

Morgan-Limestone-Lawrence  
Counties

Summary Report

**Industrial  
Survey** 2007

**Sponsored by:**

**Morgan County Economic Development Association**

**Limestone County Economic Development Association**

**Lawrence County Economic Development Association**

**Community Relations Association**

**Introduction**

Thank you for your interest and participation in our area wage survey. We hope that you find it useful. We invite all area organizations to offer suggestions and ideas regarding the survey so that it will continue to be a valuable resource for the business community.

**Survey Team**

The survey is sponsored by the Morgan, Limestone, and Lawrence County Economic Development Associations and the Community Relations Association working with Jeness & Associates, a compensation-consulting firm based in Huntsville, Alabama. A summary survey report is provided on a complimentary basis to all organizations participating in the survey. A complete, detailed Survey Report is available from the Morgan County Economic Development Association. Ms. Mary Ila Ward is the point of contact regarding the survey for the Morgan County EDA. She can be reached at (256) 353-1213. Mr. Ben Roberts is the point of contact with the Community Relations Association. His number is (256) 355-8347.

**Date of Wage and Benefit Data Reported**

Companies were instructed to report wage rates as of February 1, 2007. Survey questionnaires were sent by email to companies in Morgan, Limestone and Lawrence counties organizations. Completed surveys were submitted by 46 companies.

**Definitions of Reported Data**

Actual Base Rate (Hourly / Salaried Exempt / Non-Exempt)

Average Rate – The average of the average actual rates reported by all companies for the job.

Low Rate – The lowest actual rate reported by all companies for the job.

High Rate – The highest actual rate reported by all companies for the job.

Average Pay Range (Hourly)

Entry Rate – The average of the entry rates reported by all companies for the job

Top Rate - The average of the top rates reported by all companies for the job

Average Pay Range (Salaried Exempt / Non-Exempt)

Average Minimum – The average of the minimum salary range values for the job.

Average Midpoint – The average of the midpoint salary range values for the job.

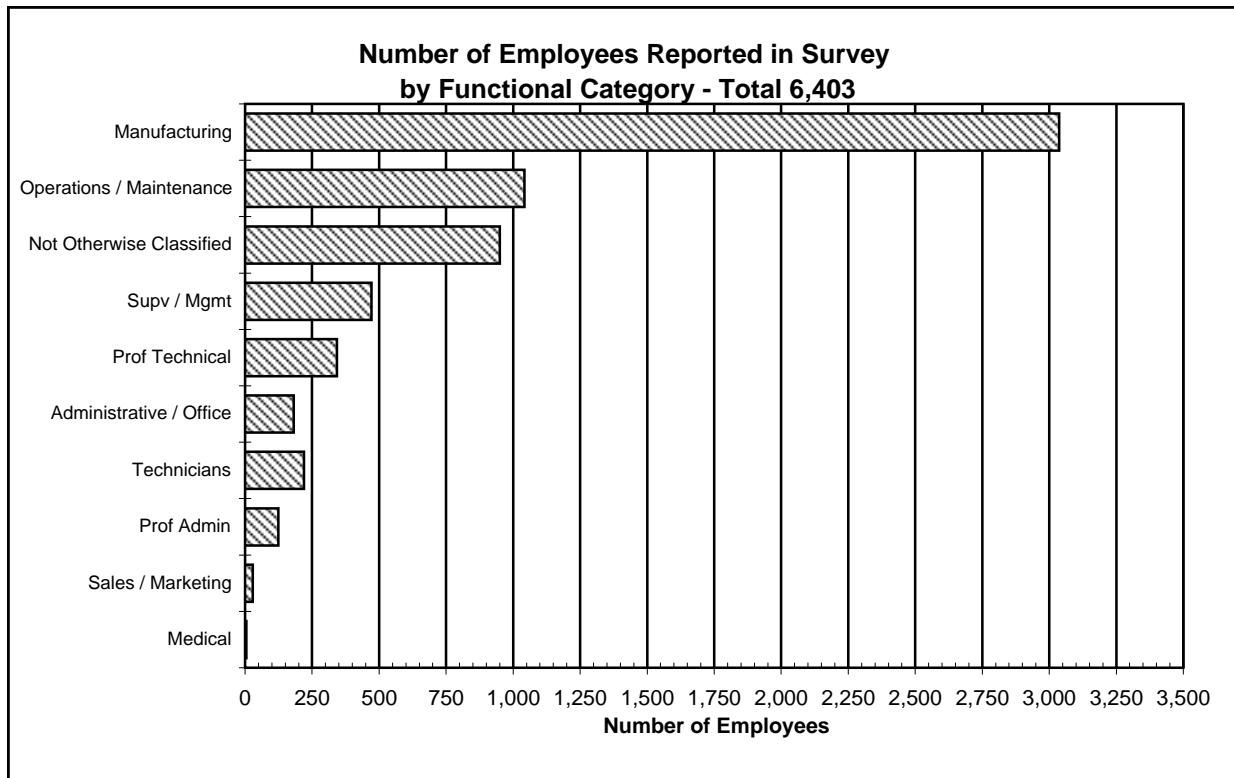
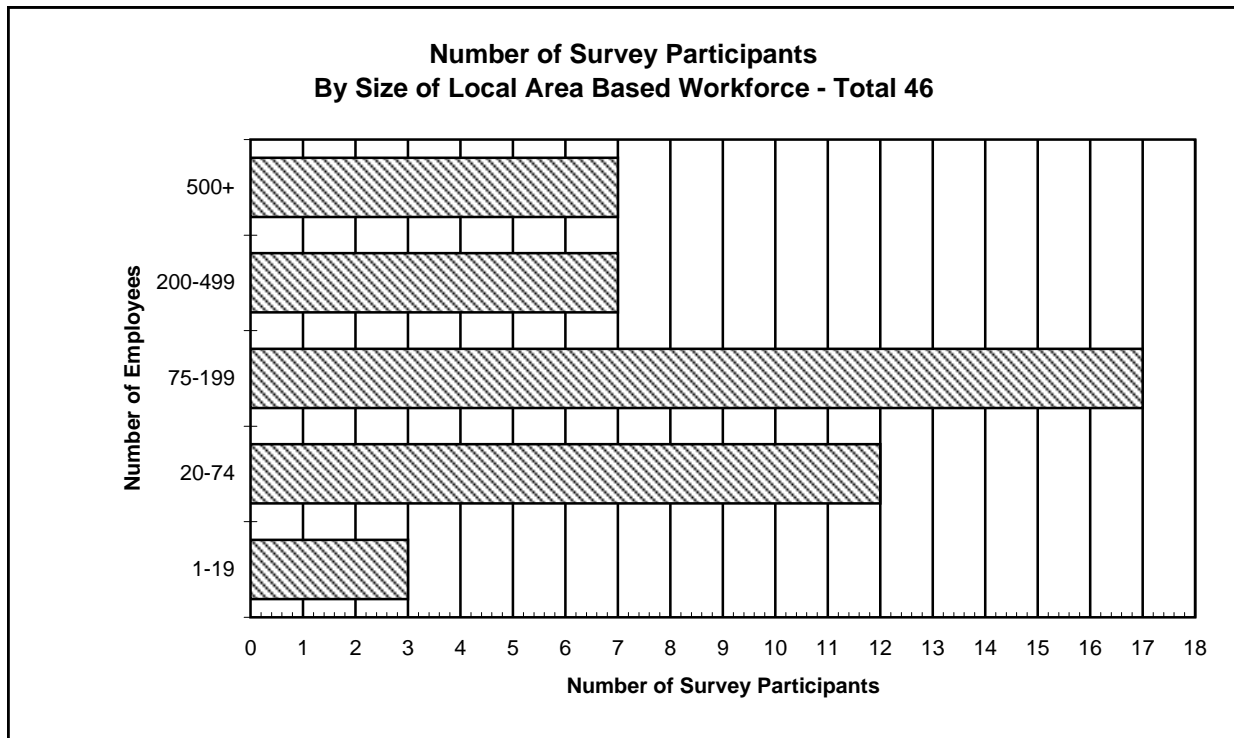
Average Maximum – The average of the maximum salary range values for the job.

**Matching to Benchmark Jobs**

Survey participants were requested to match their jobs to the survey job descriptions. In some cases, survey jobs have multiple levels and the participants were requested to match their employees to the job level that best described their job.

**Confidentiality**

The survey team treats all data submitted as confidential. Data submitted for hourly and salaried positions are only identified by a confidential code. The confidential code is changed each year. Only jobs with three or more respondents are included in the survey report.



## 2007 Morgan-Limestone-Lawrence County Industrial Survey

Hourly

Job Code	Survey Job Title	No. Co.	No. EEs	Actual Base Rate			Average Pay Range	
				Low	Avg	High	Entry Rate	Top Rate
500	Assembler, General	7	224	7.73	11.49	16.40	8.47	11.78
502	Floor Assembler	3	327	9.19	14.09	22.19	10.96	17.95
503	CNC Operator	9	135	9.50	14.99	23.25	11.36	16.05
504	Electronic Technician	4	34	10.30	20.10	25.20	18.69	23.42
505	Expediter	3	8	12.40	13.40	16.00	10.60	14.86
507	Inspector	8	54	10.07	15.22	23.53	11.77	15.83
508	Production (Machine) Operator	21	1010	8.00	13.74	23.53	10.28	14.69
509	Machine-Tool Operator	4	53	8.00	15.74	22.19	13.58	19.82
510	Production Scheduler	5	11	14.56	17.61	21.74	12.00	18.24
512	Inventory Control / Material Planner	8	55	7.50	16.61	36.05	16.01	23.15
514	Test Operator	6	39	10.00	14.49	23.53	9.10	14.69
515	Tool and Die Maker	9	58	11.00	19.46	27.25	14.92	19.92
516	Welder	8	61	9.99	14.32	18.72	11.00	15.25
517	Production Painter	5	30	9.00	12.90	18.27	9.57	14.54
518	Tool Crib Attendant	5	13	12.56	16.57	20.42	11.66	16.47
519	Saw Operator	4	8	9.40	12.22	16.10	12.20	15.15
520	Operator-Prod/Processing Equip	11	643	13.12	20.74	31.10	15.88	25.82
522	Packaging Operator	6	74	7.50	12.96	20.22	9.57	13.05
526	Crane Operator	4	43	11.75	15.87	17.89	14.44	15.45
602	Janitor	10	14	8.00	10.25	13.08	8.67	10.57
605	Electrician	7	15	13.55	21.52	26.66	18.21	22.13
606	Electrical & Control Mechanic	12	114	19.25	24.95	30.69	19.80	25.22
607	Multi-Craft Maintenance	16	173	10.50	19.25	25.42	16.55	21.54
609	General Maintenance Worker	5	6	12.83	14.92	17.56	12.21	16.50
611	Laborer	9	170	6.00	14.19	23.53	11.27	14.80
613	Maintenance Mechanic	22	211	9.25	19.85	28.30	16.48	21.18
614	Fork Lift / Material Handler	23	202	7.00	14.03	23.53	11.51	15.20

**2007 Morgan-Limestone-Lawrence County Industrial Survey****Hourly**

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Job Code	Survey Job Title	No. Co.	No. EEs	Actual Base Rate			Average Pay Range	
				Low	Avg	High	Entry Rate	Top Rate
617	Shipping and Receiving Clerk	18	85	8.50	14.06	22.71	11.53	15.90
619	Truck Driver - Light	4	7	8.76	11.74	14.19	10.14	12.54
620	Truck Driver - Heavy	4	68	10.00	13.02	17.99	12.32	16.45
624	Maintenance Planner	7	17	11.94	23.43	35.85	18.86	26.06
631	Waste Water Treatment Technician	4	16	11.52	18.64	26.66	12.55	17.73
981	Skilled Workers (NOC)	13	557	9.00	17.15	26.66	13.94	18.79
982	Semiskilled Workers (NOC)	7	168	8.50	15.75	27.99	14.05	18.28

## 2007 Morgan-Limestone-Lawrence County Industrial Survey Salaried Ex / Non-Exempt

Job Code	Lv	Survey Job Title	No. Co.	No. EEs	Actual Base Rate			Average Pay Range		
					Low	Avg	High	Min	Midpt	Max
10	0	Supervisor-Accounting	11	12	25,168	53,227	88,504	44,668	57,034	69,320
12	0	Manager-Accounting-Mid Level	18	21	35,006	78,652	123,094	65,416	86,757	108,627
20	0	Supervisor-Production	21	146	24,960	51,461	87,006	47,827	59,293	71,811
24	0	Manager-Maintenance	9	10	66,602	81,806	102,565	74,014	96,379	119,285
25	0	Sr Supervisor-Prouction	23	81	29,120	66,622	125,008	55,936	71,274	89,325
26	0	Manager-Production/Operations	10	12	47,840	84,677	110,240	75,043	96,045	114,338
30	0	Supervisor-Quality Assurance	11	12	30,160	50,475	66,810	44,569	57,135	71,872
32	0	Customer Service Supervisor	4	4	33,987	53,836	68,640	44,980	53,217	61,464
33	0	Supervisor-Shipping/Receiving	5	7	28,496	47,291	68,682	40,498	53,997	67,496
35	0	Supervisor-Warehouse	4	7	46,592	56,049	65,624	47,689	61,126	78,432
37	0	Supervisor-Materials	5	6	40,768	49,871	59,093	51,806	66,061	80,323
45	0	Supervisor-Maintenance	18	41	39,520	60,069	87,006	51,354	62,984	77,778
46	0	Dir/Manager Logistic/Distribution	6	6	68,640	80,034	107,994	57,392	76,742	96,091
55	0	Project/Program Mgr-1st Level	8	8	31,200	76,514	113,443	65,076	82,385	99,698
65	0	Mgr-Engineering Department	14	17	50,003	91,693	144,498	71,398	90,210	109,009
66	0	Manager-Materials	9	9	44,158	78,312	104,520	58,059	76,306	94,560
68	0	Manager-Traffic	3	4	55,869	60,122	64,376	68,006	88,202	120,890
69	0	Manager-Quality Control	13	14	52,104	80,328	99,694	77,186	97,582	118,827
70	0	Mgr-Human Resources-Mid Level	17	17	44,138	75,498	125,008	69,075	88,643	108,811
75	0	Mgr-Safety & Environment	11	11	41,600	61,734	103,002	61,721	80,699	102,447
80	0	Plant Manager	23	25	55,016	110,123	184,995	88,397	112,048	138,362
101	1	Accounting Clerk	6	9	28,184	30,404	33,197	25,350	33,238	41,116
101	2	Accounting Clerk	8	11	22,880	29,949	37,045	24,828	30,181	35,519
101	3	Accounting Clerk	5	6	27,789	33,540	39,291	34,018	38,886	44,606
102	0	Administrative Assistant (non-ex)	18	43	21,840	33,230	48,672	30,490	38,758	48,762
103	1	Clerk - Generic	3	3	18,200	19,760	20,800	16,640	18,720	20,800
103	2	Clerk - Generic	3	9	21,424	26,513	28,496	20,883	29,806	38,709

## 2007 Morgan-Limestone-Lawrence County Industrial Survey Salaried Ex / Non-Exempt

Job Code	Lv	Survey Job Title	No. Co.	No. EEs	Actual Base Rate			Average Pay Range		
					Low	Avg	High	Min	Midpt	Max
103	3	Clerk - Generic	4	8	28,392	33,342	39,000	27,075	35,103	43,125
106	0	Human Resource Assistant	10	10	20,280	32,404	43,555	31,030	38,958	47,528
111	0	Receptionist / Telephone Operator	7	9	15,600	22,495	29,120	20,717	27,380	32,642
112	0	Purchasing Clerk	9	13	27,851	33,402	44,907	26,905	34,104	44,342
113	0	Secretary	4	26	20,800	33,932	41,600	26,783	33,765	40,733
114	0	Secretary, Executive	8	8	20,800	39,309	49,629	30,582	39,077	47,706
121	0	Customer Service Representative	11	28	17,680	29,341	43,909	29,214	37,804	47,346
201	2	Accountant	9	17	40,664	49,894	88,795	43,313	54,694	66,078
201	3	Accountant	8	10	40,560	60,475	78,437	46,396	57,111	67,199
202	2	Buyer	6	6	43,680	53,310	62,338	42,092	53,511	64,934
202	3	Buyer	6	11	45,510	57,445	87,027	52,837	67,174	83,938
202	4	Buyer	3	6	72,987	83,893	95,098	65,666	88,060	108,763
205	2	Human Resources Specialist	5	5	33,093	44,450	68,702	42,876	58,864	74,831
205	3	Human Resources Specialist	9	13	43,410	57,958	82,555	52,045	66,730	86,469
208	0	Training Coordinator	3	4	46,301	49,098	51,896	52,631	57,845	63,052
210	1	Business Administrator / Manager	4	4	29,120	43,295	51,480	33,280	41,725	50,170
214	2	Material Planner	10	19	29,744	47,838	84,573	39,645	49,071	65,541
214	3	Material Planner	8	17	44,720	55,799	71,115	43,832	54,772	66,887
216	0	Staff Assistant	3	3	43,826	44,793	45,760	31,782	41,371	50,898
303	0	Drafter, CAD	7	10	25,688	34,037	46,654	23,800	30,326	36,847
304	0	Drafter, Designer (CAD)	3	4	27,040	37,003	44,450	33,602	40,914	49,265
307	1	Engineering Technician	4	8	16,640	33,675	49,421	19,739	33,519	45,791
307	2	Engineering Technician	7	26	31,720	41,538	66,019	34,305	44,363	56,044
307	3	Engineering Technician	6	16	42,432	56,759	87,006	48,977	61,006	76,204
307	4	Engineering Technician	3	16	45,760	60,570	84,094	59,176	85,852	115,690
310	0	Network Support Technician	9	15	27,726	47,772	82,659	53,893	64,492	78,187
312	0	CNC Technician	3	9	22,880	48,831	103,002	56,992	83,990	125,986

## 2007 Morgan-Limestone-Lawrence County Industrial Survey Salaried Ex / Non-Exempt

Job Code	Lv	Survey Job Title	No. Co.	No. EEs	Actual Base Rate			Average Pay Range		
					Low	Avg	High	Min	Midpt	Max
313	2	Laboratory Technician	4	22	20,800	38,903	53,914	34,209	42,037	49,858
313	3	Laboratory Technician	5	30	43,160	53,964	64,688	39,079	46,800	55,598
316	0	Quality Control Technician	11	63	20,363	36,675	63,565	39,553	50,955	59,268
402	2	Electrical Design Engineer	3	5	57,200	61,027	70,720	45,843	60,154	73,479
402	3	Electrical Design Engineer	4	9	64,022	71,739	90,272	55,099	70,860	85,119
402	4	Electrical Design Engineer	4	10	78,062	87,457	91,021	67,293	84,016	99,242
403	1	Industrial/Manufacturing Engineer	4	20	39,416	53,706	60,861	41,302	54,163	73,230
403	2	Industrial/Manufacturing Engineer	10	35	39,416	54,699	70,283	46,374	63,000	80,239
403	3	Industrial/Manufacturing Engineer	11	65	52,000	64,796	88,795	57,101	75,899	97,542
403	4	Industrial/Manufacturing Engineer	5	53	59,010	73,304	97,323	66,713	97,739	126,596
403	5	Industrial/Manufacturing Engineer	3	16	90,002	94,848	102,086	90,927	127,650	174,886
405	4	Mechanical Design Engineer	3	5	70,990	80,205	87,006	73,764	86,951	100,103
406	3	MIS Programmer/Analyst	5	7	55,162	70,637	82,056	56,748	73,065	87,870
408	2	System Admin/Network Analyst	4	5	50,003	62,164	72,155	40,404	50,866	61,318
408	3	System Admin/Network Analyst	5	8	54,933	69,961	100,006	47,108	60,045	71,993
408	5	System Admin/Network Analyst	3	3	93,600	99,299	104,998	60,306	81,286	99,923
410	0	Database Analyst	5	6	37,440	61,572	94,390	44,882	61,635	75,512
423	3	System Analyst	3	3	60,986	68,058	79,206	44,990	57,616	69,784
424	0	Chemist	5	18	68,390	82,403	100,006	64,147	79,460	98,638
427	3	Chemical Engineer	4	10	65,250	82,488	97,635	70,450	84,162	97,724
428	2	Quality/Test Engineer	8	10	32,178	48,856	63,190	47,295	62,034	79,747
428	3	Quality/Test Engineer	6	13	52,104	68,503	77,896	55,484	76,346	98,244
431	2	Safety Environmental Engr	3	4	60,008	61,131	62,254	62,702	81,151	108,243
434	2	Generic IT Professional	8	10	37,440	54,404	72,155	38,671	48,572	58,194
434	3	Generic IT Professional	13	18	54,933	71,529	100,006	51,164	66,827	80,857
434	4	Generic IT Professional	4	6	48,880	73,518	101,816	52,562	71,822	87,844
434	5	Generic IT Professional	3	3	93,600	99,299	104,998	60,306	81,286	99,923

**2007 Morgan-Limestone-Lawrence County Industrial Survey Salaried Ex / Non-Exempt**

Job Code	Lv	Survey Job Title	No. Co.	No. EEs	Actual Base Rate			Average Pay Range		
					Low	Avg	High	Min	Midpt	Max
435	1	Generic Engineer	8	27	39,416	53,073	60,861	40,465	53,004	69,288
435	2	Generic Engineer	27	59	32,178	55,687	84,219	49,633	65,348	82,794
435	3	Generic Engineer	30	105	52,000	70,058	97,635	59,336	76,833	95,740
435	4	Generic Engineer	16	74	59,010	82,734	100,568	69,777	90,070	108,597
435	5	Generic Engineer	7	21	90,002	98,431	105,040	81,144	109,290	143,388
704	0	Nurse, Industrial	5	5	48,256	57,214	62,754	45,269	54,084	65,786
1031	0	Sales Representative	5	14	32,490	48,926	79,997	31,668	44,002	56,347
1040	0	Sales Manager	5	7	52,000	74,402	100,006			
1050	0	Business Develop Rep	3	4	52,000	65,458	79,997	52,998	65,208	77,418
1062	0	Marketing Director/Manager	4	4	55,037	84,053	109,990	69,170	86,497	103,802

## Summary of Most Common Practices

Employee Benefit Plans	Most Common Practice
<b>Health Care Plan</b>	
Effective date of coverage	Coverage begins immediately or first day of next month
Contributory / Non Contributory Plan	Contributory
Employee Cost - Single Coverage - 50th P	\$57 per month (dental premium not included)
Employee Cost - Family Coverage - 50th P	\$170 per month (dental premium not included)
COBRA Cost - Single Coverage - 50th P	\$298 per month (dental premium not included)
COBRA Cost - Family Coverage - 50th P	\$777 per month (dental premium not included)
<b>Retiree Medical</b>	
Pre-65 Retiree Coverage	No coverage (56%)*
Post-65 Retiree Coverage	No coverage (71%)
<b>Life Insurance</b>	
Provide Life Insurance Coverage	Yes (93%)
Basis for Determining Amount of Life Insurance	Based on Multiple of Annual Earnings (59%)
<b>Spending Accounts</b>	
Health Care	Yes (68%)
Dependent Care	Yes (58%)
<b>Pension / 401(k) Plans</b>	
Defined Benefit	Yes (34%)
401(k) Plan	Yes (93%)
Company makes a matching contribution	Yes (92%)

## Summary of Most Common Practices

Employee Benefit Plans	Most Common Practice
<b>Paid Time Off</b>	
PTO plan	No (73%)
STD Plan	Yes (90%)
Sick Leave Plan (other than STD)	Yes (29%)
Salary Continuation Plan	Yes (37%)
Personal Leave	Yes (27%)
Long-Term Disability	Yes (68%)
Number of Holidays per year - Average	10 days
<b>Education Assistance</b>	
Plan Provided	Yes (80%)
Amount of Tuition Assistance	100%
<b>Severance Benefits</b>	
Severance Policy	Yes (29%)

\* The number in parentheses is the highest percentage of companies with the particular policy/practice.

**10      Supervisor-Accounting**

First line supervisor responsible for supervision of workers engaged in maintaining accounting records and processing accounting transactions. May be responsible for accounts payable, or accounts receivable, and/or the payroll function. Determines work assignments, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit.

**12      Manager-Accounting-Mid Level**

Supervise the accounting functions of the organization. Assign and audit work of accountants and accounting clerks engaged in accounting procedures. Direct the timely preparation of accounting records, reports and special analysis. Personally engage in the more critical and confidential aspects of accounting. Exercise normal supervisory functions. This is considered a mid-level management position.

**20      Supervisor-Production**

First level supervisor over a production unit. Determines work assignments, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit.

**24      Manager-Maintenance**

Manages maintenance activities relating to organization's physical property. Directs provision of building maintenance, operation, or janitor functions. Arranges building lease agreements and renovation or new construction projects. Ensures work done adheres to zoning, hazardous waste, or traffic regulations. Supervises facilities maintenance manager or maintenance supervisor. Usually requires a degree plus 4-7 years relevant experience, or equivalent.

**25      Sr Supervisor-Production**

Experienced first-line supervisor typically responsible for two or more production units. May be responsible for only one unit requiring high-skilled production operators (or technicians) or a considerably large production unit. May supervise work through two or more team leaders or subordinate supervisors. Determines work assignments, schedules, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit(s).

**26      Manager-Production/Operations**

Directs production operations and processes for a plant, division, or company. Plans and maintains production schedules. Measures progress by established standards of performance. Recognizes and solves problems affecting production including schedules, staff, quality, and order of production line. Might also manage facilities and equipment maintenance. Usually the top production management level. Typical incumbent has a 4 year degree and 6-8 years relevant experience, or equivalent.

**30      Supervisor-Quality Assurance**

Responsible for the supervision of the employees involved in the testing and inspection of products at various stages of production. Compiles and evaluates statistical data to determine and maintain quality and reliability of products. May set-up and perform destructive and nondestructive tests on materials and parts. May recommend changes in standards. Typically has Associates Degree or equivalent plus two years of more directly related experience.

**32      Customer Service Supervisor**

Ensures that customers receive the best sales service possible, and coordinates functions with purchasing, production, engineering or shipping. Processes orders and general correspondence.

**33      Supervisor-Shipping/Receiving**

Supervises employees involved in either the shipping and/or receiving function of the company. Ensures that materials are checked against vendor's invoices, bills of lading, customer orders and similar papers.

**35      Supervisor-Warehouse**

Supervise and coordinates activities of workers concerned with ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts, in stockroom, warehouse, or yard. Interview job applicants, conduct performance reviews and is involved in pay administration.

**37      Supervisor-Materials**

Supervise employees that are responsible for managing the flow of materials into the production process. Train employees in MRP, MSP and material movement.

**45      Supervisor-Maintenance**

First level supervisor over the maintenance unit. Determines work assignments, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit.

**46      Dir/Manager Logistics and/or Distribution**

Manages all aspects of logistics (i.e. distribution, inventory control, fulfillment, etc.) Arranges warehousing and transportation of product to customer.

**55      Project/Program Mgr-1st Level**

Provides technical project leadership/supervision to assigned projects or major phases of significant projects or programs by coordinating the efforts of assigned technical staff. Organizes project and task workloads within budget and schedule guidelines. Include in this job first level supervisors or leads performing these tasks. Typically has a B.S. degree and extensive knowledge and experience within assigned technical discipline.

**65      Mgr-Engineering Department**

Provides supervision/management of the activities and staff of a research or technical business unit. Responsible for overall unit performance within budgetary and schedule guidelines. Identifies and recommends objectives and scope of technical projects and communicates goals, scope, approach and schedules to assigned personnel. Establishes budgets, forecasts manpower, equipment and supply needs. Include in this job second level managers who have direct reports of one or more first level project/program managers or leads. Typically has prior management experience, a BS degree and extensive knowledge and experience within assigned technical discipline.

**66      Manager-Materials**

Directs and formulates procedures and policies to make certain materials are available or delivered when needed. Manages incoming and outgoing movement of materials. Monitors material and supply inventories through computer information systems. Supervises purchasing and materials handling employees. Usually requires a 4 year degree plus 8-9 years relevant experience, or equivalent.

**68      Manager-Traffic**

Directs the company's program for transport of orders or shipments. Evaluates and selects a suitable route and method of transport. Examines claims for loss or damage and approves for processing. Appraises shipper quality, timeliness, and charges. Recommends shipping containers or method of packing. Could serve as company representative to state or federal agencies. Usually the highest level traffic position, and requires a BS degree plus 3-6 years relevant experience, or equivalent.

**69      Manager-Quality Control**

Directs quality assurance operations for a plant, division, or company. Develops and controls quality programs. Monitors Production Department's conformance with QA standards and procedures. Conducts quality assurance training for employees engaged in materials handling or product assembly. Suggests methods for improving product quality or design, or manufacturing processes. Supervises quality assurance specialists or inspectors. Usually the top quality assurance position. Typical incumbent has a 4 year degree and 4-6 years relevant experience, or equivalent.

**70      Mgr-Human Resources-Mid Level**

Manages one or more functions within the area of Human Resources. May be responsible for all Human Resource activities for a small to mid-size site, plant, division or small company. Or, may be responsible for one/two Human Resource management function(s) at the corporate level of a large organization. This is considered a mid-level management position responsible for implementing company policies and programs and recommending changes or new programs to senior level management for approval.

**75      Mgr-Safety & Environment**

Develops and implements safety program to prevent or correct unsafe environmental working conditions, utilizing knowledge of industrial processes, mechanics, engineering, chemistry, psychology, and industrial health and safety laws. BS degree in safety engineering or related discipline.

**80      Plant Manager**

Directs and coordinates overall plant operations. Ensures that objectives are achieved at the lowest cost consistent with quality requirements. Directs operations through supervisors in production, maintenance, and other related operations.

**101    Accounting Clerk**

Performs one or more accounting related clerical tasks in support of accounts payable, accounts receivable, payroll, billing, reconciling accounts or preparing journal vouchers. Typically has a high school diploma or equivalent. Minimum experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

**102    Administrative Assistant (non-ex)**

Performs general administrative and clerical duties necessary to meet needs of the department, and assumes responsibility for other duties based on degree of knowledge of department operations, such as, prepares designated reports for management; responds to inquiries and provides information in accordance with policies and procedures. (Match exempt-level administrative assistants to Job 216 - Staff Assistant)

**103    Clerk - Generic**

Performs a combination of clerical tasks to support office, business, or administrative operations. Use this benchmark if you cannot match to a specific clerk job family. Typically has a high school diploma or equivalent. Minimum experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

**106    Human Resource Assistant**

Responsible for a wide variety of assigned activities, which may include: employment interviewing for hourly and clerical jobs, wage and salary record keeping, assisting in benefit administration, maintenance of employee and applicant records, and other related clerical duties. Typically requires 3 years of related experience in Human Resources and/or relevant training and education

**111    Receptionist / Telephone Operator**

Operates a telephone switchboard to relay incoming, outgoing and interoffice calls. Receives visitors, schedules appointments, and direct callers to destination. May also perform clerical duties, such as typing, proofreading, and sorting mail.

**112    Purchasing Clerk**

Compiles information and records to prepare purchase orders for procurement of material or supplies. May maintain records of items purchased, prices, deliveries and inventories.

**113    Secretary**

Performs diverse secretarial and administrative duties such as typing, answering phones, arranging appointments, and maintaining filing systems. This job involves exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment. Typically has a high school diploma or equivalent.

**114    Secretary, Executive**

Performs secretarial and administrative duties for an executive in the highest management levels (i.e. CEO, Executive VP, Director). Job may involve responsibility for flow of clerical work. Independently acts on correspondence that does not require the attention of a superior. Arranges appointments, travel, etc. Has good understanding of organization's policies and procedures.

**121    Customer Service Representative**

Match to this position customer service representatives who receive calls from customers requesting service, or sales order entry clerks who receive calls from customers, sales personnel, and/or distributors placing orders for company products. Incumbent processes information in accordance with company policy and procedures.

**201    Accountant**

Prepares financial statements and accounting reports. May conduct research and analysis to provide department level management with definitive financial and/or cost information on operations. Typically has B. S. degree in Accounting or equivalent. Typical minimum experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years or more.

**202    Buyer**

Evaluates, selects, negotiates, places, provides technical liaison and otherwise administers a wide variety of procurement contracts. Works closely with company technical personnel to have a thorough knowledge of the company's functions translated into purchasing requirements. Researches available supply fields to keep informed of new supply items. Typically has B. S. degree or equivalent experience. Minimum Experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years; Specialist level 12 years.

**205      Human Resources Specialist**

Performs various Human Resources functions in one or more of the following areas: employment of exempt and/or nonexempt staff, EEO and AAP compliance programs, employee relations, policy development, performance management, transfer programs or safety. Typically has B. S. degree or equivalent experience. Minimum Experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years or more.

**210      Business Administrator / Manager**

Performs multiple business functions in a combination of various business administration areas, as accounting, marketing, human resources, contract administration, purchasing, security, training, etc. Typically has a BS or advanced degree in Business Administration or equivalent. Minimum Experience: Level I - 8 years; Level II - 12 years.

**214      Material Planner**

Responsible for planning, scheduling and monitoring the movement of material through the production cycle. Coordinates the efficient movement of materials with purchasing, production and other departments. Typically a Bachelors degree or equivalent. Typical minimum experience: Intermediate level 3 years; Senior level 6 years.

**216      Staff Assistant**

Under limited supervision, plans and conducts assigned administrative tasks and projects which are broad in nature. Applies independent judgment and originality in the solution of problems. Typically has a bachelors degree and at least 3 years of experience related to the assignment.

**303      Drafter, CAD**

Prepares detail drawing of mechanical or electrical parts, components and assemblies for engineering, manufacturing or repair purposes using CAD equipment. Typically has completed 2 years of vocational training in drafting.

**307      Engineering Technician**

Provides technical support to engineers working in such areas as research, design, development, testing or manufacturing process improvement. Works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment or systems. Conducts engineering tests and detailed experimental testing to collect design data or assist in research work. Typically has completed 2 years vocational training in electronics. Minimum Experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years; Lead

**310      Network Support Technician**

Supports internal users in the installation, and upgrading of desktop computers. Primarily works with the operating system and software which supports networking capability. Can perform some hardware repairs and upgrades. Typically has a high school diploma and additional vocational training with computers. Minimum Experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

**311      Technical Support Representative**

Provides first level technical support to customers via telephone, fax or email. Escalates complex problems to Technical Support Engineer.

**312      CNC Technician**

Programs / sets up / operates computer controlled machines to perform a variety of operations. Analyzes drawings, sketches and design data to determine dimension and configuration of cuts, selecting tools, machine speed and feed, according to knowledge of processes. Writes program to control tool movements.

**313      Laboratory Technician**

Performs chemical and/or physical analyses or scientific tests for research, development or quality control for processes or products. Assists in compiling, analyzing and interpreting results. Typically has completed 2 years or more of specialized training. Typical minimum experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

**316      Quality Control Technician**

Assists quality assurance function in the inspection of products, monitoring processes, or supporting quality engineers in developing and implementing quality assurance practices and procedures.

**402      Electrical Design Engineer**

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; Intermediate level 2 years or more; Senior level 5 years or more; Specialist or Lead level 9 years or more; Senior Specialist level 12 years or more; Consulting Engineer/Scientist level 15 years or more.

**403      Industrial/Manufacturing Engineer**

Responsible for developing, implementing and maintaining methods, operation sequence and processes in the fabrication of parts, components, sub-assemblies and final assemblies. May work in the role of a Quality Engineer. Typically has a B.S. degree in engineering. Typical minimum experience: Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years; Specialist level 9 years, Staff Consultant level 12 years.

**406      MIS Programmer/Analyst**

Performs work involved with the design, development, testing and documentation of computer programs which support an organization's internal management information system. Typically has a B.S. degree in management information systems or computer science. Typical minimum experience: Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years; Specialist level 9 years, Staff Consultant level 12 years.

**409      System Design Engineer**

Analyzes customer systems and functions and determines requirements for equipment and/or software. Designs and documents a system to accomplish system functions in an optimum manner. Develops plans for system from project inception to conclusion. Typically has a B.S. degree in engineering or computer science. Typical minimum experience: Entry level 0 - 1 year; Intermediate level 2 years or more; Senior level 5 years or more; Lead level 9 years or more; Staff Specialist level 12 years or more; Consulting Engineer/Scientist level 15 years or more.

**410      Database Analyst**

Plans, designs, implements and may maintain computerized databases, including database definition, structure, documentation, long range requirements, operational guidelines, and protection. Typically has a B.S. degree in computer science or MIS.

**424      Chemist**

Performs research, development, testing, and/or analysis activities using the principles, theories and general body of knowledge in the field of chemistry. May be involved with development or an organization's products or in providing services to external customers. Typically has a B.S. Degree or an advanced degree in chemistry.

**427      Chemical Engineer**

Designs chemical plant equipment and devises processes for manufacturing chemicals and products. Conducts research to develop new and improved manufacturing processes. Designs, plans layout, and oversees personnel engaged in constructing, controlling, and improving equipment for carrying out chemical processes on a commercial scale. Oversees personnel controlling equipment such as condensers, absorption and evaporation towers, columns, and stills. Typical minimum experience: Entry level 0-1 year; Intermediate level 2 years; Senior level 5 years; Specialist level 9 years; Sr Staff Specialist 12 years.

**428      Quality/Test Engineer**

Performs duties and responsibilities focused on increasing the quality and reliability of processes, products, or services provided by the company. May design and conduct tests. Will analyze results of tests or outputs intended for customers. May use mathematical and statistical methods. Will make recommendations based on findings. Minimum Experience: Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years, Specialist level 9 years; Staff Consultant level 12 years.

**431      Safety Environmental Engr**

Specializes in solving problems concerned with environment. Plans, designs, and oversees construction and maintenance of 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 to solve environmental problems. BS degree in environmental engineering. Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years.

**434      Generic IT Professional**

Responsible for performing tasks, projects, services, and support in the IT area. Included in this classification are jobs that were matched to 406, 408, 409, 413, 414, and 423. Typically has a B.S. degree in engineering or computer science or substantial directly related experience. Minimum Experience: Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years; Specialist level 9 years; Senior Specialist level 12 years.

**435      Generic Engineer**

Performs work in which the principles, theories and general body of knowledge for a specific engineering discipline is required. Included in this classification are engineers that were matched to job codes 402, 403, 405, 427, 428 and 431. Typically has a B.S. degree in engineering. Typical minimum experience: Entry level 0 - 1 year; Intermediate level 2 years or more; Senior level 5 years or more; Specialist or Lead level 9 years or more; Senior Specialist level 12 years or more; Consulting Engineer/Scientist level 15 years or more.

**500      Assembler, General**

Use this classification for production workers involved in assembly type jobs other than Job 502 (Floor Assembly).

**502      Floor Assembler**

Assembles small mechanical parts and subassemblies. Fits and assembles small mechanical and electrical parts for subassemblies. Combines subassemblies into final assemblies. Typically has a high school diploma or equivalent.

**503      CNC Operator**

Sets up and operates multi-purpose computerized numerically-controlled machine to perform any combinations of machining operations.

**504      Electronic Technician**

Performs the setup, calibration, testing and trouble-shooting of circuits, components, assemblies or final products completed by the manufacturing area. Typically has a high school diploma or equivalent and has completed 2 years vocational training in electronics.

**505      Expediter**

Verifies that all stock necessary to run the department production schedule is available. Follows up on parts from a short list coming from the department.

**507      Inspector**

Follows a well-defined method of visually inspecting, testing, and measuring parts, materials, sub-assemblies or final assemblies for conformance to quality standards. Typically has a high school diploma or equivalent.

**508      Production (Machine) Operator**

Has knowledge of and operates various types of machines. Inspects work for conformance to standards. Assists with machine setup and stacking, packing and marking finished products. Typically has a high school diploma or equivalent.

**509      Machine-Tool Operator**

Sets up and operates machine tools and fits and assembles parts to make or repair metal parts, mechanisms, tools or machines. Plans sequence of operations. Sets up and operates lathe, milling machine, shaper, or grinder to machine parts to specifications. Typically has a high school diploma or equivalent.

**510      Production Scheduler**

Schedules and coordinates flow of work within or between departments of manufacturing plant to expedite production. Establishes priorities for specific customer orders and revises schedule according to specifications, priorities, and availability of manpower, parts, material, etc.

**512      Inventory Control / Material Planner**

Compiles information on receipt or disbursement of inventories and computer inventory balances, prices and costs. Operates a personal computer and appropriate software package. Reconciles discrepancies in inventories. Notifies appropriate people of irregularities and when levels reach designated reorder points. Provides information to determine status of current orders and to forecast needs to fill future orders.

**514      Test Operator**

Sets up and conducts routine and repetitive tests on circuits, components and final assemblies using automatic electronic testing equipment following established test procedures. Typically has a high school diploma or equivalent.

**515      Tool and Die Maker**

Constructs and repairs machine shop tools, jigs, fixtures or dies for forging, punching and other metal forming work.

**516      Welder**

Has the ability to weld in all positions and on all types of materials used in accordance with specific code requirements.

**517      Production Painter**

Applies paint, lacquer, rust-proofing agent or other coating onto metal, wood or fabricated items, using spray equipment or brush. Positions work pieces, cleans surfaces, and paints or coats according to job specifications.

**518      Tool Crib Attendant**

Receives, stores and issues hand tools, machine tools, dies, measuring devices and other equipment. Keeps records of tools issued. Takes inventory and requisitions stock as needed. Inspects tools for wear or defects and takes appropriate action.

**519      Saw Operator**

Operates machines to cut various types of material to predetermined specifications. Perform other tasks related to the primary assignment.

**520      Operator-Prod/Processing Equip**

Tends or controls equipment or system for a continuous manufacturing process producing substances for industrial use or consumer products.

**522      Packaging Operator**

Pack and/or wrap containers with products and materials. May perform job manually or operate machinery to perform function. Inspects packaged items for conformance with specifications. May weigh and transport containers to other areas in plant. May operate scanning system for data entry.

**526      Crane Operator**

Operates traveling or stationary overhead crane (cab or ground controlled) to lift, move, and position loads, such as machinery, equipment, products, and solid or bulk materials, using hoisting attachments, such as hook, sling, electromagnet or bucket.

**602      Janitor**

Maintains buildings in a clean and orderly condition. Sweeps and mops floors, empties trash cans, washes windows and performs related duties.

**605      Electrician**

Repairs, installs, replaces and tests electrical circuits, equipment and appliances, using hand tools and testing instruments, to supply electrical power for lighting, equipment, and machine operations.

**606      Electrical & Control Mechanic**

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment or electrical systems. Include technicians responsible for maintaining computerized production control systems in this category.

**607      Multi-Craft Maintenance**

Has demonstrated journeyman type skills in more than one area within the maintenance function such as electrical and mechanical skills.

**609      General Maintenance Worker**

Repairs and maintains physical structures using hand tools and power tools. The work requires training and experience in two or more craft areas such as carpentry, painting and plastering, plumbing. May also service machines, or perform vehicle servicing.

**611      Laborer**

Performs a variety of non-skilled work inside and outside of the facility. May assist in movement of material, and office furniture. Performs grounds keeping work as well as general clean-up activities.

**613      Maintenance Mechanic**

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

**614    Fork Lift / Material Handler**

Performs duties related to the movement and storage of stock within assigned area. Generally operates a forklift to assist in movement of stock. May use other equipment designed for lifting and movement of material. May be assigned responsibility for packing or unpacking products or raw materials and maintaining records.

**617    Shipping and Receiving Clerk**

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.

**619    Truck Driver - Light**

Operates truck of less than three tons. Transports cargo to and from specified destinations. Verifies truck load to ensure conformance with shipping documents. May load, secure and unload cargo. May collect payment for goods delivered. Maintains contact with supervisor or dispatcher. Maintains records and logs.

**620    Truck Driver - Heavy**

Operates truck of more than three tons. Transports cargo to and from specified destinations. Verifies truck load to ensure conformance with shipping documents. May load, secure and unload cargo. May collect payment for goods delivered. Maintains contact with supervisor or dispatcher. Maintains records and logs. Also includes tractor trailer drivers.

**624    Maintenance Planner**

Responsible for planning and scheduling the work of mechanics and electricians. Develops detailed job plans including the labor (type and quantity), materials, tools, and work procedures for repairs, alternations, and preventative maintenance for the facility and all types of equipment.

**631    Waste Water Treatment Technician**

Tends pumps, conveyors, blowers, chlorinators, vacuum filters, and other equipment used to decontaminate waste water.

**704    Nurse, Industrial**

Provides nursing services to ill or injured employees or other persons who become ill or are injured on the premises of an establishment.

**981    Skilled Workers (NOC)**

This classification includes production (skilled) workers that do not match other manufacturing job titles in the survey.

**982    Semiskilled Workers (NOC)**

This classification includes production (semiskilled) workers that do not match other manufacturing job titles in the survey.

**983    Laborers / Helpers (NOC)**

Performs a variety of non-skilled work inside and outside of the facility. May assist in movement of material, and office furniture. Performs grounds keeping work as well as general clean-up activities.

**1031    Sales Representative**

Sells company's products/services by interacting with established customer base. Develops new customer accounts through generated sales leads or cold calls. BS degree with previous sales experience. 2-4 years experience. Includes sales representatives that receive commissions and those that do not receive commissions.

**1040    Sales Manager**

Manages and directs the division sales function to ensure the achievement of sales goals and programs. Develop and execute aggressive sales and marketing plan and act as principal liaison for major accounts. Direct, develop and monitor the activities of the divisional sales and customer service staff. Develops and implements sales training, recognition and awards programs. Minimum 6 years experience.

**1050    Business Develop Rep**

Identifies opportunities for business expansion, and develops and manages relationships in strategic markets and accounts that further business development activity. Targets and initiates contact with major prospective customers, in new or existing accounts. Assesses and qualifies potential opportunities and competitive risks.

**1062    Marketing Director/Manager**

Includes marketing professionals at the manager level and the director level. Manages marketing and/or sales support activities. Has a role in developing marketing and advertising plans, promotional programs and pricing strategies. Analyzes market trends and creates programs to achieve increase in market share.