience .*

5.27d BUSINESS DATA ANALYST I

Provides analytic support by coordinating data extraction from various databases • Develops and implements standardized reporting formats • Coordinates and oversees the production of departmental / divisional reports • Ensures data accuracy and reliability • Assists in the development of systems to capture financial, service and / or quality information • May provide ad hoc data and reports • May provide data interpretation • *Associate's degree required • Bachelor's degree preferred • Typically an exempt level position, requiring 2 years analytical, database, spreadsheet and / or financial experience.*

5.28a BUSINESS INTELLIGENCE ANALYST – SENIOR

Responsible for leading the strategic design and maintenance of business intelligence applications • Ensures that the use of business intelligence applications enhances business decision making capabilities • Serves as the primary resource for data extracts, data management and queries from multiple databases • Analyzes and evaluates the competitive business landscape, provides competitive intelligence and makes recommendations • Gathers and studies structured data from technology applications and data warehouses, and provides strategic insight to assist with business decisions regarding products, customers and competitors • Provides recommendations to organizational leaders on competitive approaches • Advanced or Senior level role • Works under minimal supervision • Advanced knowledge and skills • Works on complex projects • May act as lead or mentor over less experienced individuals • Wide latitude for independent judgment and decision making • *The typical exempt incumbent will have 6-9 years experience • The typical nonexempt incumbent will have 4+ years experience.*

5.28b BUSINESS INTELLIGENCE ANALYST – INTERMEDIATE

Responsible for the strategic design and maintenance of business intelligence applications • Ensures that the use of business intelligence applications enhances business decision making capabilities • Serves as the primary resource for data extracts, data management and queries from multiple databases • Analyzes and evaluates the competitive business landscape, provides competitive intelligence and makes recommendations • Gathers and studies structured data from technology applications and data warehouses, and provides strategic insight to assist with business decisions regarding products, customers and competitors • Provides recommendations to organizational leaders on competitive approaches • Intermediate level role. Works under moderate supervision and requires intermediate level knowledge and skills • Works on moderately-complex projects and assignments with moderate latitude for independent judgment and decision making • *The typical exempt incumbent will have 3-6 years experience. The typical nonexempt incumbent will have 2-4 years experience.*

5.30 PRIVACY / COMPLIANCE MANAGER

Oversees privacy and compliance programs, and associated policies • Responsible for the administration and compliance of current programs such as Privacy Health Information, Office of Foreign Asset Control, National Do-Not-Call Registry and Telephone Consumer Protection Act, Market Conduct Compliance, USA Patriot Act, and other programs related to privacy and compliance • Maintains a strong working knowledge of federal and state regulations • Prepares and may present privacy and compliance training • Conducts regular audits to ensure personnel are adhering to written policies, procedures and regulations • *Typically requires previous compliance or legal experience, and experience with and/or understanding of technology and information security • May require a professional compliance designation, such as Associate Compliance Professional or Certified Compliance Professional.*

5.31 RESEARCH LIBRARIAN

Finds and distributes relevant information on topics such as scientific, clinical, regulatory, and/or patent literature, providing current awareness services, and teaching • Stays abreast of rapid changes in the information field • *Typically requires an advanced degree in library and information sciences, and 2+ years of experience.*

5.33 PHILANTHROPIC EXECUTIVE DIRECTOR

Develops and implements fundraising strategies, policies, and procedures, and oversees all fundraising activities • Identifies and cultivates relationships with prospective donors • Directs the solicitation of funds • Sets funding goals • Acts as liaison internally, and with funding partners • Directs philanthropic staff • *Typically requires a bachelor's degree, and 8 or more years of experience as a development professional.*

5.34 PHILANTHROPIC DIRECTOR – ANNUAL GIVING

Oversees the operations of an annual giving program, including membership programs, giving societies, special events, foundation and corporate solicitations • Identifies and cultivates the solicitation and stewardship of prospective donors • Pursues new initiatives that offer advantages in annual gifts fundraising, operational improvements, or enhanced marketing, outreach and expansion • Manages a personal portfolio of individuals and selected organizations • Prepares and recommends a plan to leadership, staff, and volunteers relating to the annual giving program • Monitors annual giving revenue and expense goals • *Typically requires a bachelor's degree in a business, marketing, or community relations field, and a minimum of 6 years of experience as a development professional with proven success in managing a diversified fund raising program.*

5.36 PHILANTHROPIC GIFT ADVISOR – MAJOR GIFTS

Responsible for managing and leading key aspects of the major gift program for both current and planned gifts • Cultivates, solicits, and sustains major gifts prospects, both current and future, from a major gift pool of assigned donors and donor prospects • *Typically requires 4-6 years of experience as a frontline fundraiser with fundraising experience at the major gift level.*

5.38 GRANTS WRITER

Prepares and submits grant applications and proposals • Determines grant availability for existing projects that cannot be sustained within the organization's normal operating budget • Monitors grants received to ensure that guidelines and restrictions are followed • Develops responses to requests-for-proposals and letters of intent on grants and funding that are consistent with the organization's values and objectives • *Typically requires a degree and 3-6 years of experience.*

5.40 SUSTAINABILITY MANAGER

Manages, develops, and implements the organization's sustainability strategies and programs • Leads efforts towards achieving sustainability targets by regularly assessing performance, sharing best practices, and leading the design and implementation of sustainability projects • Collaborates with other leaders to develop and implement social and environmental goals • Responsible for research, analysis, and stakeholder engagement • Serve as subject-matter-expert to internal and external stakeholders and provides guidance on policy issues related to environmental sustainability • *Typically requires a degree and 5 or more years of experience.*

6.0 ENGINEERING / SCIENCE

6.01a DIRECTOR OF ENGINEERING

Directs all engineering and support functions for a company, division, or specific product line(s) • Responsible for designing or redesigning products to introduce new product lines or satisfy current sales commitments utilizing available components, quality materials and economical production methods to meet established quality objectives • Reviews and approves proposals and cost estimates; evaluates progress and recommends procedural changes • *Typically requires a degree or advanced degree and 10 or more years of experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

6.01b CHIEF ENGINEER

Directs all engineering and support functions for a company, division, or specific product line(s) • Responsible for designing or redesigning products to introduce new product lines or satisfy current sales commitments utilizing available components, quality materials and economical production methods to meet established quality objectives • Reviews and approves proposals and cost estimates; evaluates progress and recommends procedural changes • *Typically requires a degree or advanced degree and 10 or more years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

6.02 PROJECT ENGINEERING MANAGER

Manages a group of design engineers, drafters, and technical engineering employees dedicated to the development of a major engineering project or several small projects • Supervises the development of complex designs, coordinates construction of test products, directs project testing and evaluates the efficacy of completed projects • This position typically reports to the Chief Engineer • *Typically requires a degree and 8-10 years of experience.*

6.03 PROJECT ENGINEER
Plans, organizes, and performs complex engineering assignments on a team dedicated to the development of an engineering project • Possesses and applies a comprehensive knowledge of a particular engineering discipline • May supervise several engineers, drafters, and/or technicians on a project basis • This position typically reports to the Project Engineering Manager • *Typically requires a degree and 7-9 years of experience.*

6.09 DESIGN ENGINEER – SENIOR
Plans, organizes, and performs complete engineering assignments such as the design of products, parts, components, or assigned phases of major projects • Evaluates alternative solutions to specific design problems • Performs design modifications as indicated by test and usage • *This is the senior design engineering position, typically requiring a degree and 5-8 years of experience.*

6.10a DESIGN ENGINEER
Performs moderately-complex engineering assignments applying standard engineering practices and principles • Assists in the design of products, parts, components, or assigned phases of major projects • Conducts necessary research incidental to specific design problems • Recommends design modifications as indicated by test and usage • *This is the intermediate level design engineering position, typically requiring a degree and 3-5 years of experience.*

6.10b DESIGN ENGINEER – ENTRY
Performs design engineering assignments applying standard engineering practices and principles • Assists in the design of products, parts, components, or assigned phases of major projects • Conducts necessary research incidental to specific design problems • May recommend design modifications as indicated by test and usage • *This is the entry level design engineering position, typically requiring a bachelor's degree in design engineering.*

6.11 CIVIL ENGINEER – 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 • *This is the senior/staff specialist level engineer, typically requiring a degree and 5-8 years of experience.*

6.12a CIVIL ENGINEER
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, typically requiring a degree and 3-5 years of experience.*

6.12b CIVIL ENGINEER – ENTRY
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 entry level position requiring a bachelor's degree in civil engineering.*

6.13 ELECTRICAL ENGINEER - STAFF LEVEL
Leads technology efforts and directs complex technical design projects for new and existing electrical components, products, or facilities • Investigates emerging technologies, identifies new product opportunities and establishes parameters for product direction/design • Facilitates assigned development projects for new and existing products based on formal product specifications • Leads activities across groups and across products to ensure product inter-operability and compatibility with other projects • May be assigned engineering manager duties on a temporary basis • *Typically requires a bachelor's degree in electrical engineering and 8 or more years of experience.*

6.14 ELECTRICAL ENGINEER - SENIOR
Performs complex electrical engineering assignments with considerable latitude for action and decision making • Researches, designs, develops, and tests a variety of electronic and electromagnetic equipment and systems • Incorporates new technology in the design or redesign of electrical components, products, or facilities • *This is the senior level engineer, typically requiring a degree and 5-8 years of experience.*

6.15a ELECTRICAL ENGINEER
Researches, designs, develops, and tests a variety of electronic and electromagnetic equipment and systems • Incorporates new technology in the design or redesign of electrical components, products, or facilities • *This is an intermediate level journey engineer, typically requiring a degree and 3-5 years of experience.*

6.15b ELECTRICAL ENGINEER – ENTRY
Researches, designs, develops, and tests a variety of electronic and electromagnetic equipment and systems • Incorporates new technology in the design or redesign of electrical components, products, or facilities • *This is the entry level position requiring a bachelor's degree in electrical engineering.*

6.17 MANUFACTURING ENGINEERING MANAGER
Manages a group of manufacturing engineers • Supervises complex manufacturing engineering assignments with considerable latitude for action and decision making • Designs and manages manufacturing engineering processes • Supervises plans to improve production methods, including production flow, tooling, assembly methods, and production equipment • Estimates production times and optimum staffing for production schedules • *Typically requires a degree and 8-10 years of experience including leadership experience.*

6.18 MANUFACTURING ENGINEER – SENIOR
Performs complex manufacturing engineering assignments with considerable latitude for action and decision making • Designs and coordinates manufacturing engineering processes • Plans or improves production methods including production flow, tooling, assembly methods, and production equipment • Estimates production times and optimum staffing for production schedules • *This is the senior/staff specialist level engineer, typically requiring a degree and 5-8 years of experience.*

6.19a MANUFACTURING ENGINEER
Designs and coordinates manufacturing processes • Plans or improves production methods including production flow, tooling, assembly methods, and production equipment • Estimates production times and optimum staffing for production schedules • *This is an intermediate level journey engineer, typically requiring a degree and 3-5 years of experience.*

6.19b MANUFACTURING ENGINEER – ENTRY
Designs and coordinates manufacturing processes • Plans or improves production methods including production flow, tooling, assembly methods, and production equipment • Estimates production times and optimum staffing for production schedules • *This is an entry level position requiring a bachelor's degree in manufacturing engineering or a related discipline.*

6.21 MECHANICAL ENGINEER - SENIOR
Performs complex mechanical engineering assignments with considerable latitude for action and decision making • Performs research, design, development, and testing of mechanical products and systems • Designs, develops, and tests various tools, machinery, and equipment • *This is the senior level engineer, typically requiring a degree and 5-8 years of experience.*

6.22a MECHANICAL ENGINEER
Performs research, design, development, and testing of mechanical products and systems • Designs, develops, and tests tools, machinery, and equipment • *This is an intermediate level journey engineer, typically requiring a degree and 3-5 years of experience.*

6.22b MECHANICAL ENGINEER – ENTRY
Performs research, design, development, and testing functions on mechanical products and systems • Designs, produces, installs, and maintains tools, machinery, and various equipment • *This is the entry level position requiring a bachelor's degree in mechanical engineering.*

6.23 ENVIRONMENTAL ENGINEER - SENIOR
Performs complex environmental engineering assignments with considerable latitude for action and decision making • Assists management in the evaluation and control of operations to ensure all facilities are in compliance with local, state, and federal environmental laws and regulations • Conducts on-site inspections and hazard evaluations • May represent organization before regulatory agencies • Oversees impact assessment of environmental incidents • *This is the senior/staff specialist level engineer, typically requiring a degree and 5-8 years of experience.*

6.24 ENVIRONMENTAL ENGINEER
Assists management in the evaluation and control of operations to ensure all facilities are in compliance with local, state, and federal environmental laws and regulations • Conducts on-site inspections and hazard evaluations • May represent organization before regulatory agencies • Oversees impact assessment of environmental incidents • *This is an intermediate level journey engineer, typically requiring a degree and 3-5 years of experience.*

6.25 FACILITIES ARCHITECT
Responsible for overseeing the design, construction, and maintenance of public facilities, ensuring functionality, safety, and compliance with regulations • Collaborates with engineers, planners, and contractors to develop sustainable and cost-effective architectural solutions while managing projects from conception through completion • Conducts site assessments and feasibility studies to optimize space utilization and address infrastructure needs • *Typically requires a degree in architecture, professional licensure, and several years of experience in facilities management and architectural design.*

6.26a GIS SUPERVISOR
Administers, updates and maintains system drawings, maps and facility plans, e.g., for municipal or utility systems • Administers developer design/build subdivision drawings • Interfaces with state, county, and city agencies on mapping and GIS issues • Prepares and updates municipal or utility system facilities section maps • *Supervises employees covering mapping and drafting functions • Requires a thorough knowledge of CAD, GIS and advanced training in current AutoCAD software • Requires knowledge and ability to interpret engineering type technical drawings, schematics, and maps • Typically requires 1-2 years of supervisory experience.*

6.26b 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 experience in GIS analysis, programming, application and data development.*

6.27 RIGHT-OF-WAY AGENT – SENIOR
Negotiates terms and conditions with property owners and public officials for easement agreements to secure purchase or lease of land and right-of-way for construction projects such as utility lines, pipelines or municipal civil projects • Prepares legal documents associated with the acquisition of real property rights including easements, options, leases, permits and fee title • Acquires public agency permits and variances for construction projects including railroad crossings projects • Conducts limited title searches, orders surveys and prepares escrow instructions for the closing of more complicated acquisitions • *Typically requires 5+ years of experience as a Right-of-Way Agent or Land Management Agent, and 5 or more years of experience in applicable engineering practices for design, construction and operations.*

6.28 CAD TECHNICIAN / SPECIALIST – SENIOR
Develops complex CAD drawings from rough sketches or verbal instructions for utility structures, municipal projects and/or commercial/industrial projects • Works daily with engineers and planners to develop CAD drawings for projects • Prepares plan and profile maps for facilities • Prepares and updates system section maps • Produces detailed standards drawings for system facilities • Reviews developers' engineering drawings for CAD standards • Converts CAD drawings from outside agencies for internal use • Develops AutoCAD menus and macros (LISP) applications • Develops applications for facilities mapping as required • *Typically requires 5 or more years of CAD experience with advanced training in current AutoCAD software • GIS database programming (ESRI preferred) a plus • Requires the ability to perform the responsibilities of CAD Technician • Requires knowledge and ability to interpret engineering type technical drawings, schematics, and maps • Completion of one formal class in the Fundamentals of Land Surveying or the equivalent training required.*

6.29 CAD TECHNICIAN / SPECIALIST
Develops CAD drawings from rough sketches or verbal instructions for municipal or utilities including subdivisions, and commercial and industrial projects • Works with engineers and planners from municipal, electric or other utility to develop CAD drawings for various projects • Converts CAD drawings from outside agencies for organization use • Reviews developers' engineering drawings for CAD standards • Produces annual updates and printings of system maps • *Typically requires 2 or more years of CAD and GIS experience and familiarity with current AutoCAD software • Requires knowledge and ability to interpret engineering type technical drawings, schematics, and maps.*

6.30 ENGINEERING ASSISTANT*

Coordinates and supports the flow of projects for the engineering department • Creates, tracks, and distributes work orders and project issues to appropriate departments • Captures, records, and maintains accurate customer and project/job information in company systems • Acts as a liaison between builders, customers, construction teams, and internal departments to ensure timely communication and resolution of project issues • Assists with scheduling, documentation, and project tracking • May prepare status reports and assist with permit or inspection coordination • Provides administrative support for engineering and construction projects, including filing, document management, and basic data entry • *Typically requires proficiency in office and project management software, strong organizational and communication skills, and 2-4 years of experience in a construction, engineering, or project coordination environment.*

6.31 ENGINEERING TECHNICIAN*

Assists engineers by performing technical tasks in support of engineering projects • Conducts basic research, design, development, and testing procedures as directed • Collects and records data, operates test equipment, and assists with field and laboratory work • May prepare and update technical drawings or specifications under supervision • Provides technical support for project implementation and documentation • *Typically requires an associate's degree in engineering technology or related field and 2-4 years of related technical experience.*

6.35 PLANNER

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*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.*

6.36 GEOLOGIST*

Researches the composition, structure, and history of the earth's crust and ocean bottom • Analyzes rocks, minerals, and fossil remains to identify and determine sequence of processes affecting the development of earth • *Utilizes knowledge of chemistry, physics, biology, and mathematics to explain these phenomena and may help locate mineral, geothermal, and petroleum deposits and underground water resources.*

6.37 BIOLOGIST*

Collects and analyzes biological data • Designs and performs analyses or experiments for quality or process control or to develop new products or knowledge • Maintains records and test results • May troubleshoot and develop analytical methods to support new technologies • *May work in medical laboratory, planning and conducting experiments.*

6.40 SURVEYOR

Provides routine field and office surveying and mapping services • Responsible for operating survey instruments, performing field computations, and performing routine mapping. Operates under a licensed land surveyor • *Typically requires a degree and 2-4 years of experience. Usually the middle level in a job series of surveyors.*

7.0 MARKETING AND SALES

7.01a DIRECTOR OF MARKETING / SALES

Directs overall marketing and sales programs for a company or operating unit • Develops short- and long-range marketing and sales objectives, plans strategies for attainment, and develops performance standards for measuring progress • Oversees collection and evaluation of industry, technical, economic, and other relevant data to increase market size and competitive posture • This position directs all sales and marketing staff • *Typically requires a degree and 8 or more years of experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

7.01b MARKETING & SALES MANAGER

Directs overall marketing and sales programs for a company or operating unit • Develops short- and long-range marketing and sales objectives, plans strategies for attainment, and develops performance standards for measuring progress • Oversees collection and evaluation of industry, technical, economic, and other relevant data to increase market size and competitive posture • This position supervises all sales and marketing staff • *Typically requires a degree and 8 or more years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

7.02a DIRECTOR OF MARKETING

Directs and oversees the marketing functions to implement corporate initiatives that have both marketing and organization-wide impact • Supports the development of actionable strategies, tactics, metrics and reporting structures aligned with corporate business objectives and initiatives • *Requires a degree with at least 8-10 years of related experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

7.02b MARKETING MANAGER

Manages the development, implementation, and performance of marketing programs (excluding sales) for a company, division, or major product line • Develops short- and long-range marketing objectives and develops performance standards for measuring progress • Investigates and analyzes market data related to economic conditions, market-penetration, and marketing strategies • Oversees advertising campaigns, promotions, and trade show participation in accordance with company's marketing plan • *Supervises marketing staff, and typically requires a degree and 5-8 years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

7.03a DIRECTOR OF SALES

Directs the operational functioning of organization-wide sales operations • Responsibilities include both internal and external aspects of activities relating to new sales and retention of existing accounts • Responsible for setting the sell-over strategy and ensuring the successful account implementation in all market segments and regions • Assists the EVP of sales and marketing with critical strategic/tactical projects • *Requires a degree with at least 8-10 years of related experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

7.03b SALES MANAGER – GENERAL

Manages and coordinates sales activities (excluding marketing) for a company or operating unit • Develops short- and long-range sales objectives, plans strategies for attainment, and develops performance standards for measuring progress • Compiles and analyzes competitive sales information and recommends actions pertaining to new product development, product improvement, pricing, and distribution • Trains, develops, and motivates assigned sales staff • *This position supervises sales and administrative staff and is typically responsible for $25-$100 million in annual sales • Typically requires a degree and 5-8 years of experience.*

7.04 SALES MANAGER – REGIONAL

Manages the sales and service of company products within a geographic region • Designs and implements sales programs, developing strategies to optimize sales in assigned region • Formulates sales objectives, policies, and procedures for regions sales staff • Compiles and analyzes competitive sales information and recommends actions pertaining to new product development, product improvement, pricing, and distribution • *This is the senior field sales position which supervises the activities of one or more regional sales offices and is typically responsible for annual regional sales of $10-$25 million • Typically requires a degree and 5-8 years of experience.*

7.05 MAJOR ACCOUNTS EXECUTIVE

Promotes and sells company products through direct customer contacts • Handles largest or most complex accounts, which may be national or international • Plans and organizes work, schedules sales calls, and submits reports of sales activities • Provides customers with price quotations and information regarding delivery and service • Identifies prospective customers and compiles information on competitive products • Conducts product demonstrations, trains new sales representatives as required • *This is the senior level of sales representative, typically requiring business or sales and marketing course work and 5-8 years of experience.*

Commissions included under additional cash.

7.06a ACCOUNT EXECUTIVE – FIELD SALES REPRESENTATIVE - SENIOR

Promotes and sells company products through direct customer contacts within assigned geographic region • Handles larger or more complex accounts • Plans and organizes work, schedules sales calls, and submits reports of sales activities • Provides customers with price quotations and information regarding delivery and service • Identifies prospective customers and compiles information on competitive products • Conducts product demonstrations, trains new sales representatives as required • *This is the senior level of sales representative, typically requiring business or sales and marketing course work and 5-8 years of experience.*

Commissions included under additional cash.

7.06b ACCOUNT EXECUTIVE – FIELD SALES REPRESENTATIVE

Promotes and sells company products through direct customer contacts within assigned geographic region • Plans and organizes work, schedules sales calls and submits reports of sales activities • Provides customers with price quotations and information regarding delivery and service • Identifies prospective customers and compiles information on competitive products • Conducts product demonstrations, trains new sales representatives as required • *This is the intermediate level of sales representative, typically requiring business or sales and marketing course work and 3-5 years of related experience.*

Commissions included under additional cash.

7.07a INSIDE SALES MANAGER

Responsible for managing a team of inside sales representatives • Motivates, trains, and coaches inside sales staff • Usually works in sales office; may travel occasionally to customer location • Maintains thorough product knowledge • May provide large customers with price quotations and information regarding delivery and service • *Typically requires a minimum of 5+ years of sales and sales management experience.*

7.07b INSIDE SALES REPRESENTATIVE

Professional level Inside Sales Representative; sell, primarily by telephone, to established accounts and new customers within a territory • Usually works in sales office; may travel occasionally to customer location • Maintains thorough product knowledge • Provides customers with price quotations and information regarding delivery and service • *This is the intermediate level of sales representative, typically requiring business or sales and marketing course work and 3-5 years of related experience.*

7.08 CONTRACT ADMINISTRATOR

Prepares quotations for contract bids and associated correspondence and negotiates proposed contract changes • Tracks purchasing requirements and interprets government procurement regulations regarding contracted products • Prepares and transmits invoices, sales orders, and support contract documentation to customers • May monitor access to classified materials • *This is an intermediate level non-supervisory contract administrator position, typically requiring a degree and 3-5 years of experience.*

7.09a PRODUCT DEVELOPMENT MANAGER

Responsible for the development of product strategy, vision, product planning and execution throughout the product's life cycle, including its launch into the marketplace • Develops business and product plans and develops product positioning in the marketplace • Oversees and monitors competitive activity and identifies customer needs • Collaborates with the marketing/sales functions and external customers to define product requirements, capabilities, functionalities and desires • *Typically requires a related degree and 4 years of experience in a related position dealing with project management, such as product development or product marketing • Typically requires some management experience. (Excludes individuals responsible for product marketing activities and product profit goals.)*

7.09b PRODUCT DEVELOPMENT ANALYST
Works with Product Development Manager in development and implementation of new products • Analyzes product issues and provides appropriate resolutions • Identifies areas of improvements and concerns and recommends corrective actions • Works with product development team to complete the assigned project within allotted budget and timelines • *This is the intermediate level analyst, typically requiring a degree and 2-4 years of experience.*

7.11a PRODUCT MARKETING MANAGER – SENIOR
Responsible for the marketing of a key product from the concept stage to market introduction and continued marketing • Coordinates/manages the design, production, forecasting, order scheduling, and marketing of the product • May also coordinate activities of research and development, market research, pricing strategy, finance, and advertising • May be responsible for product profit goals • May lead product teams • *This is the senior level position, typically requiring a degree and 5+ years of experience.*

7.11b PRODUCT MARKETING MANAGER
Responsible for the marketing of a product from the concept stage to market introduction and continued marketing • Coordinates/manages the design, production, forecasting, order scheduling, and marketing of the product • May also coordinate activities of research and development, market research, pricing strategy, finance, and advertising • May be responsible for product profit goals • *Typically requires a degree and at least 2-4 years of experience.*

7.12a MARKET RESEARCH ANALYST – SENIOR
Compiles and analyzes primarily external market information regarding the sale and distribution of company products • Develops and administers market research and survey techniques • Investigates and compares competitive factors including product performance, pricing, financing, and distribution, providing statistical reports and action plan recommendations to marketing administration management • Assists in the development of marketing plans and marketing information systems • May involve data analysis using computer-modeling techniques • May direct work of lower level analysts • *This is the senior level analyst, typically requiring a degree and 5+ years of experience.*

7.12b MARKET RESEARCH ANALYST
Compiles and analyzes primarily external market information regarding the sale and distribution of company products • Develops and administers market research and survey techniques • Investigates and compares competitive factors including product performance, pricing, financing, and distribution, providing statistical reports and action plan recommendations to marketing administration management • Assists in the development of marketing plans and marketing information systems • May involve data analysis using computer-modeling techniques • *This is the intermediate level analyst, typically requiring a degree and 2-4 years of experience.*

7.13a MARKETING ANALYST – SENIOR
Analyzes, measures, and reports internal marketing process effectiveness across all marketing channels • Executes campaign tracking, develops key metrics, and delivers metric score cards • May maximize the effectiveness of search engine marketing and online advertising/prospecting in alignment with marketing programs • Works closely with marketing, sales, product management, production, technology, and outside resources to meet objectives • *This is the senior level analyst, typically requiring a degree and 5+ years of experience.*

7.13b MARKETING ANALYST
Analyzes, measures, and reports internal marketing process effectiveness across various marketing channels • Executes campaign tracking • May maximize the effectiveness of search engine marketing and online advertising/prospecting in alignment with marketing programs • Works closely with marketing, sales, product management, production, technology, and outside resources to meet objectives • *This is the intermediate level analyst, typically requiring a degree and 2-4 years of experience.*

7.14 ADVERTISING & SALES PROMOTION MANAGER
Manages advertising and sales promotion programs to publicize products of a company or operating unit • Coordinates promotional programs with advertising agencies and/or in-house staff to achieve specific marketing and sales objectives • May utilize all marketing channels, including online web-based campaigns • Coordinates product representation at trade shows, including preparation of displays and staffing of exhibits • Typically administers an annual advertising, public relations, and sales promotion budget of $1-$10 million • May supervise a wide variety of employees including sales promotion specialists, copywriters, and layout artists • *This is the top advertising and sales promotion position, typically reporting to top marketing/sales executive • Typically requires a degree and 5-8 years of experience.*

7.15 ADVERTISING & SALES PROMOTION SPECIALIST
Performs a variety of advertising and sales promotion activities to publicize products of a company or operating unit • Works with advertising agencies to develop promotional campaigns designed to achieve specific marketing and sales objectives • May utilize all marketing channels, including online web-based campaigns • May demonstrate products at trade shows, prepare displays, and staff exhibits • *This is the intermediate level advertising and sales promotion position which may act in a lead capacity to train lower-grade sales promotion specialists, copywriters, and layout artists • Typically requires an associate's or vocational degree in advertising and 2-4 years of experience.*

7.16 CREATIVE SERVICES MANAGER
Responsible for visual and copy creative development and quality of print, broadcast, and digital media advertising and special projects • Directs the design of all art, photo, and layout material • Responsible for presentation layouts for ads and special projects • Develops and maintains ad formats and ad style • Oversees outside studio production • Reviews all proofs to ensure quality standards and format standardization • May supervise a staff of layout artists, writers, and/or illustrators • *Typically requires a degree (college, art school or equivalent) and 3-5 years of experience in creative project management.*

7.17 MARKETING / EXTERNAL COMMUNICATIONS SPECIALIST

Responsible for visual and copy creative development and quality of print, broadcast, and digital media advertising and special projects • Directs the design of all art, photo, and layout material • Responsible for presentation layouts for ads and special projects • Develops and maintains ad formats and ad style • Oversees outside studio production • Reviews all proofs to ensure quality standards and format standardization • May supervise a staff of layout artists, writers, and/or illustrators • *Typically requires a degree (college, art school or equivalent) and 3-5 years of experience in creative project management.*

7.19 TECHNICAL WRITER – SENIOR

Writes a wide variety of operation and maintenance manuals and technical publications • Gathers technical information, prepares written text, and coordinates layout and manual organization • Researches available engineering information such as drawings, design reports, equipment and test specifications • May also interview engineers and other technical personnel • Writes individualized copy of analytical, interpretive, documentary or promotional literature • May direct work of lower level writers and coordinate efforts of editors and illustrators • *This is the senior level, typically requiring a degree and 5+ years of experience.*

7.21 TECHNICAL TRAINER

Designs, develops, and provides instruction to employees, partners, and customers on how to use company products and technologies • Develops classes to ensure that training is available on current and emerging technologies, product features, and troubleshooting information • Develops courses by using adult learning principles, appropriate media, product information, and technical sources • *Requires a degree or equivalent, 2-4 years technical support or technical sales support experience, and a minimum of 2 years of training related experience.*

7.25a DIRECTOR OF CUSTOMER SERVICE

Responsible for achieving customer satisfaction within defined profitability objectives for a company or operating unit • Monitors existing programs and develops new programs, processes, and standards that support the company mission • May oversee functions such as customer call center, customer billing, credit and collections, customer communication, customer relations, and other special programs offered to assist customers • *Typically requires a degree and at least 5 years of experience in customer service management.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

7.25b CUSTOMER SERVICE MANAGER

Manages existing customer service programs, processes, and standards that support the company mission • Monitors programs and procedures to ensure on-time delivery and customer satisfaction • May assist with the publication of technical service manuals, catalogs, bulletins, and other customer service literature • Manages one or more customer service functional areas such as customer call center, customer billing, credit and collections, customer relations and other special programs offered to assist customers • *Typically requires a degree and at least 3 years of experience in supervising customer activities.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

7.26 CALL CENTER MANAGER

Manages the entire operations of a customer service call center, including overseeing unit supervisors • Oversees operating systems including policies, procedures and operating structure • Establishes and implements product/service standards • *Typically excludes technical support* • *Typically requires a degree and 3-5 years of experience.*

7.27 CALL CENTER SUPERVISOR

Manages the day-to-day operations of a team of customer service representatives • Plans, directs, supervises and evaluates workflow • Coordinates work activities to achieve the volume expected to meet operational requirements • *Typically excludes technical support • Typically requires 1-3 years of supervisory experience in a customer service setting.*

7.28 BUSINESS DEVELOPMENT MANAGER

Develops and evaluates major business collaboration opportunities for the company • Researches major topics and synthesizes information from a wide range of sources to make recommendations to the Director • Interacts with a broad spectrum of contacts inside and outside of the organization • May supervise Business Development Associates • *Typically requires a degree and 8 or more years of experience.*

7.30 GRAPHIC DESIGNER – SENIOR

Independently and with minimal direction designs and produces artwork for a variety of marketing, advertising and packaging projects, which may include traditional print as well as online design • Directs design and production of others in the department as well as outside sources • Interacts directly with clients to determine the most appropriate solution to a given problem, making recommendations and proposals • *This is the senior level, typically requiring a degree in graphic design or equivalent experience, a comprehensive knowledge of graphics software and peripheral equipment, and 5-7 years of experience.*

7.31 GRAPHIC DESIGNER

Designs and produces to specifications artwork for a variety of marketing, advertising and packaging projects, which may include traditional print as well as online design • Interacts directly with clients to determine the most appropriate solution to a given problem, making recommendations and proposals • *This is the intermediate level, typically requiring a degree in graphic design or equivalent experience, a comprehensive knowledge of graphics software and peripheral equipment, and 2-4 years of experience.*

7.32 SOCIAL MEDIA SPECIALIST

Manages and executes a well-defined social media strategy that increases the company's product/brand awareness and generates inbound traffic • Evaluates, manages, and contributes to a variety of social media channels in an effort to achieve company objectives while ensuring a consistent marketing message and strengthening the company's position in the market • Responsible for monitoring trends and preparing status reports on social media efforts • *Typically requires a degree in marketing, communications or related field, and 2 or more years related experience.*

7.35 STORE MANAGER I

Manages the overall daily operations of a store • Responsible for the hiring, disciplining, and scheduling of employees to ensure cost effective and quality store operation • Monitors inventory levels • Promotes sales and maintains the appearance of the store • Maintains accurate records associated with cash receipts, pricing, and conducting physical inventories • *Typically responsible for annual store sales of less than $1.5 million.*

8.0 PURCHASING, DISTRIBUTION, AND TRANSPORTATION

8.01a DIRECTOR OF PURCHASING

Develops and manages programs to ensure material availability and delivery • Controls movement of materials in and out of facilities • Maintains information system for monitoring materials and supplies inventories • *This position has supervisory responsibility for purchasing and material planning and control employees, and typically requires a degree and 8 or more years of experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

8.01b MATERIALS MANAGER

Develops and manages programs to ensure material availability and delivery • Controls movement of materials in and out of facilities • Maintains information system for monitoring materials and supplies inventories • *This position has supervisory responsibility for purchasing and material planning and control employees, and typically requires a degree and 8 or more years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

8.01c PURCHASING MANAGER

Manages the purchasing activities of a company 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.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

8.02a BUYER – SENIOR

Performs broad purchasing duties requiring extensive or specialized knowledge and experience • Interfaces with vendors and all management levels • May assist with the training and supervision of lower level buyers • *This is the most senior level, typically exempt, requiring 4-5 years of buying experience.*

8.02b BUYER

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 of buying experience.*

8.03 DISTRIBUTION CENTER / WAREHOUSE MANAGER

Manages company distribution center to provide efficient product and parts storage and distribution • Monitors inventory levels and protects equipment, products, and supplies against damage, deterioration, and theft • Maintains necessary records and documentation • *This is the top distribution center position, typically requiring 3-5 years of warehouse and/or inventory experience.*

8.04 WAREHOUSE SUPERVISOR

Supervises company warehouse activities to provide efficient product and parts storage and distribution • Monitors inventory levels and protects equipment, products, and supplies against damage, deterioration, and theft • Maintains necessary records and documentation • Assists in administering local employee relations programs • *This is the first level supervisory position, typically requiring 2-4 years of experience.*

8.05 SHIPPING & RECEIVING SUPERVISOR

Supervises the shipping and receiving of products, components, and/or replacement parts for a company, division, or major product line • Analyzes performance of existing shipping and receiving systems, evaluating and recommending new programs to improve distribution methods and implement cost reductions • Prepares management reports and maintains appropriate shipping and receiving documentation • *This is the top shipping and receiving position, typically requiring 3-5 years of experience.*

8.06 TRAFFIC MANAGER

Develops and maintains a transportation service for inbound and outbound company and customer shipments • Responsible for incoming and outgoing company and customer shipments where the company assumes responsibility for transportation costs • Determines the most appropriate mode and route for shipment • Processes or reviews loss and damage claims • Analyzes costs and performance data of shippers • May recommend packing and container design • May represent company before state and federal regulatory agencies • *This is the top traffic position of a company, or a division of a larger corporation • Typically requires a degree and 5-8 years of experience.*

8.07 TRAFFIC SPECIALIST

Negotiates domestic and international transportation rates and services • Monitors carrier compliance • Publishes guidelines to other shipping departments • Coordinates relations with carriers • Assures compliance with all relevant U.S. laws and regulations • *Intermediate, exempt-level professional, typically requiring a degree and 3-5 years of experience.*

8.08 DIRECTOR OF SUPPLY CHAIN

Develops and manages programs to ensure efficient procurement, distribution, and delivery of materials throughout the supply chain, to best meet the needs of customers • Manages the development and implementation of global or regional sourcing strategies for assigned commodities to achieve business objectives • Manages network of manufacturers, suppliers, logistics providers, and others involved in advancing product to customer • *This position has supervisory responsibility for supply chain employees, and typically requires a degree and 8 or more years of experience.*

Not intended for smaller organizations (i.e. less than 1,000 employees). This is typically the 1st or 2nd level of this function within larger organizations (over 1,000 employees). This position typically has subordinate managers.

8.09 SUPPLY CHAIN MANAGER

Develops and manages programs to ensure efficient procurement, distribution, and delivery of materials throughout the supply chain, to best meet the needs of customers • Manages the development and implementation of global or regional sourcing strategies for assigned commodities to achieve business objectives • Manages network of manufacturers, suppliers, logistics providers, and others involved in advancing product to customer • *This position has supervisory responsibility for supply chain employees, and typically requires a degree and 8 or more years of experience.*

Intended to be the top level of this function within smaller organizations (i.e. less than 1,000 employees), or typically the 2nd or 3rd level within larger organizations (over 1,000 employees).

8.10 SUPPLY CHAIN ANALYST

Provides analysis of supply chain performance data for the organization to identify operational efficiencies • Identifies improvement opportunities as a result of data analysis and market intelligence • Identifies and removes waste, variability, and excess lead time in existing processes • Leads/supports continuous improvement meetings with cross-functional departments • *Typically requires a bachelor's degree and 2-4 years of experience.*

8.15 CDL DRIVER SUPERVISOR

Supervises and coordinates activities of CDL drivers of tractor-trailers, dump trucks, delivery trucks, and other types of heavy trucks or buses transporting cargo or passengers • Oversees operations of drivers and the loading and unloading of vehicles • Schedules drivers and assigns routes • Schedules drivers and assigns routes • Ensures compliance with safety regulations and organization policies • Verifies records such as vehicle logs and ensures manifests are complete and accurate • *This is the first-line supervisory level, typically requiring 3-5 years of experience.*

8.16 CDL TRUCK DRIVER

Drives and operates trucks or vehicles such as tractor trailers, dump trucks, or delivery trucks that have a gross vehicle weight of 26,001 pounds to transport goods or materials from one location to another • Ensures cargo is loaded and secured properly before transporting it, and unloaded at destination • Maintains accurate driving, delivery and vehicle maintenance records, confirms the contents of loads match manifest documents, and tracks and reports working hours • Complies with all state and federal regulations including those governing hours of service, weight restrictions, and hazardous materials transport • *This position requires good driving skills and may require a class A or B commercial driver license.*

9.0 PRODUCTION

9.01 PLANT MANAGER

Directs and manages the total activity of a single plant location or unit • Responsible for plant performance, develops standards for measuring performance of subordinates, and ensures quality of products • *This is the top plant managerial position, typically requiring a degree and 8 or more years of experience.*

9.02 PRODUCTION SUPERVISOR – SENIOR

Supervises a group of direct labor individuals within a work center, in a manufacturing, or assembly department with the intent of achieving defined goals such as daily and monthly output schedules, quality levels, etc. • Supervises employee work force directly or through the use of work leads or lower level supervisors • Develops production improvement and recovery plans in case goals are missed • Develops plans to instill improvements in productivity and efficiency • Ensures workforce is properly trained • *This is the senior level production supervisory position, typically requiring an associate's degree and 4-6 years of experience in a lead capacity.*

9.03 PRODUCTION SUPERVISOR

Supervises employees in a manufacturing or assembly department • Plans and assigns work • Implements policies and procedures, recommends improvements in production methods, equipment, operating procedures, and working conditions • *This is a first level production supervisory position, typically requiring graduation from high school supplemented by formal apprenticeship and 2-4 years of experience.*

9.04 PRODUCTION MANAGER

Plans and manages the overall production activities of a company, division, or plant • Responsible for production schedules and applies performance standards for measuring progress • Monitors daily operations to identify and resolve problem areas relating to staffing, scheduling, tooling, quality, and production line arrangement • May direct maintenance of facility and equipment • *This is the top production management position, supervising production control, plant engineering and/or plant security activities, and typically requiring a degree and 5-8 years of experience.*

9.06a PRODUCTION PLANNER / SCHEDULER II

Under general supervision, responsible for optimizing and balancing customer service and manufacturing operation productivity • Prepares schedules to establish sequence and lead time of each manufacturing operation to meet shipping dates according to sales forecasts and customer orders • Identifies potential schedule problems and recommends solutions • Reviews production specifications and plant capacity data • May schedule shipments and quantities • Plans sequence of operations to provide guidance and communicates to operations personnel including production workers, sales and order services groups • *This is a senior level position, typically exempt, requiring 5 years production scheduling experience.*

9.06b PRODUCTION PLANNER / SCHEDULER I

Prepares schedules to establish sequence and lead time of each manufacturing operation to meet shipping dates according to sales forecasts and customer orders • Reviews production specifications and plant capacity data • Plans sequence of operations to provide guidance to production workers • *This is an intermediate level position, typically nonexempt or entry level exempt, requiring 1-2 years production scheduling experience.*

9.07 MASTER SCHEDULER
Develops and maintains master and detailed production schedules consistent with delivery requirements and production capabilities • Schedules and coordinates flow of work within or between manufacturing departments based on customer orders, established priorities, and availability or capability of workers, parts, materials, and equipment • *This is typically an exempt position, requiring 3 or more years of experience in production planning and/or scheduling.*

9.08a QUALITY ASSURANCE DIRECTOR
Directs quality assurance programs for a company, division, or plant • Audits production departments to ensure adherence to quality assurance procedures and standards • Administers quality assurance and inspection training programs to employees involved in receiving materials or components and fabricating or assembling products • Recommends quality improvements in purchased materials, product design, and manufacturing techniques • *This is the top quality assurance or control position, supervising quality assurance managers and staff, and typically requiring a degree and 8 or more years of experience with at least 3-5 years of managerial experience.*

9.08b QUALITY ASSURANCE MANAGER
Plans, develops, and manages quality assurance programs for a company, division, or plant • Audits production departments to ensure adherence to quality assurance procedures and standards • Administers quality assurance and inspection training programs to employees involved in receiving materials or components and fabricating or assembling products • Recommends quality improvements in purchased materials, product design, and manufacturing techniques • *Typically requires a degree and 5-8 years of experience with at least 3-5 years of managerial experience.*

9.09 QUALITY ASSURANCE ENGINEER – SENIOR
Uses advanced quality and reliability engineering to enhance product quality, reliability, and acceptance • Monitors the performance of the product design-quality and reliability systems • Provides customer/vendor and management interface on quality, process, and reliability problems • Generates and maintains documentation relating to quality, reliability, and processes • Prevents problems by assessing and qualifying the capabilities of the product design-quality and reliability systems • Implements problem detection systems • Solves problems that affect quality and reliability • *Typically requires a degree in engineering, physics, or related field, and 5-8 years of experience.*

9.10 QUALITY ASSURANCE ENGINEER
Uses advanced quality and reliability engineering principles to enhance product quality, reliability, and acceptance • Prevents problems by assessing and qualifying the capability of the product design-quality and reliability systems • Implements problem detection systems • Monitors the performance of the product design-quality and reliability systems • Solves problems that affect quality and reliability • Provides customer/vendor and management interface on quality, process, and reliability problems • *Typically requires a degree in Engineering, Physics, or related field, and 3-5 years of experience.*