

**1002 Administrative Assistant I**

Provides a wide variety of administrative and staff support services to an organization or department. Compose and format basic correspondence. Uses a PC to create and maintain basic databases, graphs and spreadsheets. H.S. diploma required. 1-2 years experience or equivalent training.

**1004 Administrative Assistant II**

Provides more focused administrative and staff support services to mid-level or organizational unit management. Composes correspondence, prepares special reports and gathers information. May serve as initial contact for supervisor with customers or peers. Displays greater independent judgment and knowledge of detailed operations. Proficiency with a PC demonstrated through creation of moderately complex databases, graphs and spreadsheets. H.S. diploma or Associate Degree required. 3-5 years related experience.

**1006 Clerk**

Performs basic clerical duties which may include filing, light typing and operation of general office machinery such as PC, calculator, copier and fax. H.S. diploma or GED. 0-1 year of experience.

**1008 Clerk-Senior**

Performs moderately complex clerical duties utilizing independent analysis, judgment and knowledge of company/departmental procedures. Operates all office machinery including PC. Has moderate contact with customers, vendors and other related departments. H.S. Diploma. 2-4 years related experience

**1010 Courier/Driver**

Performs messenger services generally of an urgent nature. Picks up and/or delivers correspondence or packages to designated locations. Performs basic clerical functions associated with courier assignments. Must be familiar with the geographical area in which the services are being performed and possess a valid state driver's license. Must have liability insurance and 3 years prior driving experience. H.S. Diploma or GED.

**1012 Executive Administrative Assistant**

Performs confidential clerical functions for top level executive or CEO. Duties have a higher degree of complexity than Administrative Assistant I or II. Coordinates high level executive activities with greater latitude for independent judgment. Requires substantial knowledge and use of PC to create and maintain databases, graphs and spreadsheets. H.S. diploma or Associate Degree preferred. 5+ years experience.

**1014 Mail Clerk**

Receives, sorts and distributes mail. Processes outgoing mail utilizing postal procedures. Entry level position with minimal knowledge of postal procedures. H.S. diploma or GED. No prior experience necessary.

**1016 Mail Clerk-Senior**

Receives, sorts and distributes mail. Processes outgoing mail utilizing experience/knowledge of postal procedures. May assist in training of less experienced mail clerks. H.S. diploma or GED. 2-4 years experience.

**1018 Receptionist**

Greets and screens visitors, vendors, customers and others. Provides requested information and refers to appropriate parties. Arranges appointments and maintains visitor's log. May perform clerical duties requiring typing or PC skills. H.S. diploma or GED required. 1-2 years experience or equivalent on-the-job training.

**1020 Switchboard Operator**

Operates switchboard taking incoming calls and determining callers needs and/or subject of their calls. Transfers calls to the proper department or person. Takes accurate messages as necessary and ensures delivery to intended party. In the absence of receptionist, may perform light clerical duties. H.S. diploma or GED required. 0-2 years experience.

**1302 Aircraft Mechanic/Technician**

Services and replaces engine parts and airframe segments to maintain aircraft in safe operating condition. Completes appropriate records for maintenance and repairs. Complies with safety regulations and maintenance of tools and equipment. May prepare the aircraft, hanger facilities and fuel the aircraft.

**1304 Chief Pilot / Aviation Manager**

Oversees aviation department operations, including administrative duties, maintenance, safety and scheduling. Hires and trains pilots; supervises flight and group personnel. Establishes operating policies and is familiar with applicable Federal Aviation regulations. May assume flight duty.

**1306 Pilot**

Performs as pilot-in-command of the aircraft or acts as co-pilot. Operates aircraft in a safe and efficient manner, maintains appropriate reports and logs, and complies with all applicable rules and regulations.

**1602 Assistant Branch Manager**

Oversees operational and human resources issues of a branch. Assists in the supervision and management of a branch. Develops and maintains dealer relationships, closes loans, and collects loans. Requirements – High School graduate with 2+ years of related experience.

**1604 Branch Manager I**

Oversees branch operations with assets up to \$35 million. Responsible for achievement of loan gain and profit goals, minimization of delinquent debt, and management of personnel. Bachelors degree in a business field or equivalent experience. Two years of related experience in a financial setting is required, with one year of supervisory experience. Reports to a district or group manager.

**1606 Branch Manager II**

Manages all functions and staff of a larger branch (with assets greater than \$35 million). Accountable for maximizing branch sales, revenue and customer satisfaction, while minimizing operating losses. Responsible for branch compliance to all bank policies. Conducts cold calls on prospective small business customers. Bachelors degree in a business field or equivalent experience. Three to five years related experience.

**1608 Head Teller**

Coordinates and supervises the teller staff. Interviews candidates, trains tellers and schedules teller staff. Prepares various reports detailing activity levels and examines ways in which to enhance service levels. Ensures that the office balances daily and may work additional or irregular hours to locate and correct errors. Operates a teller window as needed. Requirements – Typically 3+ years' experience.

**1610 Loan Officer**

Serves a wide variety of customers seeking loan for assorted purposes with some latitude for credit decisions involving a modest amount of unsecured risks and provides other customer service as required. Requirements – High School diploma plus 2 years of related experience.

**1612 Loan Processor**

Performs clerical duties relating to the processing of loan applications, loans and loan documentation. May include assembling documentation for closings, checking documents for accuracy and completeness, verifying loan information, assisting with scheduling loan closing and answering routine questions involving the processing of loans. Requirements – High school diploma or equivalent

**1614 New Accounts Representative**

Responsible for activities relating to the sale, opening and processing of new accounts. Prepares necessary documentation to open a variety of deposit accounts. Assists customers with various problems with accounts. May have additional duties such as servicing safe deposit box customers, answering phone and secretarial duties. Requirements – High school diploma or equivalent.

**1616 Operations Clerk I**

Assumes responsibility for various operational jobs in the retail area; to ensure compliance with operational guidelines as set forth by management. Requirements – One to two years of formal education and one to two years experience in operations

**1618 Operations Clerk II**

Assumes responsibility for various operational jobs in the retail area; to ensure compliance with operational guidelines as set forth by management. Requirements – One to two years of formal education plus 2+ years in Operations.

**1620 Sr. Loan Processor**

Responsible for all activities required to process assigned loans. Accepts loan applications from loan officers and establishes a loan file. Gathers all necessary loan documents and files them as received. Follows up on missing documentation. Prepares and compiles documents for loan closing and submits to loan officer for review. Provides guidance to less experienced loan processors. Assists customers with inquiries and/or problems, and refers more serious matters to loan officer. Requirements – High school diploma or equivalent and 2+ years' experience as a loan processor.

**1622 Sr. New Accounts Representative**

Responsible for activities relating to the sale, opening and processing of new accounts. Interviews customers to determine which products best fit their financial needs. Explains services, products and associated charges to customers. Prepares necessary documentation to open a variety of deposit accounts. Assists customers with various problems with accounts. Requirements – High school diploma or equivalent plus 2+ years as a New Accounts Representative.

**1624 Sr. Teller**

Performs specialized teller functions of an advanced nature such as locating cash discrepancies, handling special or unusual customer transactions and responding to more difficult customer questions. Reconciles moderately complex records and maintains work flow. Requirements – High school diploma plus a broad knowledge of teller functions and minimum of 2 years' related experience.

**1626 Teller**

Performs moderately complex teller functions such as handling customer transactions, paying out funds and verifying cash deposits and disbursements. Balances daily transactions, handles routine customer inquiries and provides assistance to other tellers. Requirements – Teller training and/or 1 year of experience.

**1902 Audit Manager**

Directs the activities of 5-10 auditors engaged in financial and/or operational auditing. Reviews completed work and work in progress and advises subordinates on problems. Errors can result in serious delays and reallocation of resources. Requires BS degree and at least 7 years of progressive audit experience.

**1904 Auditor**

Audits the accounting and financial data of various departments to ensure accuracy and compliance with both company and government guidelines. Directly observes operations and interviews personnel to ascertain that prescribed management and operational procedures are followed. Works under specific written procedures to perform audits of major scope. Makes routine decisions and provides recommendations through supervisors to management from results of audit. Requires BS degree in accounting or related field and 0-2 year's experience.

**1906 Auditor-Senior**

Same as above. Additional responsibilities include reviewing audit work papers and training other auditors. Solves problems of unusual complexity. Errors may have serious ramifications on the organization. Supports the external auditing function. Coordinates work flow and establishes standards of performance. Requires BS degree and 4-6 years of experience.

**1908 Compliance Officer/Specialist**

Develops, implements and enforces the organization's compliance program. Consults daily with managers/executives and provides counsel on related issues. Ensures conformance with applicable laws, regulations and accreditation standards. Familiar with the field's concepts, practices and procedures. May direct and lead the work of others. Typically reports to a Compliance Manager. Requires BS degree with at least 4 years experience in the field or a related field.

**1910 Legal Secretary I**

Provides a broad range of clerical and administrative duties for 1 or more attorneys. Prepares legal correspondence such as contracts, briefs, summonses, complaints and motions. May have some client contact and must understand legal terminology. Requires HS diploma or equivalent and 2-4 years of experience.

**1912 Legal Secretary II**

Same as above. May have client contact requiring discretion and judgment. Requires HS diploma or equivalent and 5+ years of experience.

**1914 Paralegal**

Under direct supervision provides legal support services to attorneys. Prepares legal documents, conducts legal research, drafts legal and business communications and performs general file maintenance. Requires HS diploma or equivalent plus paralegal certification and 1-3 years of experience.

**1916 Paralegal-Senior**

Same as above. Works under limited supervision. May design, develop and maintain law department databases. Requires HS diploma or equivalent plus paralegal certification and 3+ years of experience.

**2006 Construction / Building Inspector**

Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing. Use survey instruments, metering devices, tape measures, and test equipment, such as concrete strength measurers, to perform inspections.

**2202 Architect**

Performs needs assessments, planning, master planning and professional architectural design of public buildings and improvements; develops project proposal for building design and construction; coordinates construction projects with contract architects and affected departments. Bachelors degree and 3-5 years professional experience.

**2204 Civil Engineer**

Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes architectural, structural, traffic, ocean, and geo-technical engineers. Bachelors degree and 3-5 years professional experience.

**2208 Construction Supervisor**

Provides detailed coordination, technical management, cost control, quality control, project schedule compliance, and supervision of department personnel. Creates schedules establishing project activities and staffing requirements. Reviews contract documents and performs project visitations at the site to estimate job requirements, job duration, staffing, equipment, parts, materials and supplies. Coordinates with project architect and customer as needed to clarify project scope, deadlines and project integrity. Trains employees in new or revised work methods and procedures and orientates new employees.

**2210 Construction Worker**

Performs a wide variety of semi-skilled building maintenance, renovation, demolition, alternation and construction tasks to include carpentry, electrical, masonry, plumbing, painting, plastering, and HVAC work.

**2212 Cost Estimator**

Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured. Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates.

**2214 Crane Operator**

Crane operators work on cranes or draglines to lift, move position and place machinery, equipment or other large objects at construction sites, industrial facilities, ship-loading docks, railway yards and similar locations. They work for construction firms, manufacturers, shipbuilders, cargo-handlers and railways. completion of crane operator training and of an apprenticeship program.

**2216 Foreman**

Provides leadership and is responsible for, although not limited too: scheduling, workforce planning, coordinating, supervising, assisting in cost control and ensuring the safety, consistent and fair application of all labor relations policies and procedures, proper apprentice training and productivity of crews at the workforce who install/assemble components of industrial products and structures. As a key participant in the relationship with the contractor, other contractors, company and client, the general foreman is generally the second management level and has a further role as a coordinating manager and client interface.

**2218 Heavy Equipment Operator**

Performs skilled work in the operation of gasoline or diesel-powered equipment such as rollers, graders, dozers, backhoes, truck mounted cranes and heavy duty trucks over 2-1/2 tons used in construction and maintenance work. May service equipment and make emergency repairs.

**2220 Structural Iron and Steel Worker**

Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings. Fabricate metal parts such as steel frames, columns, beams, and girders, according to blueprints or instructions from supervisors. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

**2222 Surveyor**

Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.

**2502 Customer Service Manager**

Manages Customer Service activities, interfacing with distribution channels to attain customer feedback and exchange of information regarding products and services. Coordinates with internal departments to ensure projects are focused on enhancing customer service. Develops and maintains analytical processes that measure customer satisfaction levels. B.S. degree with relevant supervisory background. 2-4 years experience.

**2504 Customer Service Representative**

Performs clerical duties in support of a variety of customer services. Talks with customers and explains various types of services and accounts. Opens new accounts. Handles customer inquiries and complaints following standard procedures. Processes bills and other payments and maintains related records and controls. Prepares periodic reports. H.S. diploma or GED. 0-1 year experience.

**2506 Customer Service Representative-Sr.**

Performs job content of Customer Service Representative, however, duties are more complex in nature and require exercising greater independent judgment in handling responsibilities. Trains and provides guidance to employees in lower level customer service positions. H.S. diploma and equivalent work history. 1-3 years experience.

**2802 Engineering-Electrical-Entry**

Performs work in which the principles, theories and general body of knowledge of electrical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Entry level 0 - 1 year.

**2803 Engineering-Electrical-Intermediate**

Performs work in which the principles, theories and general body of knowledge of electrical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Intermediate level 2 to 5 years

**2804 Engineering-Electrical-Senior**

Performs work in which the principles, theories and general body of knowledge of electrical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Senior level 5 years or more

**2805 Engineering-Electrical-Specialist**

Performs work in which the principles, theories and general body of knowledge of electrical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Specialist or Lead level 9 years or more. May have advanced degrees.

**2807 Engineering-Mechanical-Entry**

Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Entry level 0 - 1 year.

**2808 Engineering-Mechanical-Intermediate**

Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Intermediate level 2 to 5 years

**2809 Engineering-Mechanical-Senior**

Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Senior level 5 years or more

**2810 Engineering-Mechanical-Specialist**

Performs work in which the principles, theories and general body of knowledge of mechanical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering. Typical minimum experience: Specialist or Lead level 9 years or more. May have advanced degrees.

**2812 Environmental Engineer-Entry**

Develop solutions to environmental problems using the principles of biology and chemistry. They are involved in water and air pollution control, recycling, waste disposal, and public health issues. Typically has a Bachelors degree and 0 - 1 year years professional experience.

**2813 Environmental Engineer-Intermediate**

Develop solutions to environmental problems using the principles of biology and chemistry. They are involved in water and air pollution control, recycling, waste disposal, and public health issues. Typically has a Bachelors degree and 2 - 4 years of professional experience.

**2814 Environmental Engineer-Senior**

Develop solutions to environmental problems using the principles of biology and chemistry. They are involved in water and air pollution control, recycling, waste disposal, and public health issues. Typically has a Bachelors degree and 5 or more years of professional experience.

**2819 Industrial Engineer-Entry**

Plans and oversees layout of equipment, office, and production facilities. Conducts studies in operations to maximize work flow and spatial utilization. Ensures facility efficiency and workplace safety. Requires a bachelor's degree in engineering and 0-1 years of experience in the field or in a related area.

**2820 Industrial Engineer-Intermediate**

Plans and oversees layout of equipment, office, and production facilities. Conducts studies in operations to maximize work flow and spatial utilization. Ensures facility efficiency and workplace safety. Requires a bachelor's degree in engineering and 2-5 years of experience in the field or in a related area.

**2821 Industrial Engineer-Senior**

Plans and oversees layout of equipment, office, and production facilities. Conducts studies in operations to maximize work flow and spatial utilization. Ensures facility efficiency and workplace safety. Requires a bachelor's degree in engineering and 5 or more years of experience in the field or in a related area.

**2826 Product Safety Engineer-Entry**

Conduct research to evaluate safety levels for products. Recommend procedures for detection, prevention, and elimination of physical, chemical, or other product hazards. Requires a bachelor's degree in engineering and 0-1 years of experience in the field or in a related area.

**2827 Product Safety Engineer-Intermediate**

Conduct research to evaluate safety levels for products. Recommend procedures for detection, prevention, and elimination of physical, chemical, or other product hazards. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area.

**2828 Product Safety Engineer-Senior**

Conduct research to evaluate safety levels for products. Recommend procedures for detection, prevention, and elimination of physical, chemical, or other product hazards. Requires a bachelor's degree in engineering and 5 or more years of experience in the field or in a related area.

**3102 Accountant**

Performs basic accounting functions to include posting entries, preparing trial balances, preparing reconciliation, coding accounting data and assisting in preparing simple accounting reports and statements. May complete routine federal, state and local income tax returns, estimate extension requests, and assist in preparing various related calculations and computations. Typically requires a Bachelor's degree in accounting and less than two years of experience.

**3104 Accountant-Senior**

Performs intricate and complex accounting duties, which may include completing the more complex income tax returns and reports. Develops and prepares accounting studies and recommends changes in accounting methods and procedures. Assignments are usually of a special or nonrecurring nature with responsibility for independent actions or decisions. May exercise some supervisory control. Requirements – Broad knowledge of accounting methods, tax regulations, and company policies and procedures. Typically requires a Bachelor's degree in accounting and five to seven years of experience.

**3106 Accounting Clerk**

Performs basic accounting clerical operations under close supervision and well-defined procedures. Posts simple journal or voucher entries, reconciles accounts and checks for accuracy. Typically requires a high school education or equivalent with no specific training in accounting principles or accounting experience.

**3108 Accounting Clerk-Senior**

Performs clerical accounting procedures requiring familiarity with accounting office practices, bookkeeping and accounting principles as well as knowledge of a variety of accounting classifications. May utilize discretionary judgment. Typically requires a high school education or equivalent and an understanding of accounting principles and more than four years of accounting experience.

**3110 Accounting Manager**

Manages subordinates that participate in the design, modification and maintenance of general accounting systems to provide records of assets, liabilities and financial transactions. Manages the accounting function through lower level supervisors. Reviews the progress of work objectives and schedules. Interprets and executes policies; may establish policies that apply to subordinate units; and recommends modification of organizational policies. Advises subordinates on problems. Errors could cause critical delays and considerable reallocation of resources.

**3112 Accounts Payable Clerk**

Processes accounts payable and maintains records of amounts owed, verifies invoices, computes discounts, codes expenses and prepares vouchers for payment. Total accounts, types account statement and other reports, as required. Typically requires a high school education or equivalent and one to two years accounting or general office experience.

**3114 Accounts Receivable Clerk**

Maintains records of accounts receivable, including filing unpaid invoices and keeping account of cash receipts, claims and overdue invoices. Computes and records interest charges, refunds and similar items. Types vouchers, invoices or account statements. Typically requires a high school education or equivalent and one to two years accounting or general office experience.

**3116 Accounts Payable/Rec Supervisor**

Supervises the accounts payables/receivables functions. Assigns work in accordance with fixed schedules; authorizes overtime; and controls costs. Normally supervises a staff of clerical personnel.

**3118 Collections Clerk**

Under direct supervision, performs credit/collection and clerical duties to include calculating, reviewing, investigating and tracing customers. Maintains records/files, prepares reports, contacts delinquent or inactive accounts by telephone or written communication requesting payment. Typically requires a high school education or equivalent with no specific training in collections.

**3120 Collections Clerk-Senior**

Under general supervision, performs credit/collection and clerical duties to include calculating, reviewing, investigating and tracing customers. Contacts delinquent or inactive accounts by telephone or written communication requesting payment. May utilize discretionary judgment. May provide limited direction or training to lower level clerks. Typically requires a high school education or equivalent and more than four years of experience.

**3122 Controller**

Directs the entire accounting system to include gathering and reporting of correct financial information to management. Establishes internal control procedures and improvements to accounting system. May analyze data to illustrate effects or proposed plans on capital investment, income-cash position, and overall financial condition. Supervises preparation of various tax returns. Reviews application of standard terms and conditions to proposed contracts and maintains billing rate structure for the business. Coordinates the accounts payable and receivable function in the company.

**3124 Credit/Collections Manager**

Maintains, supervises and recommends credit and/or collections policies and procedures, to include the investigation of new customers, extending lines of credit and granting credit and/or following up on making collection arrangements for overdue account balances. Typically manages a section or group of credit and/or collections personnel. May directly handle the more complex and larger accounts.

**3126 Financial Analyst**

Under direct supervision, works with various units within a business to research, collect and analyze statistical information related to the business needs. May present summary and reports information to unit's management. Typically requires a Bachelor's degree and less than two years of experience.

**3128 Financial Analyst-Senior**

Under general supervision, conducts and documents complex financial analysis projects. May provide advice or training to less-experienced financial analysts. Typically requires a Bachelor's degree and five to seven years of experience.

**3130 Payroll Clerk**

Performs clerical tasks to process payrolls and maintain payroll records. Duties may include adjusting records for changes in wage rate, supplementary benefits, or tax deductions. May edit payroll listing against source records; trace and correct errors in listings; and assist in preparation of periodic payroll summary reports. May utilize automated systems for processing payrolls. Typically requires a high school education or equivalent and one to two years accounting or general office experience.

**3132 Payroll Clerk-Senior**

Computes the advanced and more complex payrolls requiring automated systems. May compute withholding deductions where multi-state tax laws are applicable. May provide limited direction or training to lower level payroll clerks. Typically requires a high school education or equivalent and more than four years of experience.

**3134 Payroll Manager**

Oversees company payroll processing. May coordinate activities in recording hours of work, processing time records, compiling payroll statistics, handling tax issues/reporting, and calculating payrolls by utilizing an automated payroll system. Normally supervises a staff of clerical personnel.

**3402 Certified Nursing Assistant**

Under the direct supervision of a Registered Nurse, provides assistance to the patient in the assigned medical area. Monitors and reports on patient status during care-giving activities. Maintains patient charts and patient care plans based on established protocol. Requires state certification as a Nursing assistant.

**3404 Charge Nurse**

Directs nursing service activities in assigned care unit for the duration of one shift and/or in the absence of the Head Nurse. Provides professional nursing care for patients in assigned care units. Assesses, plans evaluations and documents the nursing process of assigned care unit. Incumbents in this position are generally assigned to various units. Graduate from an accredited school of nursing, currently licensed in the State of Alabama and at least 1 year nursing experience.

**3408 Claims Examiner**

Reviews claims for irregularities, accuracy and completeness under direct supervision. Requests additional information, as appropriate, for completion of claim processing. Provides recommendations for claim rejection for ineligible patients. Maintains updated records and prepares required reports. High school education with one to 2 years prior insurance experience.

**3410 Claims Processing Clerk**

Opens, distributes and processes claim information under general supervision. May perform data entry into a claims system, checks for missing data, etc. High school education with ability to operate various office machines, computer and software packages.

**3412 Clinic Manager**

Supervises the activities of a healthcare or physician's office. Hires, trains, evaluates and counsels employees; manages budget. Requirements – Appropriate educational credentials.

**3416 Histologist**

Provides histological services by processing tissues for histological diagnostic research; trimming tissues; embedding tissues; mounting tissues on slides; staining slides (routine and special); coverslipping tissues, bagging wet tissues; and labeling slides per protocol and operating procedures. Bachelor's degree in science from an accredited university or college. Graduate of AMA approved school of Histotechnology or one year experience in histology lab. HTL (ASCP) certification.

**3418 Home Health Aide**

Directs nursing service activities in assigned care unit for the duration of one shift and/or in the absence of the Head Nurse. Provides professional nursing care for patients in assigned care units. Assesses, plans evaluations and documents the nursing process of assigned care unit. Incumbents in this position are generally assigned to various units. Graduate from an accredited school of nursing, currently licensed in the State of Alabama and at least 1 year nursing experience. Provides nursing services in patients/clients home consistent with the healthcare agency's philosophy, policies and standards of care. Graduate of state approved school of practical nursing and currently licensed by State of Alabama. Must possess current Alabama drivers' license and proof of automobile liability insurance. One year experience in nursing with good communication skills.

**3420 Home Health Branch Manager**

Provides clinical guidance to staff including Medicaid/Medicare, 3rd party reimbursement criteria, JCAHO, OSHA and other regulatory issues. Performs administrative duties and monitors office functions for cost effectiveness and quality of services offered. Associate degree from an accredited school of nursing and currently licensed by State of Alabama. Three years' related experience.

**3422 Home Health LPN**

Provides nursing services in patients/clients home consistent with the healthcare agency's philosophy, policies and standards of care. Graduate of state approved school of practical nursing and currently licensed by State of Alabama. Must possess current Alabama drivers' license and proof of automobile liability insurance. One year experience in nursing with good communication skills.

**3424 Home Health RN**

Provides nursing services in patients/clients home consistent with the healthcare agency's philosophy, policies and standards of care. Associate degree from an accredited school of nursing and currently licensed by State of Alabama. Must possess a current Alabama driver's license and proof of automobile liability insurance. One year experience in home health or public health nursing.

**3426 Licensed Practical Nurse (LPN)**

Under general supervision, performs a wide variety of direct, technical nursing care functions in accordance with nursing care plans and physicians orders. Makes observations, takes vital signs, records data on patients' charts and prepares patients for examinations. Reports significant symptoms, reactions and changes in patients' condition to designated supervisor. Must be a graduate of an accredited School of Practical Nursing or meet Alabama Board of Nursing requirements to be "waived". Must possess current license as Practical Nurse from State of Alabama.

**3428 Manager Case Management**

Manages case management activities to control costs of high risk, high cost cases. Identifies cost effective protocols for high risk, high cost diagnoses and develops guidelines for working with insurers, healthcare management companies, patients and families to determine appropriate cost effective care plans. Graduate from an accredited school of nursing and currently licensed by State of Alabama with Masters degree in health or health related field. Certification as Case Management Administrator preferred with three to five years' progressive management experience in a case management environment.

**3430 Medical Assistant**

Performs nursing, x-ray and laboratory procedures under physician's orders. Requires 2 years' specialized training and experience in a laboratory setting or formal training in a medical assistant program.

**3432 Medical Laboratory Technician**

Performs routine tests in various areas such as hematology, biochemistry, etc, using standard techniques and equipment. Prepares sterile media such as agar in plates, jars or test tubes for use in growing cultures. Incubates cultures for specific times at prescribed temperatures. May make preliminary identification of common types of bacterial cultures. Associate Degree as Medical Laboratory Technician or Associate Degree in a related scientific field. Internship as a Medical Laboratory Technician or one year work experience in an accredited laboratory. Must be certified by a nationally recognized accrediting agency as a Medical Laboratory Technician or be registry eligible for certification.

**3434 Nuclear Medicine Technologist**

Prepares, measures and administers radiopharmaceuticals in diagnostic and therapeutic studies. Requires formal academic training in radiology technology. Graduate of an approved school of Nuclear Medicine and registered as Nuclear Medicine Technologist.

**3436 Nurse Practitioner**

Oversees total nursing care for specific patients under the direction of a physician. Complies with established nursing standards, procedures and practices and gives patient care instructions to nursing and other staff. Requires Masters Degree in specialty area and current licensure by State of Alabama

**3438 Nursing Assistant**

Under the direct supervision of a Registered Nurse, provides assistance to the patient in the assigned medical area. Adheres to state and federal regulations pertaining to duties permitted with certification. Requires in-service training.

**3440 Occupational Therapist**

Plans, organizes and conducts occupational therapy programs in a variety of sensory-motor, educational, recreational and social activities designed to help patients regain physical or mental functioning or adjust to their handicaps. Teaches patients skills and techniques required for participation in activities. Evaluates patient reactions to the program and prepares patient progress reports. Bachelor's degree in Occupational Therapy and currently licensed by the State of Alabama.

**3442 Patient Account Representative**

Performs diverse duties related to the processing of patient accounting transactions. Duties may include, but may not be limited to the following: maintains audits, processes charge tickets and insurance claims; performs data entry of charges, payment and adjustment; prepares various reports; contacts 3rd party payer regarding account-related issues; assists patients with payment plans and other account-related issues; prepares and submits bills for payment; handles credit balance accounts through a timely/appropriate conclusion; and receives/responds to account inquiries by patients and other entities via mail, fax, e-mail or telephone communications. High school education with some prior business office experience preferred.

**3444 Pharmacist**

Compounds and dispenses medication. Provides accurate medication therapy information to patients, physicians, paramedical personnel and/or doctors' patients. Broad knowledge of pharmacy field which could be acquired from 5-year accredited School of Pharmacy, registered by State Board of Pharmacy and currently licensed by State of Alabama.

**3446 Pharmacy Manager**

Manages a single division or area in a non-retail environment. Current licensure by State of Alabama and 3-5 years prior pharmacy experience.

**3448 Pharmacy Technician**

Supports and provides assistance within the pharmacy to include preparation of medications and requisitioning of pharmaceuticals and supplies. Obtains patient medication history and performs general clerical duties. Graduate of a formal training program.

**3450 Physical Therapist**

Conducts medically prescribed physical therapy programs to restore function, prevent disability following disease, injury or loss of body part. Plans patient's therapy such as exercise, massage, heat or water and utilizes various mechanical and electrical equipment. Evaluates, records and reports patient's progress for review. Bachelor's degree in physical therapy or Bachelor's degree with completion of physical therapy certification curriculum and currently licensed by State of Alabama.

**3452 Radiological Technician**

Operates x-ray equipment to make radiographs of designated portions of the body and provide x-ray therapy to patients, under the supervision of a radiologist. If necessary, prepares and administers barium salts or other chemical mixtures to patients. Prepares and maintains records and files as directed. Cleans and makes minor adjustment to equipment. Completion of two years post high school training in an approved school of radiologic technology

**3454 Registered Clinical Dietitian**

Assesses clients' nutritional needs relative to medical diagnosis and patient/care giver education to facilitate achievement of nutritional needs. Bachelor's degree in Dietetics from a college or university and eligible for registry in American Dietetic Association. Current licensure by State of Alabama required.

**3456 Registered Nurse (CRNA)**

Requirements – Board Certification as a Registered Nurse Anesthetist.

**3458 Registered Nurse (RN)**

Under general supervision, renders professional nursing care in accordance with physicians' treatment plans in order to provide for the comfort and well-being of patients. Assesses patients' conditions, administers prescribed drugs, provides treatments, observes patients' progress, records pertinent observations and reports reactions to drugs and treatments. Assists physicians with examinations and prepares instruments and equipment for physicians' use. Graduate from an accredited school of nursing and currently licensed in the State of Alabama.

**3460 Respiratory Therapist Certified**

Sets up respiratory equipment for patients. Administers oxygen, bronchodialatory, continuous positive airway pressure and chest physiology therapies. Instructs care givers and patients on usage, functions, maintenance and safety precautions on the equipment and associated therapies. Graduate of a 2 year AMA program in Respiratory Therapy and must have passed the Certified Respiratory Therapist (CRT) exam.

**3462 Respiratory Therapist Registered**

Sets up respiratory equipment for patients. Administers oxygen, bronchodialatory, continuous positive airway pressure and chest physiology therapies. Instructs care givers and patients on usage, functions, maintenance and safety precautions on the equipment and associated therapies. Graduate of a 2 year AMA program in Respiratory Therapy and must have passed the Registered Respiratory Therapist (RRT) exam.

**3464 Social Worker (B.S. Degree in Social Work)**

Evaluates patients, assesses psycho-social needs and develops a counseling program related to findings. Counsels patient/families on external assistance available. Liaison between the patient and community resources as an advocate on the patient's behalf.

**3466 Social Worker (M.S. Degree in Social Work)**

Evaluates patients, assesses psycho-social needs and develops a counseling program related to findings. Counsels patient/families on external assistance available. Liaison between the patient and community resources as an advocate on the patient's behalf.

**3468 Specialty RN**

Provides specialized patient treatment and possess certification in specific areas of medical care such as diabetes, geriatrics, I.V. therapy, ob/gyn/neonatal, cardiac, hemodialysis treatment, etc.  
Graduate from an accredited school of nursing, currently licensed in the State of Alabama and 2 years relevant experience.

**3470 Speech/Language Pathologist**

Evaluates patients with speech and language disorders and develops/implements treatment plan, coordinating care with other disciplines as necessary. Masters degree in speech/language pathology program, current licensure and 2 years experience as a licensed speech/language pathologist.

**3472 Transcriptionist**

From recording devices, transcribes medical histories, physicals, specialized treatment notes and follow-up correspondence. Requires minimum typing speed of 50 w.p.m. and formal (or on the job) training in medical terminology.

**3474 Utilization Review Manager**

Supervises utilization review in accordance with the hospital's UR plan and Federal regulations. Ensures appropriate discharge planning activity as required to prevent unnecessary lengths of stay.

**3476 Utilization Review RN**

Monitors hospital utilization levels, intensity of patient illness and need for hospitalization to ensure appropriate utilization of organizational resources. Associate degree from an accredited school of nursing and currently licensed by State of Alabama.

**3702 Banquet Supervisor**

Coordinates food and/or beverage service for meetings or dinners. May directly supervise food service attendants and perform similar work if help is required. May be involved in menu planning. Requirements - Prior food service experience.

**3704 Cook**

Performs general cooking duties preparing food items served to visitors, customers, or company employees. Cooks primarily in accordance with standard recipes. Requires 2 to 5 years of experience.

**3706 Food Service Attendant/Worker**

Performs general food service work such as tasks on serving line, sanitation duties, and /or preparation of food other than regular cooking. No experience necessary.

**3708 Front Desk Clerk**

Greets guests and register guests. Provides information on room rates and availability of accommodations. Performs guest check-out tasks. Works under direct supervision. Requires less than one year experience.

**3710 Hotel Maintenance Manager**

Supervises the hotel maintenance staff. May perform more complex maintenance tasks or supervise contractor.

**3712 Hotel Maintenance Worker**

Performs general maintenance on rooms and the main facilities upon request and in accordance with standard operation procedures.

**3714 Housekeeper**

Perform routine cleaning and servicing of guests' rooms or other specified areas. Maintains service carts and other equipment. No experience necessary.

**3716 Housekeeping Supervisor**

Supervises housekeepers and trains staff on new equipment, techniques and products. Inspects rooms and orders supplies. Schedules personnel assignments. Requires 2 to 5 years experience.

**3718 Laundry Worker**

Maintains the quality of washed, dried and folded room sheets and towels and table linens by following prescribed methods and procedures for sorting, washing, drying, folding and storing. Works under direct supervision. Requires less than one year experience.

**4002 Human Resources Assistant**

Non-supervisory position that supports the human resources functions which may include administration of benefit programs, salary administration and related compensation programs, maintenance of employee records and files, administration of company policies, practices and procedures, and employee orientation programs. May be assigned to a particular designated company unit/department or may have multi-unit/department responsibilities.

**4004 Human Resources Generalist**

Administers one or more personnel activities such as recruitment, establishing related procedures, testing training, job analysis, benefit program administration, performance management, employee relations, etc. May be a resource for management on organizational effectiveness issues, such as TQM, reorganization, strategic planning, workforce planning, team building, etc. BS degree and 0 - 2 years of experience required.

**4006 Human Resources Generalist-Sr**

Supervises one or more personnel activities such as recruitment, establishing related procedures, testing training, job analysis, benefit program administration, performance management, employee relations, etc. May be a resource for management on organizational effectiveness issues, such as TQM, reorganization, strategic planning, workforce planning, team building, etc. Requirements: Related degree and 5 or more years of related experience.

**4008 Human Resources Director**

Directs the development, implementation and coordination of policies and programs in personnel areas such as employment, placement, employee relations, compensation, benefits, orientation, training, safety, health and employee services. Originates human resources policies and practices which will provide a balanced and consistent program throughout the organization. Typically supervises one or more human resources departments.

**4010 Employee Relations Specialist**

Participates in the recommendation and implementation of company-wide, approved employee relations policies. Ensures for consistent and equitable application of policies and procedures. Audits organization to identify employee relation issues and takes appropriate action to address and remedy problems. Provides advice and counsel to employees and management, resolves employee-related disputes, coordinates exit interviews and administers grievance procedure.

**4012 Employee Relations Manager**

Directs employee relations personnel and activities for the organization. Develops, recommends, and implements employee relations policy and ensures for consistent and equitable application of policies and procedures company-wide. Delivers training programs in support of employee relations issues in compliance with state and federal regulations. Provides advice and counsel to employees and management. Serves as the next level for resolution of employee-related disputes/complaints within the organization. Requirements: Related degree and 3 to 5 years of related experience.

**4014 Recruiter**

Interviews candidates for hourly or salaried positions. May be responsible for college and/or professional level and technical recruiting. Refers applications/resumes to appropriate management on job openings, administers pre-employment tests, checks reference and conducts exiting interviews. May recommend employee selections, assist in developing classified ads and related employment functions.

**4016 Employment Manager**

Supervises the planning and administration of the organization's staffing efforts. Develops employment procedures, implements staffing policy, internal job posting process and external advertising campaigns. Conducts interviews at the professional and management levels, provides candidate recommendations to management, and coordinates/extends offers of employment. Requirements: Related degree and 3 to 5 years of experience as a recruiter or similar background.

**4018 Training Specialist**

Under general supervision, develops and conducts training and educational programs in connection with skills development, on-the-job or promotional training. May conduct information programs related to the understanding and administration of company policy and procedures. Monitors effectiveness of training and may track employee and department training program/s utilization. Varied assignments necessitate ingenuity and originality to develop and execute. Excludes highly specialized/technical training.

**4020 Training Manager**

Manages the training function and develops/directs organizational studies related to training and development. Designs and conducts training programs. Acts as a consultant to management on training-related matters. Assignments are broad in nature, usually requiring considerable originality and ingenuity. Confers with superior on unusual matters. Has some latitude for unreviewed actions/decisions.

**4022 Benefits Administrator**

Administers benefit programs and plans such as Medical Care, Disability Income, Life Insurance, Retirement and Employee Savings. Consults with and advises employees regarding company policies, practices and procedures to include eligibility, coverage, claim procedures, etc. Maintains appropriate records and prepares documents for providing sound control of the various programs.

**4024 Benefits Manager**

Oversees the design, development, implementation, communication, and administration of the company's benefit programs such as retirement, profit sharing, group medical/surgical, disability, and life insurance plans. Established company objectives pertinent to benefits programs by monitoring trends, evaluating competitive position with the marketplace and analyzing costs. Communicates benefits plans, policies, and programs with the organization to ensure positive employee reaction and understanding. Selects and supervises the benefits consultants, brokers, and necessary legal assistance. Collaborates with insurance carriers and financial services to ensure proper administration and control of plans.

**4026 Compensation Analyst**

Analyzes the job duties of positions within the organization. Prepares job descriptions that reflect the job content contained in completed questionnaires or obtained through personal interviews or direct observation. Evaluates positions using established assessment systems and determines grades. Documents the validity of the evaluation. May serve on job evaluation committees. Conducts compensation surveys and participates in surveys conducted by other companies.

**4028 Compensation Manager**

Directs the design, implementation and administration of compensation programs including job evaluation, salary administration, annual and long-term management cash incentives, sales compensation, area differentials, cash incentives and supplemental pay programs. Typically coordinates the design and administration of executive programs including: stock options, perquisites, deferred compensation, long-term incentives, and other executive plans. Administers performance appraisal process. May supervise HRIS and international compensation.

**4030 HRIS Analyst**

Oversees identified Human Resources projects. Defines, documents and implements HR processes. Maintains process documentation and performs parallel testing on new system releases. Defines and writes complex queries. Performs data analysis and provides recommendations. Interfaces with users on problem resolution. Requirements: Degree in related field.

**4032 HRIS Manager**

Oversees the installation and management of the organization's human resources information systems. Identifies reporting needs and implements processes to support their delivery. Serves as project facilitator on system conversions. Assesses and recommends changes or upgrades to the system. Requirements: Possess appropriate education and 3 to 5 years of relevant experience.

**4302 Computer Operator**

Assists higher level operators in the operation of computer equipment of a well-defined or routine nature. Loads data storage devices and observes consoles for any malfunctions. This level is staffed by beginners with no experience and is closely supervised.

**4304 Computer Operator-Sr**

Operates and monitors computer equipment. Trains lower level operators and troubleshoots equipment problems. This is a non-supervisory position. This level requires 3+ years of experience that includes the ability to diagnose and resolve operating problems.

**4306 Database Administrator**

Oversees quality control and auditing of database to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company's needs. Consults with and advises users of the various databases. Interfaces with users of data to resolve data conflicts and inappropriate data usage. Identifies opportunities for effectively satisfying information needs through automations.

**4308 PC Support Technician**

Installs, configures, and supports internal personal computer hardware, software, and network connections. Troubleshoots and upgrades existing personal computer systems. Provides technical support for personal computers and networks to other department personnel.

**4310 Help Desk Support Technician**

Under direct supervision, provides support to end users for PC, server or mainframe applications, and hardware. Writes offers for higher level or onsite support as appropriate. This level requires customer service skills, extensive software knowledge and some hardware knowledge. This level is typically an entry level position.

**4312 Help Desk Support Technician-Sr**

Under general direction, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier help desk support is unable to resolve. This level requires currency and the highest level of technical skill in field of expertise.

**4314 Telecommunications Technician**

Installs phones and modem lines. Maintains and repairs phones, voice mail systems, paging, music-on-hold, call-detail recording, reader boards and pagers. Prewires, moves phone jacks, pulls cables, and maintains support documentation. Requirements: Associates Degree or equivalent and 2 years experience.

**4316 Telecommunications Analyst**

Provides desktop and communication support for the LAN/WAN and telecom environment. Requirement: Possess 1 or more years in data and telecom communications, experience with telephone and telecommunications equipment in a networked environment.

**4318 Programmer/Analyst**

Formulates and defines systems scope and objectives under general supervision through research and fact finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents and maintains programs. Works in most phases of applications systems analysis and programming activities. Requirements - Typically 3 to 5 years experience.

**4320 Programmer/Analyst-Sr**

Formulates and defines systems scope and objectives under general supervision through research and fact finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents and maintains programs. Works in most phases of programming activities. This level requires 3-5 years of experience.

**4322 Applications Analyst**

Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. This level requires 2-3 years experience.

**4324 Sr. Applications Analyst**

Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. This level requires 2-3 years experience.

**4326 System Administrator**

Utilizes available tools and skills to continually monitor systems to ensure they are operating at peak performance, Creates scripts to simplify repetitive processes and documents all aspects of the system, performing O/S patches and software upgrades. Assists end users and project team members with systems issues, managing systems backups, planning off-site disaster recovery, and managing the wide and local area network's connections to the system servers.

**4328 Network Administrator**

Acquires, installs, and maintains the company's local and wide area networks including token ring, ethernet, netframes, hubs, routers and servers. Studies vendor products to determine those which best meet company needs. Manages LAN/WAN performance and maintains LAN/WAN security. Ensures security procedures are implemented and enforced. Installs network software and troubleshoots LAN/WAN problems.

**4330 Applications Manager**

Manages applications systems activities. Responsible for feasibility studies, time and cost estimates and the establishment and implementation of new or revised application systems and programs. Assists in projecting software and hardware requirements. Assigns personnel to projects and directs their activities; reviews and evaluates their work and prepares performance reports.

**4332 IT Manager**

Responsible for all information systems operations activities, including computer operations, data control, and operations support. Budgetary accountability for revenues and expenses within department and for meeting goals and objectives. Makes decisions on personnel actions such as hiring, terminations, promotions, etc. Assigns personnel to projects and directs their activities. Reviews and evaluates subordinates' work and prepares performance appraisals.

**4334 IT Director**

Responsible for IT operations and for operating systems analysis and programming. May also oversee one or more of the following: information center, database management, data security, telecommunications, and IT Training. Reviews systems development project requests and coordinates schedules related to departmental activities. Provides overall direction and guidance to assigned project personnel. Reviews and evaluates work of subordinate staff and prepares performance appraisals.

**4602 Actuary**

Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain premium rates required and cash reserves necessary to ensure payment of future benefits.

**4605 Adjustor**

Investigates claims against insurance or other companies for personal, casualty, or property loss or damages and attempts to effect out-of-court settlement with claimant: Examines claim form and other records to determine insurance coverage. Interviews, telephones, or corresponds with claimant and witnesses; consults police and hospital records; and inspects property damage to determine extent of company's liability, varying method of investigation according to type of insurance. Prepares report of findings and negotiates settlement with claimant. Recommends litigation by legal department when settlement cannot be negotiated. May attend litigation hearings.

**4608 Underwriter**

Decide whether applications for insurance cover (risks) should be accepted and on what terms. They assess a risk according to the likelihood of a claim being made by weighing up a number of factors and asking for detailed information from prospective clients (policyholders).

**4902 Boilermaker**

Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate sections to assemble boiler frame tanks or vats, following blueprints. Work involves use of hand and power tools, plumb bobs, levels, wedges, dogs, or turnbuckles. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary machines.

**4904 Groundskeeper**

Performs routine and project grounds' maintenance. Plants and transplants trees, bushes, shrubbery and color materials. Inspects and prunes trees, bushes, hedges, shrubbery and removes limbs/branches as directed. sprays and spreads herbicides, pesticides and other materials for controlling weeds, insects, rodents, etc. Inspects, maintains, and makes minor repairs to irrigation systems to include piping, sprinkler heads, timers and controllers.

**4906 Maintenance Worker**

Performs general maintenance and repair of building structures and their mechanical, electrical or sanitary systems. May maintain and/or repair machinery. Keeps building woodwork in good repair; replaces electrical switches, fixtures and motors; periodically paints or touches up structures or equipment; repairs or replaces plumbing fixtures; replaces broken window panes.

**4906 Maintenance Mechanic**

Repairs and maintains machinery and mechanical equipment such as motors pumps, conveyor belts, fans air conditioners, etc. Examines mechanical equipment to diagnose trouble. Disassembles machines and repairs/replaces broken parts. Adjusts functional parts of mechanical devices. Cleans and lubricates parts. Requisitions/orders new parts and equipment.

**4910 Maintenance Plumber**

Performs skilled plumbing work in the maintenance, repair, and installation of gas, water, sewer lift stations, water wells, and irrigation; and performs related duties as required.

**4912 HVAC Mechanic**

Maintains building air conditioning system. Regularly inspects motors, fans, condensers, and other units of air conditioning system. Disassembles, overhauls, repairs various parts, and installs new parts as necessary to maintain system. May supervise air conditioning operators and perform duties of senior building maintenance mechanic.

**4914 Electrician**

Repairs, installs, replaces, and tests electrical circuits, equipment, and appliances within a facility. Inspects and tests electrical lighting, signal, communication, and power circuits. Replaces faulty switches, sockets, and other elements of electrical systems. Inspects equipment and diagnoses problems. Performs work in accordance with established safety procedures. Inspects completed work and ensures that work conforms with requirements of local building and safety codes. Maintains an unencumbered electrician's license.

**4916 Carpenter**

Performs skilled carpentry work in construction, framing, and finishing wood products for office or plant facilities.

**4918 Millwright**

Construction millwrights maintain and repair equipment after installation. They read diagrams and schematic drawings to determine work procedures and install stationary industrial machinery and mechanical equipment. They also operate hoisting and lifting devices to position machinery and parts during the installation, set-up and repair of machinery.

**4920 Manager Facilities Maintenance**

Directs the activities of building services personnel such as HVAC technicians, carpenters, electricians, and painters. Performs administrative and managerial duties which includes coordinating work flow, subordinate training, counseling and development, performance appraisals, salary administration, personnel planning and budget preparation. organization's representative with building contractors and vendors in procuring bids for services or materials.

**4922 Refractory Worker**

Build or repair furnaces, kilns, cupolas, boilers, converters, ladles, soaking pits, ovens, etc., using refractory materials.

**4924 Security Officer**

Performs security duties to protect an industrial plant, warehouse, office building, or other property against fire, theft, and illegal entry. Makes periodic inspection tours examining doors, windows, gates, vaults, etc. Permits entry of authorized persons to building. Follows detailed procedures under general supervision. May require first aid and CPR certification. May be required to carry and use a firearm.

**4924 Security Officer**

Performs security duties to protect an industrial plant, warehouse, office building, or other property against fire, theft, and illegal entry. Makes periodic inspection tours examining doors, windows, gates, vaults, etc. Permits entry of authorized persons to building. Follows detailed procedures under general supervision. May require first aid and CPR certification. May be required to carry and use a firearm.

**4926 Safety Manager**

Concerned with the design and proper execution of company safety programs in accordance with local, state, and federal OSHA regulations. Typical duties include evaluating and recommending solutions for the prevention and/or possible occurrence of occupational hazards. May recommend safety standards for the handling and use of hazardous materials. Develops safety programs to ensure employee awareness of company safe working conditions and practices. Is responsible for investigating and analyzing causes of accidents and recommending solutions in accordance to regulations. Knowledge, Skills, and Abilities - Appropriately applies engineering principles and concepts to area of specialization. Is able to draw solutions from both formal training and experience. Responsibilities - Work is varied in nature. Under general direction, plans and performs engineering duties for part of a major project or for projects of moderate complexity. Minimum Education & Experience - BS and 1-3 years or MS & 0-1 year.

**5202 Assembler**

Performs duties such as positioning, aligning, mounting, connecting, installing electrical or mechanical assemblies and/or subassemblies under close supervision. Uses standard assembly procedures, tools and equipment. May work from engineering blueprints or drawings. Requirement: Entry level position requiring manual dexterity.

**5204 Machine Operator**

Operates machines and equipment in a production/processing operation. Monitors meters, gauges, valves, and other related equipment controls. Maintains equipment records and reports any equipment malfunction to management. May make minor equipment repairs and adjustments without supervisory review.

**5206 Machine Operator-Sr**

Operates machines and equipment in a production/processing operation. Maintains equipment records, monitors equipment controls, and may make minor repairs and adjustments. May have ability operating multiple machines or equipment. Requirements: 3 or more years related experience

**5210 Production Supervisor**

Supervises and coordinates activities of workers in a manufacturing environment. Assigns and monitors work in progress and finished products. Monitors production performance and quality of product for a specific group. Sets up and may operate machines to make test runs. Processes may include such production operations as assembly, fitting, finishing or aligning materials to meet product specifications.

**5212 Tool and Die Maker**

Reads and interprets specifications, lays out metal stock, sets up and operates machine tools, and fits and assembles parts to fabricate and repair metalworking dies, cutting tools, jigs/fixtures, gauges, and machinists' hand tools.

**5214 Welder**

Uses hand welding and flame cutting equipment such as arc welders, gas welders and gas torches to weld together metal components (flat, horizontal, or vertical plates and pipes). Joins together components or fabricated sheet metal assemblies, or cuts and trims metal objects to dimensions as specified by layout, work orders or blueprints.

**5502 Dispatcher**

Responsible for assigning motor vehicles and drivers and scheduling shipments with specific carriers. May maintain record sheets, issue keys and drivers credentials. May maintain log of information pertinent to each load. May trace lost items or delayed shipments.

**5504 Fleet Manager**

Responsible for the comprehensive inspection, maintenance, repair, and budget of the county vehicle fleet operated by General Services, and is distinguished from the Shop Supervisor class by the overall administrative responsibility for several garages, inventory control, purchasing, and disposal, and management of fleet support personnel, and the latter's responsibility for the day-to-day supervision of a single garage and employee work assignments.

**5506 Inventory Control / Purchasing Coordinator**

Reviews purchasing requests for adherence to policy and completes purchase orders. Communicates with vendors and purchasing agents to coordinate inventories and arrange deliveries. Maintains appropriate records.

**5508 Logistics Analyst**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Requires an associate's degree or equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**5510 Materials Handler / Forklift Operator**

Moves materials manually or by operating a gas or electric powered forklift truck. Stacks, loads, or unloads materials, parts, finished goods, etc. Works in a variety of settings including warehouses, production areas, stockrooms, shipping departments, etc. Typically requires a high school education (or equivalent) and one to 6 months related experience.

**5512 Shipping/Receiving Clerk**

Ships outgoing orders and receives incoming product/materials. Ensures items are in accordance with purchase order specifications. Processes invoices, bills of lading and customer orders. Maintains appropriate records.

**5514 Truck Driver (over 3 tons)**

Operates truck and transports cargo to and from specified locations while adhering to all safety procedures. Must hold applicable driver's license. Maintains logs and records according to commerce regulations. Verifies cargo to ensure compliance with shipping documents. Maintains dispatchers/supervisor contact for work order pickup. May check truck equipment and supplies and perform minor emergency road service.

**5516 Truck Driver (under 3 tons)**

Operates truck and transports cargo to and from specified locations while adhering to all safety procedures. Must hold applicable driver's license. Maintains logs and records according to commerce regulations. Verifies cargo to ensure compliance with shipping documents. Maintains dispatchers/supervisor contact for work order pickup. May check truck equipment and supplies and perform minor emergency road service.

**5518 Warehouse Supervisor**

Responsible for the physical care and overall safekeeping of the inventory. Stores items in appropriate locations for retrieval when needed. Labels/marks articles as necessary for identification purposes. Fill orders for materials and maintains records of items issued and received.

**5520 Warehouse Worker**

Performs routine warehouse activities including storing and distributing raw materials and finished goods, conducting inventories, maintaining records and preparing requested materials for distribution. Other activities may include loading and routing trucks. A closely-supervised position requiring a limited knowledge of warehouse storage and inventory procedures.

**5802 Graphic Artist**

Completes assignments from concept to design and through production for specific graphic projects with supervisory review of work during the project. Must have a working knowledge of graphic design equipment, tools and techniques. Typically requires 1 year of training in commercial art or 2 years of experience. Frequently reports to a more senior graphic artist.

**5804 Graphic Artist-Senior**

Oversees the production of graphics from conceptualization, development to final presentation. May supervise the daily activities of other graphic artist. Coordinates the acquisition of vendor services on projects, when applicable. Must have a thorough knowledge of graphic design equipment, tools and techniques. Typically requires a BS degree or certification in graphic design with at least 4 years of experience.

**5806 Printer**

Operates an offset duplicating machine to print a variety of forms, letters, notices and publications. Makes operating adjustments and performs routine maintenance on equipment. Occasionally operates other printing equipment. Works under immediate supervision and primary job functions do not require exercising independent judgment. Requires HS diploma or equivalent with 1-2 years related experience.

**5808 Printer-Senior**

Operates and maintains a high quality multicolor printing press to print a variety of forms, documents and color process publications. Operates darkroom facility including computerized camera. May also operate an offset duplicating machine, quick copy camera or bindery equipment. May supervise the daily activities of other printers. Requires HS diploma or equivalent with 3+ years of experience in the field or a related area.

**6102 Public Relations/Events Coordinator**

Coordinates communications and/or public relations articles. Writes and edits news and feature releases and selects photographs. Provides visual and audio materials to electronic media. Verifies accuracy of news release information. Plans and prepares for media coverage of special events. Arranges conventions, conferences, meetings or other special events. Acquires facilities, outside contractors and oversees set up of on-site activities. Assists in promoting special projects requiring writing, publishing or public relations support. B.S. degree and related work history. 2-4 years experience.

**6104 Public Relations Director**

Directs the design and administration of creative programs and activities that promote the image of the company. Executes programs, policies and procedures that enhance the company's public relations initiatives. Maximizes the utilization of established financial budget and staff dedicated to various projects. Acts as company spokesperson with external media sources and selects appropriate advertising venues to support company P.R. objectives. B.S. degree and relevant work history. 4-5 years experience.

**6402 Purchasing Agent**

Selects vendors and purchases materials and equipment. Maintains and controls a system of records relative to purchase orders and their approval. Evaluates the service of vendors and the quality of items purchased. Reviews purchase requests for need and invoices for compliance and completeness for payment. Typically requires a high school education or equivalent and at least two years of experience.

**6404 Purchasing Manager**

Manages the negotiations and contracts with vendors for all needed materials and supplies. Maintains vendor relationships and ensures cost activity is appropriate. Typically requires a Bachelor's degree and five to seven years of related experience, including supervision.

**6702 Quality Assurance Director**

Responsible for planning and directing quality assurance policies, programs, and initiatives. Requires a bachelor's degree with at least 12 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

**6704 Quality Assurance Engineer**

Performs inspections and sets quality assurance testing models for analysis of raw materials, materials in process, and finished products. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

**6706 Quality Control Inspector**

Performs visual and physical inspections. Samples, tests and controls articles and materials to conform to established standards of quality, appearance and other criteria, either in the raw state or after various stages of manufacturing, or after completion. May involve using various gauges and non-electrical measuring instruments, applying standardized chemical tests. Uses and test various electrical and mechanical test equipment to determine conformance to electrical, mechanical norms.

**6708 Quality Control Supervisor**

Coordinates and directs the quality control program designed to ensure continuous production of products consistent with established standards. Supervises worker/s engaged in inspection and testing activities to ensure continuous control over material, facilities and products.

**7002 Real Estate Appraiser**

Performs a variety of skilled work in the appraisal of real and other property for tax assessment purposes; and performs related duties as required for purchase, sales, investment, mortgage, or loan purposes. Compute final estimation of property values, taking into account such factors as depreciation, replacement costs, value comparisons of similar properties, and income potential.

**7004 Real Estate Broker**

Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans. Monitor fulfillment of purchase contract terms. Maintain knowledge of real estate law, local economies, fair housing laws, and types of available mortgages, financing options and government programs.

**7302 Cashier**

Responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

**7304 Marketing Assistant**

Maintains files and records relevant to sales leads and coordinates follow-up actions regarding business development contacts. May prepare reports and validate data on marketing actions/strategy. Contacts potential customers via phone for pertinent information. H.S. diploma. 1-2 years experience.

**7306 Marketing Director**

Directs marketing and sales support activities at the corporate level. Develops marketing and advertising plans, promotional programs and pricing strategies. Analyzes market trends and creates programs to achieve/increase market share. Provides senior management with marketing forecasts. Position reports to a senior officer. B.S. degree or equivalent work history. 10 years related experience.

**7308 Marketing Manager**

Supervises specific functions/groups within a corporate marketing department. May include, but not limited to, advertising and trade events, accompanying materials and communications, inside sales and sales support. B.S. degree or equivalent work history. 1-3 years related experience.

**7310 Merchandiser**

Consult with advertising and sales staff to determine type of merchandise to be featured and time and place for each display. Develop ideas or plans for merchandise displays or window decorations. Place prices and descriptive signs on backdrops, fixtures, merchandise, or floor. Attend training sessions and corporate planning meetings to obtain new ideas for product launches.

**7312 Sales Representative (Commission based)**

Sells company's products/services by interacting with established customer base. Develops new customer accounts through generated sales leads or cold calls. B.S. degree with previous sales experience. 2-4 years experience.

**7314 Sales Representative (Non-Commissioned)**

Same job content as position 7030. Compensation package for this role does not include commissions on products/services sold.

**7316 Telephone Sales Representative**

Performs liaison sales services such as processing customer inquiries, taking orders, quoting rates/prices and supplying sales representatives with pertinent information concerning customer activities. Composes replies to correspondence including review of data to formulate replies and maintains adequate records of correspondence received/sent. May initiate correspondence to solicit sales. Knowledge of company procedures and products. H.S. diploma. 0-1 year experience.