

to management. Assist with annual and quarterly forecasting.

5101 ACCOUNTING SUPERVISORS – Responsible for supervising the operation of the accounting department or a specific section of accounting in the larger installations. Assigns and audits work of accountants, accounting clerks, etc. Personally, handles more important, confidential accounting matters. Assists in the development of policies, systems, etc. May hire transfer or terminate employees. Responsible for administering company personnel policies. Recommends salary adjustments and promotions.

5102 TAX ACCOUNTANTS – Responsible for preparing and filing sales tax returns. The incumbent will insure tax compliance, handle sales tax audits, maintain tax records, review, and maintain exemption certificates, keep current on tax laws and advise management on sales tax issues. Normally requires a 4-year degree in Accounting and 3+ years of sales tax accounting experience.

5103 ACCOUNTING SUPERVISORS, GENERAL LEDGER – Supervises and assists accountants or accounting clerks in the coordination and posting to general ledger information concerning business transactions that have been recorded in separate ledgers by others. Compiles or supervises the compilation of various reports. Balances and closes books.

5104 ACCOUNTANT – Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options and substantiates financial transactions by auditing documents. Responsible for general ledger and monthly closing processes, maintaining cost accounting systems, monthly reconciliations, and journal entries, assist in preparing financial statements. May be responsible for operating the payroll system.

5107 ADVERTISING MANAGERS – Directs the preparation of long and short-range advertising program. Meets with managers and merchandising staff to review sales promotion events and merchandise lines. Prepares advertising treatment in accordance with nature of merchandise, price lines, season or event and potential customers. Coordinates advertising program with advertising agency. Reviews advertising copy and prepared layouts for newspapers and other printed media and prepares material for radio and television when needed. Represents the company in day-to-day contact with newspaper and other media for details of composition, format, and processing. Checks and corrects proofs, refers to managers for prices, descriptions, and cuts. Controls master advertising files and materials.

5109 BUSINESS UNIT MANAGER – Oversee the direction of the business unit. Manage “go to market” strategy including demand for products and services, identify potential customers, pricing, profitability, and customer satisfaction. Determine and manage resource requirements, direct product development and monitor trends that indicate the need for new products and services.

5110 IT MANAGERS – Responsible for analyzing and directing all IT related activities of the organization with supervisory responsibilities for all staff assigned to the IT department. This position is accountable for ensuring continuity of computer services for computer users throughout the organization through planning, technical leadership, and project coordination. Manages IT activities by identifying, recommending, developing, implementing, and supporting cost-effective technology solutions. Defines and implements IT policies and procedures and provides administrative direction and support for daily operations in the IT department.

5114 ACCOUNTING SUPERVISORS – Responsible for supervising cost section of the accounting department. Assigns and audits work for cost clerks. Develops and organizes cost methods and procedures and related records. Personally, handles the more important and difficult cost procedures and analyses. May hire, transfer, and terminate employees and make salary adjustments and promotions. Responsible for administering company personnel policies in the unit.

5116 CREDIT AND COLLECTION MANAGER – Hiring and managing members of the team, Planning, evaluating, implementing and continuously improving all aspects of credit & collection functions and processes, Assisting in formulation of specific collection objectives and achievement of same, Ensuring professional relationships are established and maintained with clients and attorneys, Working closely with CFO to respond to credit and collection concerns with existing and potential clients, Direct interaction with selected clients in resolving receivables

delinquencies. Responsible for credit approval of customers and prospective customers, implements collection procedures of receivables. Supervises adjustment of customer claims. Could assist customers in obtaining financial assistance. May supervise accounts receivable ledger. Typical titles: Credit Manager, Credit Supervisor.

5120 CUSTOMER SERVICE SUPERVISORS – Supervises the preparation of all orders for manufacturing. Responsible for work of order analysts and clerks involving the editing of all incoming orders as to pricing, discounting, and coding. Clarifies and checks customer orders for completeness of specifications and requests additional information when necessary. Contacts sales, engineering, accounting, shipping and/or production control departments on order changes and order processing and deliveries. Prepares reports and memos related to sales orders.

5125 DESIGN ENGINEERING MANAGERS – Directs and coordinates engineering activities for the design of products manufactured and/or subcontracted by the company. Reviews designs to reduce costs and cooperates with other departments to ensure that product designs are compatible with production capabilities and customer requirements. Maintains required records and schedules. Responsible for quality assurance and control of engineering designs.

5126 GENERAL MANAGER – Plan, direct, or coordinate the operations of the company. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. They ensure strategic goals are met by setting operational policies, creating, and maintaining budgets, managing employees, and more.

5127 DIRECTOR – Provides leadership and direction to Managers and Supervisors of their respectful departments. Observes and evaluates performance of personnel. May hire, transfer, or terminate employees. Recommends salary adjustments and promotions. Responsible for overall administration of company personnel policies for the office group. Could require technical expertise depending on the department.

5128 DIRECTOR OF OPERATIONS – Oversees all manufacturing operations: including production, processing, and warehouse. Responsible for the growth and profitability of a company or organization. This role may include expense control, staff management, goods production, and department supervision.

5129 DIRECTOR OF ADMINISTRATION – Coordinates daily operational functions and manages office staff, streamlines management systems, monitoring budgets, supervising managers, improving business efficiency, requesting audits, and analyzing financial data. May be responsible for daily HR, accounting, and customer services tasks. Manages safety training and coordinates all other trainings.

5130 DIRECTOR OF REASERCH & DEVELOPMENT – Directs, coordinates, and implements an organization's research and development team, policies, objectives, and initiatives. Ensures research and development activities will maintain an organization's competitive position and profitability. Responsible for managing design, planning, and execution of research projects.

5133 MARKETING MANAGERS – Responsible for developing, implementing, and executing strategic marketing plans for an entire organization (or lines of business and brands within an organization) to attract potential customers and retain existing ones. Manages marketing for organization, which may include websites, press releases, and promotion of the company while providing project support for new and existing projects.

5135 ENVIRONMENTAL MANAGERS – Develops, implements, and coordinates policies on matters involving air, water and land conservation which are of joint concern to the company and the public. Provides advice to management on the practical and necessary steps to prevent or abate pollution arising from company operations.

5136 CHIEF EXECUTIVE OFFICER – Determines the basic objectives of the organizational unit; formulates plans and policies and allocates resources for the achievement of objectives. Interprets and applies policies established by the owners of the enterprise or their representatives. Is responsible for organizing the unit and determining the most

efficient allocation of duties and authorities to subordinates. Exercises control to see that objectives are achieved in accordance with basic organization policy. Is fully accountable for the results of the activity of the organizational unit. Typical position titles include Chairman of the Board, President, Vice President, General Manager, Executive Director, etc. This is usually a single incumbent position.

5137 CHIEF OPERATING OFFICER – Directs and coordinates the organizational unit's line and staff activities towards the achievement of established objectives. Accounts for the full range of operations of the organizational unit. Provides operational guidance and analyzes/appraises operational effectiveness. Acts as Chief Executive in the absence of the CEO. Typical position titles include: President, Executive Vice President, General Manager, Senior Vice President, etc. This position reports to the CEO; so, compensation totals for persons acting as both Chief Operating Officer and CEO are computed in CEO totals only.

5138 CHIEF FINANCIAL OFFICER – Responsible for the entire range of financial activity in the organizational unit, including both treasury and accounting functions. Formulates and recommends policies on banking. Receipt and disbursement of funds, extension of credit and fiscal and accounting matters. Also, responsible for the development of standard accounting analysis and reporting procedures, and for exercising of overall financial control. Typical position titles include: Financial Vice President, Treasurer, Director of Finance, CFO., etc. Note: The title of controller is often used in this position as well. However, for this survey the position of Controller has fewer responsibilities and less authority over the full range of financial affairs compared to the Chief Financial Officer.

5139 CHIEF SALES AND MARKETING – Responsible for the entire range of marketing, planning, development, sales promotion, and sales activities of the organizational unit. Formulates, recommends, and implements policies and programs concerning pricing, marketing the product or service, appropriate research, and any other related activities. May also have responsibility for customer relations or advertising. Typical position titles include: Marketing Vice president, Vice President of Sales, Director of Marketing, Sales Director, etc.

5140 ENGINEERING MANAGER – Has responsibility for technical support of product manufacturing, development, testing and research for new and present business. Directs industrial or manufacturing engineering, maintenance, drafting, design, and laboratory analysis. May also be responsible for directing product safety and pilot projects. Provides technical or scientific data to management, sales, and marketing. Develops methods, process equipment, machines and layouts for production facilities and products.

5141 INDUSTRIAL HEALTH AND SAFETY MANAGER – Responsible for serving and advising management staff on health and safety with the objective of an effective loss control of personnel and property. Proposes annual objectives. Develops policies, programs, and training aids. Measures effect of health and safety performance. Makes safety inspections. Investigates accidents and prepares reports. Organizes and directs work of Safety Committee.

5142 INVENTORY CONTROL SUPERVISORS – Responsible for determining and maintaining inventory levels. Could include work in process and finished goods as well as raw material. Other related duties.

5144 MANAGEMENT INFORMATION SYSTEMS MANAGERS – Under the direction of the executive in charge, directs, plans, coordinates, and supervises the operation of the company's electronic data processing facilities. Through assignment and delegation of responsibilities to subordinates, conducts study projects to determine feasibility of computer utilization relative to the overall program of the company and to develop systems, procedures, programs instructions etc. within limits of equipment capacities to process and resolve engineering problems and business data. Supervises computer and off-line equipment, scheduling and operations, correction or modification of programs and computation errors, records systems, tape and card library, etc. Maintains liaison with departments utilizing the facility. Has responsibility for staffing and training of personnel, procurement of supplies and servicing of equipment. Prepares budget proposals and recommendation, cost of operation reports, etc. Analyzes operations data and institutes procedural changes where warranted to effect cost reductions through more efficient systems, operations, and schedules.

- 5146 MANUFACTURING/PRODUCTION SUPERINTENDENT** – Supervises through foremen/women and general foremen/women the manufacturing activities of the plant. Position is immediately subordinate to the plant manager. Supervises with respect to volume, cost and quality of production, meeting production schedules, delivery dates with maximum efficiency and productivity. Encourages efficient utilization of equipment and facilities. Responsible for compliance with company policies, good housekeeping and safety standards and practices. May hire, transfer, or terminate employee. Recommends salary adjustments and promotions. May recommend purchase of new equipment and conformance to budget in all departments. May be responsible for maintenance of plant and facilities. May participate in collective bargaining and contract negotiations.
- 5148 OPERATIONS MANAGERS** – Senior management role which involves overseeing production of goods and/or services. A key part of a management team, and oversees high-level HR duties, such as attracting talent and setting training standards and hiring procedures. They also analyze and improve organizational processes, and work to improve quality, productivity, and efficiency. Responsible for managing the organization efficiently and effectively by meeting the expectations and needs of customers and clients.
- 5150 OFFICE MANAGERS** – Responsible for supervising general offices, clerical, statistical, and service functions. Develops and organizes office procedures and system. May audit reports and summaries. Observes and evaluates performance of personnel. May hire, transfer, and terminate employees. Recommends salary adjustments and promotions. Responsible for overall administration of company personnel policies for the office group.
- 5152 PAYROLL SUPERVISORS** – Responsible for supervising the activities of the payroll department. Assigns and directs payroll and other clerks in this group. Responsible for maintaining the accuracy and scheduling of payrolls. May personally distribute paychecks, investigate, and settle disputes involving possible errors. Audit's summaries, tax forms, bank balances, wage reports, and surveys. May personally prepare confidential payrolls. Hires, transfers, and terminates employees. Recommends salary adjustments and promotions. Administers company personnel policies as applicable to group supervised.
- 5153 VP MERGERS & ACQUISITION** – Key player in making companies grow, identifies, evaluates, and recommends merger and acquisition candidates. Will evaluate and execute acquisitions, make strategic decisions, and drive corporate growth and profitability. This individual will work directly with Executive Leadership to provide recommendations based on research and analysis of the industry.
- 5154 TALENT ACQUISITION SPECIALIST** – HR professional who specializes in sourcing, identifying, and hiring specific types of employees. They are usually employed in highly competitive job markets that are rapidly growing and changing.
- 5155 HUMAN RESOURCES BUSINESS PARTNER** – The HR Business Partner (HRBP) position is responsible for aligning business objectives with employees and management in designated business units. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization. The HRBP maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture, and its competition.
- 5156 HUMAN RESOURCES MANAGER** – Responsible for supervision and coordination of activities pertaining to the manning of the plant and/or office. Supervises the recruitment and testing of personnel. Administers such employee services as first aid and health, recreational activities, insurance programs, etc. May handle safety programs in small plants. Administers company labor relation's policies. Serves as a member of the management labor relations committee. Supervises the employee records, including wage and salary rates. Prepares negotiation material when needed. Investigates grievances, general policies, and procedures to avoid any violation of local, state, and federal regulations in relation to personnel to avoid any violation of local, state, and federal regulations in relation to personnel and employee relation's practices. May administer and participate in employee training programs. May hire, transfer, and terminate employees. Recommends salary adjustments and promotions for personnel supervised.

- 5157 HUMAN RESOURCES DIRECTOR** – The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. Recruits, interviews, hires, and trains new staff in the department, oversees the daily workflow of the department, and provides constructive and timely performance evaluations. Handles discipline and termination of employees in accordance with company policy.
- 5158 PLANT MANAGERS** – Directs the manufacturing operations of fabricating, finishing, assembling, and crating of products. Develops manufacturing plans, maintains production schedules, quality, safety, and cost standards, and maintains favorable labor relations. Supervises the allocation of material, manpower and equipment resources, identifying and reporting variances in efficiency, budget, and indirect labor utilization. Advise managers of optimum material and parts levels, manufacturing processes and procedures. Provides supervisory training on labor contract provisions and company policies. Establishes safety standards and recommends or provides training courses. Prepares production, operating costs, and budget reports.
- 5159 PRODUCT SPECIALIST** – Work with business units in developing business plans to achieve company revenue goals. Analyze competitive marketplace and industry trends to accordingly develop business strategies for revenue generation. Conduct product and sales trainings to marketing team. Monitors all aspects of a product lifecycle, including long- and short-term development and marketing. Stays abreast of trends in the marketplace to ensure the product's competitive position.
- 5160 PRODUCTION CONTROL SUPERVISORS** – Supervises planning, scheduling, and expediting of all orders of products through manufacturing operations. Coordinates production activities in accordance with schedule facilities. Notes potential production bottlenecks and acts to prevent their occurrence. Makes provision for raw materials, purchased parts and subcontract machining so that all materials are on hand for meeting scheduled shipping dates.
- 5162 PRODUCTION CONTROL MANAGER/MATERIALS PLANNER** – Responsible for establishing and follow-up on production schedules, coordinating purchase of materials. Prepares production and project completion reports. May initiate suggestions for improved production or warehousing. May control shipping traffic, warehouse storage, expediting, inventory and record keeping. May control load factors to insure the efficient use of machine capacity, tools, labor, and equipment. Cooperates with all departments regarding scheduling production, record keeping.
- 5164 PURCHASING MANAGERS** – Responsible for the purchase of materials and supplies required. Supervises the work of buyers, assistants, and clerical employees attached to purchasing department. Reviews and approves requisitions, supply sources, supplies, quotations, terms, etc. Personally, handles contract negotiations covering items of major importance or magnitude. Responsible for overall control of deliveries as scheduled. Keeps abreast of economic, industrial, and other trends that affect markets and prices. May hire, transfer, and terminate employees. Recommends salary adjustments and promotions. Responsible for administering company personnel policies in department.
- 5166 QUALITY CONTROL SUPERVISOR/MANAGER** – Supervises the maintenance of product quality in machining, assembly, receiving, and fabricating. Establishes control limits and control charts. Discusses with methods, sales, and engineering departments and occasionally with customers on related problems to resolve such problems. Prepares or presents for approval, various statistical analyses to justify recommendations for changes in methods, tooling, tolerances or inspection and testing procedures. Investigates causes of faulty work, excessive scrap, rework, or inspection delays and takes proper corrective action.
- 5168 RESEARCH & DEVELOPMENT MANAGERS** – Develop and manage company and customer research to support new product and services, and proof of value of products and services. They are responsible for research, planning, and implementing new programs and protocols into their company or organization and overseeing the development of new products.

5169 SALES MANAGERS – Plans and coordinates sales programs for maximum sales volume and profitability. Conducts sales promotion staff meetings for long and short-range sales events. Participates in meetings to select lines or items of merchandise to promote and develop timing and methods of promotion. Sets up schedules for sales volume and follows up to assure participation of other departments. Works with advertising department in preparing advertisements for newspapers and other media. Maintains balance in promotion between sales force, advertising and other forms of publicity, display, and presentation. Develops sales budgets and forecasts and prepares operating reports.

5173 SALES PROMOTION SUPERVISOR/MANAGER – Supervises the development and carrying out of sales promotion policies and procedures within the company or a part of the company, providing support for the sales/marketing function. Subordinate employees devise sales promotion techniques and prepare brochures, exhibits, displays, posters, catalogs, selling aids, sales training materials, etc. They also organize and administer such projects as sales contests, promotional campaigns, etc. May originate new uses or markets for products, evaluate effectiveness of current sales methods and advertising programs, advise on product design, packaging, and pricing from a sales promotion standpoint. This is a sales support function.

5175 SERVICE MANAGERS – Responsible for supervising activities of service department personnel engaged in customer service in the field and the sale of service parts. Assigns and directs work of correspondents, clerical, stores and possibly shipping employees. Conducts training programs. May personally handle and process general complaints, warranties, etc. Responsible for maintenance of service manuals, parts list and other related literature stocks. Hires, transfers, and terminates employees. Recommends promotions and salary adjustments. Administers company personnel policies as applicable to group supervised.

5179 TRAFFIC MANAGERS – Supervises all operations connected with incoming and outgoing shipments. Responsible for use of most commercial and efficient shipping services. May specify routing for purchased materials and trace lost or delayed shipments. Prepares and files claims for damage or over charges. Directs activities of and assigns work to traffic department personnel. May hire, transfer, and terminate employees. Recommends salary adjustments and promotions. Administers company personnel policies.

5181 BUYERS (Experienced or Expanded Scope of Responsibility) – Must be the sole buyer of production materials, machines, or equipment in a purchasing department. Ascertains required delivery dates and what materials and quantities should be purchased from a purchase requisition or other authorization. Obtains quotations from vendors. Determines ability of vendors to supply or manufacture desired materials in quality and quantities required to meet schedules. Executes contract for the purchase of materials.

5186 CONTRACT ADMINISTRATORS – Responsible for coordinating all relevant functions of the company to ensure that contracts with customers are fulfilled satisfactorily and that favorable relationships with customers are maintained. Subordinate employees provide interpretation of contract provisions, screen, and process customer inquiries to insure prompt handling and maintain continuing customer liaison. Monitors progress of work performed under the contract, preparing periodic reports and estimates of completion dates. May also participate in the development of sales proposals, negotiation of new contracts and renegotiation of existing contracts, and provide support to the sales organization.

5188 COST ACCOUNTANTS – Under general direction of supervisor, cost accounting, assumes responsibility for a segment of cost accounting records, working either independently or with cost clerks. Maintains assigned cost records according to prescribed cost accounting methods. May recommend changes in methods or records to fill requirements more satisfactorily.

5190 DATABASE ADMINISTRATORS – Manages a specific database application. Is involved in the original design of the database system and has responsibility for its implementation, backup, recovery, and documentation as well as training and user consultation. Typically requires a degree in computer science and two or more years' experience in database application. May supervise lower-level database analyst.

5192 MARKET RESEARCH ANALYSTS – Under minimum supervision, conducts market surveys, compiles data and prepares various market and product sales reports to assist area sales management in determining new market potential, sales penetration, new product potential, etc. Tasks are broad in nature requiring originality and evaluation in their accomplishment. This is the highest non-supervisory level. Requires several years of sales or market research experience.

5194 IT ANALYSTS – Designs and implements information systems that optimize organizational efficiency. The process begins with managers, who provide the IT analyst with a broad objective, like capturing marketing research data.

5195 NETWORK ADMINISTRATORS – Responsible for the operations, technical support, and administration of the organizations networked microcomputers and/or distributed processing system(s). Responsible for daily backups, user training, system documentation, and routine troubleshooting. Requires extensive interaction with users to respond to problems and requests. Develops and monitors procedures necessary to maintain network security and data integrity. May assign and maintain access codes. Normally requires a degree in telecommunications or computer science, or advanced technical training and 2 - 5 years of experience with distributed processing systems and computer networks.

5196 NETWORK ADMINISTRATORS, EXPERIENCED – Responsible for server and network installation, system upgrades and maintenance, hardware and software testing, and troubleshooting. Coordinates activities of equipment, software, and cable installation vendors or staff. Monitors and maintains networks and systems to ensure that all components are operational. May require comprehensive knowledge of a variety of computing platforms, operating systems, and network software. May require a Certified Network Engineer (CNE). Normally requires a degree in telecommunications or computer science, or advanced technical training, and 5 or more years' experience with distributed processing systems and telecommunications/data networks.

5201 NETWORK ANALYST I – Provides technical support in the installation and maintenance of employer or customer's Local Area Network (LAN). Assists in the evaluation of hardware and software, including peripheral, output, and telecommunications equipment. Installs network hardware and software, including network operating systems. Monitors data communications to ensure that network is available to all users. Troubleshoots and resolves routing problems. Generally responsible for maintaining a simple network of 25 or fewer nodes, or for a section of a larger network. May require a related degree.

5202 NETWORK ANALYST II – Designs, installs, maintains, and coordinates the use of employer's or customer's Local Area Network or Wide Area Network (LAN/WAN). Evaluates hardware and software, including peripheral, output, and telecommunications equipment. Enforces security procedures, installs network software, and manages network performance. Troubleshoot and resolves complex problems. Implements and coordinates network policies, procedures, and standards. Trains users. Generally responsible for maintaining moderately complex networks of 25 to 100 nodes. Typically requires a degree and may require certification as a network analyst or engineer.

5205 PACKAGING SUPERVISORS – Supervises and coordinates activities of workers engaged in packaging products and materials for storage or shipment. Studies production orders to ascertain types and quantity of product, containers needed and other packaging requirements. Observes packaging operations, inspects containers to verify conformance to specifications.

5206 PERSONAL COMPUTER SPECIALIST – Reports to Management Information Systems Manager or Computer Operations Supervisor. Has responsibility for developing, implementing, and maintaining personal computing operations. Follows industry and company procedures and practices to install and maintain personal computer software, hardware, and networking capabilities. Will train or assist in the training of other employees in the proper use of available personal computer programs and packages. Maintains personal knowledge of new programs or networking systems and capabilities. Integrates various software packages where necessary.

5208 PHARMACEUTICAL ANALYST – Specialist who strives to understand and advise companies on different aspects of the pharmaceutical industry. Analysts can be experts in pharmaceutical marketing strategy, retail, business intelligence, and regulatory affairs. Responsible for the design and development of analytical methods, creation of new analytical

techniques, and improvements to existing analytical methods.

5209 PRODUCT MANAGER – Determines product selection and specifications, coordinates internal and external activities related to the management of products, and develops and recommends marketing objectives, including sales volume and profit forecasts. Monitors the sales activities and profit margins of assigned product lines and assess performance and implements appropriate action. Gather new product ideas, evaluate their potential and practicality with respect to market opportunities and their effect on present products. Analyze competitive product line strategies, strengths, and weaknesses to determine opportunities for competitive advantage as it relates to new products. Obtain technical opinions and estimates of time and costs of new product development to create the new product business case and participate in the new product development process as the product management representative.

5210 PROGRAMMER ANALYST LEVEL I – Performs routine assignments that require following project specifications and statements of problems and procedures to create or modify computer programs. May confer with end users to analyze specified methods and procedures, identify problems, and document specific input and output requirements. Requires knowledge of one or more applications languages such as COBOL or C. May use software tools to design detailed flowcharts and generate standardized code. This is an entry-level position and typically requires 1 year or less programming analyst experience. May requires a related degree.

5211 PROGRAMMER ANALYSTS, LEVEL II – Plans, develops, tests, and documents computer programs, generally working from source data provided by senior programmer analysts. May review systems capabilities and scheduling limitations to determine if required program or modification is possible within existing system. Applies standard programming procedures and a detailed knowledge of the application being programmed. Prepares program documentation and materials for users. May provide work direction to entry-level programmer analysts. Normally requires a relevant degree and 2 - 4 years of programming experience.

5212 PROGRAMMER ANALYSTS, LEVEL III – Designs, develops, implements, and maintains complex business, accounting, and management information systems. Works on more complex assignments that require nonstandard programming techniques. Evaluates user requests for new or modified programs to determine feasibility, cost, and time requirements, and compatibility with existing systems and capabilities. Determines programming specifications. Aids lower-level programming analysts. Normally requires a relevant degree and 5 - 7 years of related experience. Incumbent may be the programming analyst senior in and I.S. unit devoted primarily to maintaining existing applications.

5213 PROGRAMMER ANALYSTS, LEVEL IV – Works with users to identify current operating procedures and clarify program objectives. Consults manuals, periodicals, and technical reports to learn ways to develop programs that meet user or market requirements. May team with external analyst-programmer consultants. Outlines steps required for program development, including diagrams and charts. Writes program documentation and user operations guidelines. Provides technical guidance to lower-level analyst programmers. Requires advanced knowledge of programming techniques, operating systems, and platform capabilities. Typically requires detailed and comprehensive knowledge of employer's applications and hardware platforms. Requires a relevant degree and 8 - 12 years of related experience. May be titled Senior Analyst Programmer.

5214 PROGRAMMER ANALYSTS, LEVEL V – With user management and technical staff as necessary to clarify program intent, identify problems, suggest changes, and determine require coding. Assigns, coordinates, and reviews work of lower-level analyst programmers. May train lower-level analyst programmers in advanced techniques. Prescribes standards for terms and symbols used to simplify interpretation of programs and documentation. Supervises preparation of records and reports. Normally requires 12 or more years of related experience and expert knowledge of specific applications and lines of business.

5216 PROGRAMMERS, EXPERIENCED or Expanded Scope of Responsibility – With general supervision, analyzes and defines programs for electronics data processing equipment. Is competent in most phases of programming to work on his own and requires only general guidance for the balance of the activities. Conducts analyses of sufficient detail of all defined systems specifications and develops all levels of block diagrams and machine logic flow charts, codes, prepares

test data, tests, and debugs programs. Revises and refines programs as required and documents all procedures used throughout the computer program when it is formally established. Evaluates and modifies existing programs to consider changes in systems requirements. May give technical assistance to lower-level classifications.

5220 SYSTEMS ANALYST – Under close supervision, assists in devising computer system specifications and record layouts. Is qualified to work on several phases of systems analysis, requires guidance and direction for other phases. Conducts studies and analyses of existing office procedures and prepares system flow charts for existing and proposed operations. Under instruction prepares computer block diagram and may assist in the preparation of machine logic flow-charting.

5230 TRAINER/TRAINING MANAGER – Responsible for developing and administering effective training plans and procedures to support current and future requirements of the company and which comply with good business practices as well as legal and regulatory requirement. May conduct general or specialized training programs. Maintains training library, including references, manuals, and videos. May select and supervise training personnel.

5234 CONTINUOUS IMPROVEMENT MANAGER – Will assess current state of performance, identify gaps, visualize, and establish a plan to get to the future state, monitor progress and share/acquire best-in-class ideas and systems. Identify gaps in Best Business Practices Metrics (BBP's), and then work with all levels of the plant in establishing and executing a strategy for improving them. Assess the Current state of the plant's operations; Develop Future State vision and drive monitor the implementation plan.

5235 CONTINUOUS IMPROVEMENT SPECIALIST – Implements improvement plans and monitors progress to ensure updates achieve desired results and are implemented in a timely manner. They assess the effectiveness of a business function and offer recommendations for improvement in accordance with a well-defined body of knowledge.

5236 LEAN IMPLEMENTER – Utilizes employees' talents to produce at the pace of customer demand using optimal resources achieving lowest cost with Six Sigma quality across the entire Value Stream. Facilitate cross-functional expert teams to drive breakthrough of Best-in-class performance in People, Quality, Material Flow, and Cost.

5237 BLACK BELT – Assumes responsibility for the leadership and facilitation of projects for product and process continuous improvements. Project team members will develop and implement improvements through Lean Manufacturing & Six Sigma methodologies ("Lean/Sigma").

5240 PRESIDENT/CEO – Provides strategic leadership for the company by working with the board of directors and the executive management team to establish long-range goals, strategies, plans and policies.

5250 WEB CONTENT SPECIALISTS – Responsible for building, acquiring, and publishing content for website, email newsletters and other online communications media. Ensures product accuracy and maintains proper appearance and online functionality. Implements editorial policy.