

**2017 Chippewa Valley and Coulee Region Wage Survey
Job Description Definitions**

Title	Description
<p>ACCOUNTANT/CPA/AUDITOR <i>(Staff Accountant, Certified Public Accountant (CPA), General Accountant, Business Analyst, Cost Accountant, Internal Auditor)</i></p>	<p>Analyzes financial information and prepares financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization. May also perform operational, financial, interim, and compliance audits. Reviews records, documents, loans, policies, and procedures.</p>
<p>ACCOUNTING CLERK <i>(Accounts Payables Clerk, Accounting Assistant, Bookkeeper, Accounts Receivable Clerk, Accounting Associate, Fiscal Technician, Accounting Representative, Accounting Technician, Accounting Analyst)</i></p>	<p>Computes, classifies, and records numerical data to keep financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.</p>
<p>ACCOUNTING MANAGER</p>	<p>Directs and coordinates the accounting and financial reporting procedures of the company or division. May report to CFO or Controller in larger organizations. Through directly reporting employees, is responsible for financial ledgers, accounting procedures and systems, compliance, accuracy of detail, consolidation of reports, reconciliations, audits, and account analysis. May recommend and participate in determining financial policies.</p>
<p>ACCOUNTING SUPERVISOR</p>	<p>Supervises the work of the non-exempt employees who maintain general and subsidiary ledgers, prepares operating and financial statements, and reconciles bank statements. May also include fixed asset control and depreciation; accrual to meet anticipated liabilities; preparation of general tax reports such as those for sales, payroll, and personal property taxes; and payables/receivables.</p>
<p>ADMINISTRATIVE ASSISTANT/ SECRETARY <i>(Administrative Secretary, Office Assistant, Clerk Typist, Administrative Technician, Department Secretary, Administrative Associate, Administrative Support Assistant)</i></p>	<p>Performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.</p>
<p>ADMINISTRATIVE ASSISTANT/ SECRETARY - EXECUTIVE</p>	<p>Performs secretarial and clerical duties for an executive such as president or vice president. Typical duties include: receive callers and answer the telephone; handle as many calls as possible to assist people making contact with the executive; arrange meetings as directed and maintain record of appointments; secure transportation and hotel reservations, and perform a variety of other administrative services; receive and open mail; assemble necessary data required by the executive in preparing his/her correspondence; compose and type confidential and special reports and statements; take and transcribe dictation; follow up and see that executive answers correspondence and keeps appointments; does related work as assigned.</p>

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ADMISSIONS/PATIENT REGISTRATION CLERK	Receives and registers hospital/clinic patients for appointments, tests, or admissions. Ensures patient and insurance information is correct in computer system and appropriate consent/legal forms are signed. Applies knowledge of general insurance guidelines regarding coverage eligibility and payment terms/reimbursement. May initiate review of charges and claims with either internal departments or insurance carriers to resolve patient account questions or discrepancies. May accept/process patient payments for visits and account balances. May schedule appointments and keep track of cancellations, compile data for occupancy and census records.
ASSEMBLER	Performs repetitive bench or line assembly operations on large or small units or components having a limited number of parts and details requiring simple adjusting to ensure proper position and/or movement. May use hand tools, assembly jigs, and fixtures. Follows instruction as to assembly methods. Alert to visually detect obvious defects. Operations usually subject to close supervision and inspection.
CAD DRAFTER I	Entry level detail/technical drafting work with computerized drafting applications. Assignments are varied, somewhat limited in scope and complexity, supervision is readily available. Breaks down information from specifications, sketches, customer layout drawings and other instructions sources, and converts them into detailed drawings. May prepare bills of materials and specifications from completed drawings.
CAD DRAFTER II	Intermediate level layout/technical drafting work with computerized drafting applications. Assignments are varied and of considerable scope and complexity, limited supervision. Breaks down information obtained from specifications, sketches, customer layout drawings, etc., and converts to detailed drawings. May provide technical assistance to less experienced staff.
CLAIMS/BILLING SERVICE REPRESENTATIVE	Administers the processing of insurance claims and assists patients/customers with questions about billings and insurance coverage. Verifies accuracy of demographic and insurance information to ensure timely and appropriate reimbursement/payment. Investigates and researches claims to resolve patient and/or provider problems. May provide patients with estimated fee quotes, or request payments from patient for their out-of-pocket responsibility or collections on accounts. Explains insurance terms and regulations to assist patients in understanding their benefits.
CLAIMS SERVICE SUPERVISOR	Supervises and coordinates activities of workers engaged in processing insurance claims. Provides training, auditing, and review of difficult claims and appeals. Supervises and coordinates workflow, maintains production reports, and resolves personnel issues.
CLINIC MANAGER	Directs and administers the operation of a clinic (non-MD position). Fully responsible for all daily financial operations as well as employee relations functions at the clinic. Prepares budget, implements fee schedules, and coordinates patient flow. Develops and updates clinic business plans, assessing demand and capacity to serve patients within market.

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CODER	Reviews medical/clinical information from healthcare providers (such as diseases, operations, procedures, therapies, etc.) and converts/abstracts into appropriate coding system (like ICD-10) for recordkeeping, processing, and billing. Uses predetermined coding system (like ICD-10). Organizes work for accuracy and effectiveness of the reporting system. May research and analyze prevailing fee data to correspond with diagnosis and procedure codes.
COLLECTION REPRESENTATIVE	Collects funds on delinquent accounts according to established procedures. Makes contacts by phone and letter and works with customers to set up repayment plans within guidelines as needed. Researches "skip" accounts, keeps track of collection activities, and works with agencies and attorneys on problem accounts.
COMPLIANCE OFFICER	Responsible for developing, implementing, and managing a program to comply with regulatory requirements. Analyzes risks regarding these issues and reviews, drafts, and implements policies and procedures to ensure regulatory standards are met and employees are adequately trained.
CONTROLLER <i>(Treasurer, Business Manager, Finance Director, CFO, Finance VP, Business Administrator)</i>	Directs financial activities, such as planning, procurement, and investments for all or part of an organization. Analyzes financial status of the organization. Directs preparation of financial statements, operating budgets, and controls.
COOK - HEALTH CARE	Prepares and cooks food for patients, employees, and visitors working from established recipes, formulas, and menu cycles. May also prepare cold meats, sandwiches, and soups. Operates commercial and large scale cooking equipment and appliances.
COST ESTIMATOR	Prepares cost estimates as a basis for pricing quotations. Determines cost estimates on new or redesigned products. Originates, maintains, and revises standard cost data and records contingent on changing conditions, methods, and other factors involved. Prepares estimates for approval. May estimate product repair and service work, production tools, and equipment repairs.
COURIER	Delivers documents, packages, messages and other items between offices or to/from customers, usually by automobile or van. Receives messages or materials to be delivered and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, two-way radio, or in person. Loads and unloads listed items, ensures items are loaded correctly, taking precautions with fragile or hazardous goods; and sorts items to be delivered according to the delivery route.
CREDIT MANAGER	Responsible for operation of a department focused on credit and/or collections. Provides direction to staff and administers credit/collection policies. May formulate credit and collection policies, methods, and procedures. Determines customer credit capacity, manages the compilation of credit information, analyzes and interprets available information, and authorizes extension of credit. Determines action to take in collection of past due accounts where normal collection procedures have failed, approval of terms of sales, and authorization of financial arrangements.

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<p>CUSTODIAN <i>(Custodial Worker, Building Custodian, Heavy Duty Custodian, Environmental Specialist, Operational Service Worker (OSW), Floor Tech (Floor Technician), Plant Custodian, Janitor)</i></p>	<p>Keeps buildings in clean and orderly condition. Performs heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.</p>
<p>CUSTOMER SERVICE/ CALL CENTER MANAGER</p>	<p>Manages customer service department including supervisor of employees. Coordinates all customer service activities to assure the best possible service is provided. Resolves the more difficult customer service problems where major customers are involved or where an account may be in jeopardy. Recommends and implements changes in customer service programs, policies, and procedures to improve customer service.</p>
<p>CUSTOMER SERVICE/ CALL CENTER REPRESENTATIVE I <i>(Client Services Representative, Sales Administrator, Customer Service Specialist, Inside Salesperson, Inbound Call Center Representative, Member Services Representative, Account Manager, Hub Associate, Account Service Representative)</i></p>	<p>Corresponds in person, or by telephone, with customers concerning requests for information regarding service or product availability, delivery, pricing, billing, status of accounts, or other matters in a manner that will maintain good customer relations. Has contacts with other departments and locations within the organization, as necessary, to obtain and provide information. Completes necessary records to document inquiries. The primary focus is to gather and exchange information. Authority to take action is limited to established policy. Refers more difficult quality, service, or application questions to higher level customer service staff or other appropriate internal staff. Handles necessary documents to complete inquiries.</p>
<p>CUSTOMER SERVICE/ CALL CENTER REPRESENTATIVE II</p>	<p>Requires technical knowledge of products or services. Has frequent contact with customers to provide or clarify information concerning service, products, pricing, billing, status of accounts, quality, or warranty/remedy questions. Responds to technical product or service application inquiries, complaints, or requests for special consideration or remedies. Has authority, within guidelines, to make changes to pricing, authorize returns, or waive fees in order to ensure customer satisfaction. May provide work direction to non-technical customer service personnel.</p>
<p>DENTAL ASSISTANT</p>	<p>Assists dentist, oral surgeon, or prosthodontist. Takes patient histories, x-rays, and oral impressions. Prepares patients and operating room for surgery. Administers medications, takes vital signs, and removes sutures. May teach patients about procedures and perform dental laboratory duties. Requires certification and/or registration.</p>
<p>DENTAL HYGIENIST</p>	<p>Assesses dental condition and needs of patient; uses patient screening procedures including medical history review, dental, and periodontal charting. Delivers direct care to patients as assigned using established procedures such as cleaning, polishing, x-rays, application of sealants and fluorides, etc.</p>
<p>DESIGNER</p>	<p>Makes sketches and completes detail and layout drawings from verbal and written instructions on complex machines and equipment; conducts related investigations and calculations of pertinent data required to develop a design; works independently on the development of original designs.</p>

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DESIGNER - PRODUCT	Performs engineering duties required to analyze new and existing products in the areas of design, function, styling, and other engineering factors to standardize components and units by model, application, design, materials, dimensions, etc., to effect simplification of designs, interchangeable parts, reduced inventories and costs. Maintains record systems, prints, and other criteria relating to standardization procedures. Maintains liaison with product and manufacturing engineering to expedite standardization and specification changes.
DEVELOPMENT DIRECTOR	Plans, implements, and coordinates all fund-raising activities. Develops and directs annual giving and memorial giving programs. Reviews and researches resources available through foundations, trusts, endowments, and grant programs. Develops and supervises long-range giving and solicitation programs.
DIETARY AIDE	Performs routine assignments in cafeteria, kitchen, dish room, or patient tray line. Serves food from counter, pours beverages, scrapes and racks dishes, cleans pots and pans, and puts food away after use.
DIETICIAN	Provides nutritional guidance to the food service department in the preparation of food. Formulates special diet plans based on physician orders and instructs patients accordingly. Consults with other health care providers regarding nutrition. Typically requires registration with the American Dietetic Association.
DRIVER I - LIGHT DUTY TRUCK (under 26,000 GVW)	Drives a truck or van with a capacity of under 26,000 GVW , primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.
DRIVER II (over 26,000 GVW)	Drives a motor truck over 26,000 GVW , or a bus, school bus, or smaller vehicle on streets or highways to transport materials, merchandise, equipment, or people. Typically requires a valid Commercial Driver's License. Does not include driver - salespeople or over-the-road drivers.
DRIVER III - HEAVY DUTY TRUCK	Drives single-unit truck or tractor-trailer to transport and deliver raw or finished goods. Drives local routes usually within the state or 100-mile radius of plant. Secures loads and may assist in loading or unloading truck. Does not include long distant drivers. Typically requires a Class A Commercial Driver's License.
ENGINEER - ELECTRICAL	Participates in the design, manufacture, installation, and operation of electrical components, equipment, and systems. Performs analyses to develop design options. May make recommendations for various structures, components, and systems. May coordinate activities with other engineering functions and users/customers.
ENGINEER - INDUSTRIAL	Designs and installs integrated systems of personnel, materials, machinery, and equipment. Typical specializations are plant layout, production methods and standards, quality control, time-motion-incentive studies, and methods, production and safety engineering.
ENGINEER - MANUFACTURING PROCESS	Provides project-engineering support for various plant and capital projects. Responsible for project management and administering budget, design, installation, qualification, and commissioning of new/modified process systems. Assists Quality and Production Departments to resolve non-maintenance related production and quality issues.

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ENGINEER - MECHANICAL	Applies principles of physics and engineering in broad, complex projects for the generation, transmission, and utilization of heat and mechanical power. Includes the design, production, installation, and maintenance of fabricated tools, machines, machinery, and associated or auxiliary systems. Typical specializations are in steam and mechanical power generation and utilization, hydraulics, instrumentation and controls, HVAC, refrigeration, etc.
ENGINEERING MANAGER	Manages fiscal responsibility for entire department and reviews and makes recommendations on policies and procedures to maximize departmental operating performance. Interacts with all levels of management. Develops and justifies evaluation, quality, and process criteria.
EXECUTIVE DIRECTOR	Provides leadership and accountability to a nonprofit organization including management of strategic planning, policies and procedures, staff and volunteers, fund-raising/income development, program delivery, finance, advocacy, and communications. Accountable to Board of Directors and represents organization to government agencies, the public, and other key stakeholders.
FINANCIAL SERVICES REPRESENTATIVE/PERSONAL BANKER	Responsible for selling consumer banking products. Solicits and opens new accounts including checking, savings certificates, retirement accounts, brokerage accounts, ATM, night depository, safe deposit boxes, bank credit cards, credit life and disability insurance, and all consumer loan products. Analyzes customer needs and recommends product/services.
FORKLIFT OPERATOR/ MATERIAL HANDLER <i>(Industrial Truck Operator)</i>	Operates industrial trucks or tractors equipped to move/load/unload materials around a warehouse, storage yard, factory, construction site, or similar location. Includes unpacking, shelving, or placing items in proper storage location and at production lines. Uses forklift, overhead conveyors, pallet jacks, or other equipment. Processes required paperwork.
GENERAL LABORER - MANUFACTURING	Performs duties to monitor machines and equipment to maintain production demands and quality of parts. Works from shop orders and written and verbal instructions. Monitors machine to ensure proper quality and function of parts. Identifies quality of parts. Performs miscellaneous duties such as labeling, weighing, packaging of parts, transporting materials, and cleanup.
GENERAL LABORER - NON-MANUFACTURING <i>(Warehouse Worker, Laborer, Loader, Receiving Associate, Receiver, Line Tender, Stock Replenisher)</i>	Performs a wide variety of manual work that does not require special skills or experience. Performs work of a physical nature that may require heavy lifting.
GENERAL MANAGER	Responsible for overall operational results of a facility or plant. Typical direct reports include managers/supervisors of finance/accounting, manufacturing, operations, HR, IT, and safety. May include responsibility for customer service and sales.

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GENERAL OFFICE WORKER	Performs a wide variety of routine office functions in accordance with specific instructions and established work methods. Work is generally performed under direct supervision. Duties may involve answering the phone, filing, checking data from various sources, maintaining department records, selecting and compiling data, preparing standard reports, copying, sorting, and filing. May perform mathematical computations and simple bookkeeping, and may utilize office equipment such as a computer for data entry or routine word processing.
GRAPHIC DESIGNER	Designs art and copies layouts for material to be presented by visual communications media, such as books, magazines, newspapers, television, and packaging. Studies illustrations and photographs to plan presentation of material, product, or service.
HEAVY EQUIPMENT OPERATOR	Operates straight or articulated rubber-tired tractor-type vehicles equipped with front-mounted hydraulically powered bucket or scoop. Excavates, lifts, and/or transports earth/sand/aggregate/other materials for movement to storage or processing areas. May feed/fill conveyors, hoppers, chutes, or railcars.
HIM - HEALTH INFORMATION SPECIALIST	Coordinates the flow of patient health information. Maintains patient health information in both electronic and paper formats. Ensures patient health information is accurate, timely, and kept confidential.
HIM - QUALITY ASSURANCE SPECIALIST	Responsible for auditing provider documentation to ensure Medicare, JCAHO, and other regulations are being met in regards to timely and accurate completion of medical records. Communicates with providers and administration.
HOUSEKEEPER - HEALTH CARE	Cleans and sanitizes rooms and furnishings in an assigned work area. Dusts and damp mops floors, cleans window sills, blinds, furniture, fixtures, and equipment within hand reach. Cleans bathrooms, empties wastebaskets, refills soap and towels, etc.
HUMAN RESOURCES ASSISTANT	Performs various routine administrative duties relating to the company's human resources programs. May include recordkeeping, benefits tracking and enrollment, payroll, pre-screening of applicants, etc.
HUMAN RESOURCES EMPLOYMENT SPECIALIST	Performs searches for qualified candidates for temporary positions (or for hiring managers at a single employer). Utilizes relevant job criteria and computer databases, networking, Internet recruiting resources, cold calls, media, and employee referrals to source candidates. Conducts interviews, documents employment activities, and performs background checks as needed. Builds relationships and maintains communications with client/hiring managers and employees to be placed. Troubleshoots placement issues.
HUMAN RESOURCES MANAGER <i>(HR Manager, Director of Human Resources, HR Director, Employee Benefits Manager, Employee Relations Manager)</i>	Plans, directs, and coordinates human resource management activities of an organization to maximize the strategic use of human resources and maintains functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.
HUMAN RESOURCES REPRESENTATIVE	Performs a variety of staff level human resource functions, which may include identifying and resolving employee relations issues, recruiting and selection, assisting with disciplinary counseling, new employee orientation, preparing job descriptions, routine training, etc.

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INDUSTRIAL SANITATION WORKER	Ensures plant and equipment are clean and ready for inspection. Dismantles, cleans, sanitizes, and reassembles plant machines and equipment. Uses high-pressure cleaning apparatuses, mixes and applies chemical compounds and solutions.
INSPECTOR/ QUALITY CONTROL I	Inspects and verifies the specifications of parts, assemblies, painted, or finished products. May use a variety of measurements and inspection equipment to determine proper configuration and performance and may use SPC. Advises supervisor of issues that need attention.
INSPECTOR/ QUALITY CONTROL II	Inspects and verifies the specifications of complex parts, mechanical or electrical assemblies, and painted or finished products. Uses full complement of measuring and testing devices to determine proper configuration and performance and may use SPC. Advises engineering of issues that need attention.
IT - COMPUTER OPERATOR <i>(Computer Administrator, Operations and Maintenance Technician, Computer Specialist, Information Technology Specialist, Software Technician)</i>	Provides computer system support to provide quality computer operations processing and system resource management. Sets up, monitors, and controls electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Enters commands at a computer terminal and sets controls on computer and peripheral devices. Monitors and responds to operating and error messages, troubleshoots, and resolves operations problems.
IT - COMPUTER PROGRAMMER I <i>(Programmer Analyst, Programmer, Software Developer, Internet Programmer, Web Programmer)</i>	Converts project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develops and writes computer programs to store, locate, and retrieve specific documents, data, and information. May program websites.
IT - COMPUTER PROGRAMMER II	Develops and modifies COMPLEX application programs. Works from design specifications to code, test, debug, and document program. May provide guidance and/or assist in the training of lower level programmers. Excludes those performing system analysis.
IT - COMPUTER SOFTWARE ENGINEER - SYSTEMS SOFTWARE <i>(Software Developer, Systems Engineer, Network Engineer, Publishing Systems Analyst, Application Developer, Customer Information Control System Programmer (CICS Programmer), Program Analyst, Systems Programmer)</i>	Researches, designs, develops, and tests operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Sets operational specifications and formulates and analyzes software requirements. Applies principles and techniques of computer science, engineering, and mathematical analysis.
IT - COMPUTER SUPPORT SPECIALIST (HELP DESK) <i>(Information Technology Specialist (IT Specialist), Help Desk Analyst, Computer Technician, Desktop Support Technician, Office Systems Coordinator)</i>	Provides technical assistance to computer system users. Answers questions or resolves computer problems for clients in person, via telephone, or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

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<p>IT - COMPUTER SYSTEMS ANALYST I <i>(Programmer Analyst, Computer Systems Consultant, Business Systems Analyst, Systems Engineer, Data Processing Systems Analyst, Information Technology Consultant (IT Consultant), Information Technology Specialist)</i></p>	<p>Analyzes science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyzes user requirements, procedures, and problems to automate or improve existing systems and reviews computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. May supervise computer programmers.</p>
<p>IT - COMPUTER SYSTEMS ANALYST II</p>	<p>Develops and formulates the systems scope and objectives. Devises or modifies procedures to resolve complex problems that use data processing while recognizing and utilizing the limitations and scope of equipment, time constraints, and required format of results. Prepares detailed specifications from which programs will be written. May provide guidance and/or assist lower level analyst and/or programmers.</p>
<p>IT - NETWORK & COMPUTER SYSTEM ADMINISTRATOR <i>(Systems Administrator, Network Administrator, Network Engineer, Information Technology Specialist (IT Specialist), Information Technology Manager (IT Manager), LAN Administrator (Local Area Network Administrator), Systems Engineer, Network Manager, Network Specialist)</i></p>	<p>Installs, configures, and supports an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintains network hardware and software. Monitors network to ensure network availability to all system users and performs necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.</p>
<p>IT - WEB DESIGNER</p>	<p>Responsible for the organization's Internet and/intranet design and implementation. Based on marketing and business plans, analyzes, designs, and implements technical solutions via the Internet/intranet systems. Coordinates the content and organization of data with various departments but is typically not responsible for content developments.</p>
<p>LABORATORY - MEDICAL LAB TECHNICIAN</p>	<p>Conducts routine tests in clinical labs for use in the treatment and diagnosis of disease; prepares sterile media for use in growing bacterial cultures. Keeps detailed record of all tests performed and reports lab findings to authorized personnel.</p>
<p>LABORATORY - MEDICAL TECHNOLOGIST (ASCP)</p>	<p>Performs a variety of microscopic, chemical, and bacterial tests to obtain data for use in diagnosis and treatment of disease. Performs routine and special lab tests according to physician requisitions.</p>
<p>LAB TECHNICIAN - QUALITY CONTROL/CHEMISTRY</p>	<p>Conducts physical, qualitative, and quantitative nutritional and chemical analyses of incoming materials, in-line samples, semi-finished product, and finished product in order to assess their conformance to established quality standards.</p>
<p>LAUNDRY AIDE</p>	<p>Under direct supervision, performs standardized tasks in the laundry such as separates laundry, prepares laundry for washing and pressing machines, presses uniforms, and folds and stacks finished articles.</p>
<p>LOAN OFFICER - COMMERCIAL</p>	<p>Provides commercial lending services to customers in accordance with financial institution loan policies. Establishes and maintains business relationships with customers; manages portfolio to ensure loans made are profitable within established parameters.</p>

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LOAN OFFICER - CONSUMER	Provides consumer lending services to customers in accordance with financial institution loan policies. Establishes and maintains business relationships with customers; manages portfolio to ensure loans made are profitable within established parameters.
LOAN OFFICER - REAL ESTATE	Provides real estate lending services to customers in accordance with financial institution loan policies. Establishes and maintains business relationships with customers; manages portfolio to ensure loans made are profitable within established parameters.
LOAN PROCESSOR	Services installment, mortgage, and/or commercial loans. Sets up files, prepares documentation, accepts and records payments, and calculates interest and rebates. Keeps loan records up to date. Keeps insurance, tax, financial statement, and UCC documentation current. Answers questions for customers and loads loan data onto system.
MACHINIST - GENERAL	Sets up and operates a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.
MACHINIST CNC OPERATOR	Operates computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces. May set up machine to meet close tolerance and finish requirements involving recognized tool and fixture applications and proven program format.
MAIL CLERK SEE ALSO " <i>RECEPTIONIST</i> " IF INCLUDES PHONE DUTIES, or SEE " <i>GENERAL OFFICE WORKER</i> " IF BROADER.	Performs a variety of clerical and other routine duties. Collects and sorts outgoing mail and seals and stamps/meters envelopes. Sorts, opens, and distributes incoming mail. May pick up and deliver mail to post office or mail service. Prepares packages for pick up and coordinates with appropriate delivery service based on needs of sender. May operate office machines such as letter opener, sealing machine, and postage meter, maintain records on same.
MAINTENANCE GROUNDSKEEPER	Performs a variety of common servicing and repair operations to maintain buildings, equipment, furnishings, fixtures, and grounds in proper condition. Maintains lawn and grounds, including snow removal. May provide assistance to skilled tradesman such as mechanics, carpenters, plumbers, etc.
MAINTENANCE MANAGER	Responsible for the effective operation and organization of the entire maintenance function at a facility or plant through subordinate, supervisors, and employees. Plans, organizes, coordinates, and executes activities related to total productive maintenance of equipment and facilities. May also be responsible for environmental programs.
MAINTENANCE MECHANIC	Repairs and overhauls plant equipment and examines machines and mechanical equipment to diagnose source of trouble. With or without supervision, performs installation work on all equipment as assigned, with the use of blueprints. May also perform sheet metal work.

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MAINTENANCE SUPERVISOR	Supervises and coordinates activities of maintenance personnel at plant/facility who are involved in the installation, maintenance, and repair of machines, tools, equipment, electrical systems, heating/cooling systems, inside and outside facilities, structures, etc. May involve construction/remodeling work.
MANAGER - BRANCH	Responsible for the management of a detached facility for a bank, credit union, S&L, mortgage company, etc. Supervises daily operations including new business development and oversight of customer service, lending, and/or teller operations, etc. Keeps main office informed of occurrences and provides related reports as required. Represents the organization in management, customer, and civic meetings.
MARKETING/PUBLIC RELATIONS COORDINATOR	Coordinates the planning, creation, and execution of advertising, promotional, marketing, and/or public relations programs. Acts as liaison between organization and outside agencies. Evaluates the effectiveness of specific programs as a basis for improvement or discontinuance. Directs or participates in activities at trade shows, conventions, or public functions. If engaged in fund-raising, plans and directs activities to solicit and maintain funds for special projects and nonprofit organizations.
MATERIAL CONTROL COORDINATOR	Responsible for raw materials and/or finished part and product inventories as to amount, records, allocation and distribution scheduling, requisitioning, etc., to maintain sufficient stocks in accordance with a determined program based on orders and forecasts. Maintains a constant audit and check of sources, records, actual inventories, shortages, re-orders, materials in process, etc. Requires knowledge of product, component and material identities, manufacturing procedures, and related inventory levels.
MEDICAL RECORDS CLERK	Performs clerical duties within the Medical Record Department such as processing admissions and requests for release of information, assisting physicians with record completion, and answering the telephone and reception duties. Collects, assembles, processes, and analyzes all inpatient and outpatient medical records in compliance with department procedures.
MEDICAL TRANSCRIPTIONIST	Transcribes recorded dictation for physicians and residents. Includes dictation relating to medical, surgical, and radiological reports, physicals, progress notes, surgical procedures, consultation, patient histories, and discharge summaries.
MERCHANDISER	Works with customers to ensure products are properly maintained on store shelves, completes reports, and assists with new product placement, promotions, and pricing. Communicates with customer's management to maintain relationships and gather/provide information to improve results. May assist field sales representatives.
NURSING - CERTIFIED NURSING ASSISTANT/LONG-TERM	Provides basic patient care under direction of nursing staff. Performs duties such as feed, bathe, dress, groom, move patients, and change linens. May assist nursing personnel in maintaining supplies and in cleaning and running errands.
<i>(Certified Nursing Assistant (CNA), Certified Nurse Aide (CNA), Nursing Assistant, Nurse's Aide, Nursing Aide, Patient Care Technician, Resident Assistant, Caregiver, Patient Care Assistant)</i>	

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NURSING - DIRECTOR	Supervises all nursing services to ensure patients/residents receive care within the guidelines of state and federal codes and in accordance with the facility's policies and procedures.
NURSING - HOME HEALTH AIDE	Provides personal care services for elderly, disabled, or convalescing persons in their homes (hygiene, mobility, sanitation, household assistance, medication alerts, vital signs, documentation, etc.).
NURSING - LPN - CLINIC	Assists physicians and other health care professionals by performing a variety of patient care duties including patient assessment, taking vitals, giving injections/immunizations, obtaining patient specimens, processing lab work, dressing wounds, etc. Requires state license.
NURSING - LPN - HOSPITAL/LONG-TERM	Assists physicians and other health care professionals by performing a variety of patient care duties including patient assessment, taking vitals, giving injections/immunizations, obtaining patient specimens, processing lab work, dressing wounds, etc. Requires state license.
NURSING - MANAGER/SUPERVISOR <i>(Assistant Director of Nursing, Nursing Manager, Clinical Nurse Manager)</i>	Plans, organizes, and administers nursing service functions as defined by the DON. Assigns duties to and evaluates performance of subordinate personnel and assures that physicians' orders are followed. Identifies patient care problems and develops solutions. Compiles required reports; investigates and resolves complaints.
NURSING - MEDICAL ASSISTANT - CLINIC <i>(Certified Medical Assistant (CMA), Medical Office Assistant, Clinical Assistant, Registered Medical Assistant, Chiropractor Assistant)</i>	Performs administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.
NURSING - RN - CLINIC	Provides professional nursing care for clinic patients by following established medical standards and protocols. Observes, records, and reports the symptoms, reactions, and progress of patients. Assists physician during treatment and examination of patients. Requires licensing or registration.
NURSING - RN - HOSPITAL/LONG-TERM <i>(Registered Nurse (RN), Staff Nurse, Charge Nurse, Operating Room Registered Nurse, Clinical Nurse, Oncology RN, Relief Charge Nurse, Cardiac Care Unit Nurse, Coronary Care Unit Nurse)</i>	Assesses patient health problems and needs, develops and implements nursing care plans, and maintains medical records. Administers nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.
OCCUPATIONAL THERAPIST (OTR)	Plans, organizes, and conducts occupational therapy programs to help patients regain physical and mental functioning and/or adjust to their disabilities. Studies and evaluates patient reactions to program and prepares required progress reports.
OFFICE MANAGER I	Performs and/or coordinates all clerical and administrative functions for a small office. Often includes accounting/bookkeeping functions and customer services.

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Title	Description
OFFICE MANAGER II <i>(Team Leader, Office Coordinator)</i>	Supervises office support staff. Responsible for clerical and administrative functions in a medium to large office. Coordinates staffing and work schedules to meet demand. May include purchasing, supplies, file maintenance, telephone system support, cleaning, security, etc. May include bookkeeping/accounting functions.
OPERATIONS MANAGER - MANUFACTURING	Manager in charge of overseeing organization operations. Directs and coordinates activities of all departments through subordinate supervisors. Responsible for overall operating costs, budget, operating methods and procedures, efficiency, and utilization of human resources. Establishes standards of performance, measures results, analyzes work flow, troubleshoots, and resolves operations problems.
OPERATIONS MANAGER - NON-MANUFACTURING	Manager in charge of one or more business departments or operations in a non-manufacturing organization. Responsible for business processes, service to clients/customers, and similar activities. Manages the quality and cost-efficiency of operations through subordinate supervisors. May manage planning and process development, personnel, equipment selection, and operations performance. May also be responsible for staff functions (accounting, HR, marketing, etc.).
PAINTER - SPRAY	Sprays surfaces of machines, manufactured products, or working area with protective or decorative materials such as paint, enamel, or lacquer spraying gun or other process.
PATIENT ACCOUNTS CLERK <i>(Billing/Insurance Clerk, Patient Accounts Representative)</i>	Processes insurance forms including government and commercial payers relating to medical charges for patients and performs related clerical duties. Verifies insurance coverage and computes charges. Prepares and submits bills to third-party payers and mails statements to patients. Answers inquiries regarding insurance and/or billing concerns and follows up with patients and payers to resolve problems.
SEE ALSO CLAIMS SERVICE/BILLING REPRESENTATIVE	
PAYROLL ADMINISTRATOR (NEW) <i>(Payroll Coordinator, Payroll Lead, Payroll Supervisor)</i>	Experienced/advanced payroll administrator, responsible for accuracy and timeliness of an organization's complex payrolls. May oversee less experienced payroll staff. Work may also include setting up and administering complex benefit plans (retirement, health insurance, etc.), calculating commissions, administering sales and/or executive compensation, and maintenance of short and long-term incentive plans.
PAYROLL CLERK (REVISED) <i>(Payroll Specialist, Payroll Assistant, Payroll Representative, Payroll Technician, Timekeeper)</i>	Follows standard payroll procedures: enters rate changes, totals hours/overtime, computes pay, makes payroll deductions as authorized, prepares paychecks, runs standard reports, pays payroll taxes, and distributes/allocates costs. Researches payroll problems. May compute commissions/bonuses/piecework. May coordinate with an outside payroll provider, and close year-end. Follows standard procedures and has readily available supervision.
PHARMACY TECHNICIAN - CERTIFIED	Under direct supervision of a pharmacist, assists in the timely and accurate dispensing of medications to patients in accordance with state and federal guidelines and maintains computerized patient prescription records. May prepare and package medications and IV solutions under the direct supervision of pharmacist. May restock departments and deliver IV admixtures. Receives on-the-job training. High school graduate or equivalent. Must complete a formal certification process.
PHLEBOTOMIST	Draws blood from adult, pediatric, and newborn patients. May assist in charting lab and pathology reports and preparing specimens for testing. Requires medical assistant training or equivalent experience, including blood drawing.

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PHYSICAL THERAPIST (REGISTERED)	Plans and administers medically prescribed physical therapy treatment programs for patients to restore function, relieve pain, and prevent/reduce disability. Plans therapy involving physical means such as exercise, massage, heat, water, etc. and utilizes various mechanical and electrical equipment as well as prosthetic and orthopedic devices.
PHYSICAL THERAPY ASSISTANT	Prepares patients and equipment for therapy, assists physical therapist in administering treatments, and maintains department in an orderly condition. Two-year technical degree.
PLANT MANAGER	Oversees the entire plant operations including production, personnel, finance, quality control, assembly, maintenance, and related operations. May manage warehousing, shipping, and receiving. Directs and coordinates activities of all departments through subordinate supervision. Responsible for overall operating costs and budget, production quantity and quality, methods, and personnel. Establishes standards of performance, measures results, analyzes workflow, and troubleshoots problems.
PRESS OPERATOR <i>(Punch, Brake, etc.)</i>	Configures and operates mechanical press equipment to shape materials used in manufacturing operations. Performs operations such as blanking, bending, punching, forming, etc., on a variety of materials based on blueprints and other instructions. Responsibilities include configuring equipment and calibrating gauge settings, recognizing conditions of dies, loading materials onto the equipment, feeding material through die, and positioning and removing parts from the die. Keeps a record of number of pieces made and of routine equipment maintenance performed.
PROCESS OPERATOR	Sets up, operates, and monitors continuous-flow process equipment and/or machines according to defined manufacturing procedures. Work typically involves operation of process control equipment that is unique to the application. Usually requires adjustment and/or alignment of equipment and knowledge of the process flow and variables involved to produce the desired outcome. Typically does not require formal training in a trade.
PRODUCT ENGINEER	Designs and develops a product/product family. Ensures production procedures efficiently utilize materials and personnel. Tests finished products for quality purposes and recommends changes to product specifications as necessary.
PRODUCTION CONTROL/ SCHEDULER SUPERVISOR	Supervises the processing of manufacturing orders and the maintenance of inventory through schedule planning, machine loading, material requirements, and expediting to obtain maximum utilization of staffing and equipment and timely production of goods.
PRODUCTION MANAGER	Plans, directs, or coordinates the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications (usually through subordinate supervisors). Formulates programs to ensure that operating costs are maintained at budgeted level. Reports production figures and job completion dates to plant executives. Recommends changes in working conditions and modifications in machines and equipment to improve production.

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PRODUCTION SUPERVISOR	Supervises and coordinates the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Ensures that production schedules are met. Anticipates production and personnel problems and resolves them to minimize their effect on production. Maintains good housekeeping and enforces safe work practices.
PROGRAM DIRECTOR	Under the direction of the executive director, responsible for the planning, developing, implementation, scope, and emphasis of programs and events. Develops program budget and staff requirements and ensures that the program meets the stated objectives. Supervises other professional staff, clerical employees, and/or volunteers.
PROJECT MANAGER	Manager in charge of designated projects. Responsible for planning, administering, and completing assigned projects, which may cross several functional areas, such as facilities, operations, marketing, or administration. Assignments may vary in length and complexity but are generally not permanent. The incumbent typically does not supervise staff but may provide work direction to individuals supporting a project. (Do not report IT or construction project managers.)
PROPERTY MANAGER	Provides management services for commercial, industrial, or residential real estate properties. Prepares lease or rental agreements and collects specified rents. Provides for property security, maintenance, and grounds keeping services, through negotiating contracts and/or hiring.
PURCHASING AGENT/BUYER <i>(Commodity Buyer, Trader, Product Manager)</i>	Purchases machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchases raw or semi-finished materials for manufacturing. Includes contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers. (Excludes farm products and wholesale/retail buyers.)
PURCHASING CLERK	Responsible for procurement of materials and supplies needed for the operation of the organization. Purchases machinery, equipment, tools, raw material, services, and supplies necessary for operation according to established procedures. Maintains records of purchases, delivery dates, vendors, costs, and other resources. Assists with work-out remedies for defective or unacceptable goods or services. May participate in vendor selection.
PURCHASING MANAGER <i>(Materials Manager, Commodity Manager, Procurement Manager, Supply Chain Manager, Strategic Sourcing Manager)</i>	Plans, directs, or coordinates the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.
QUALITY CONTROL MANAGER	Develops and initiates methods and procedures for inspection, testing, and evaluation of company products or services. Establishes program to evaluate precision and accuracy of production and processing equipment and testing, measurement, and analytical facilities. Develops and recommends inspection and sampling techniques. Assists vendors in establishing inspection standards to meet the company's quality requirements. Ensures compliance with governmental regulations.

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QUALITY CONTROL TECHNICIAN I	Performs a variety of routine duties to determine that materials, products, and/or processes are in accordance with specifications and requirements. Makes visual, dimensional, electrical, or mechanical tests of materials, processes, assemblies, or sub-assemblies. May use a variety of precision measuring instruments and test equipment. Refers deviations from standards to appropriate personnel. May maintain graphs and records pertinent to the function. Performs standard tests.
QUALITY CONTROL TECHNICIAN II	Work requires advances applications and a thorough knowledge of materials, tools, and gauges. Performs a variety of duties to determine that materials, products, and/or processes are in accordance with specifications and requirements. Makes visual, dimensional, electrical, or mechanical tests of materials, processes, assemblies, or sub-assemblies. Uses a variety of precision measuring instruments and test equipment; maintains graphs and records pertinent to the function.
RADIOLOGIC TECHNOLOGIST - A.R.R.T.	Provides technical skills involving radiology and fluoroscopy; takes and may develop radiographs of various parts of the body to assist physician in the detection of foreign bodies and diagnosis of disease or injury. A.R.R.T. registration required.
RECEPTIONIST/SWITCHBOARD OPERATOR <i>(Office Assistant, File Clerk, Front Desk Receptionist, Greeter)</i>	Answers inquiries and obtains information for general public, customers, visitors, and other interested parties (in person and/or by telephone) and directs callers to appropriate person. Provides information regarding activities conducted at establishment location of departments, offices, and employees within organization. May perform typing, word processing, or other routine clerical duties.
RESIDENTIAL FACILITY MANAGER	Supervises the daily operation of a residential facility (CBRF, assisted living, or similar), which includes management of resident care and services, employment/personnel administration, financial performance, and physical plant. Ensures that residents receive proper care and treatment, that their health and safety are protected and promoted, and that their rights are respected. Responsible for ensuring competency of all employees.
SAFETY MANAGER/DIRECTOR	Plans, directs, and monitors company compliance with OSHA, safety, and environmental standards. Conducts fire, safety, and environmental audits. Ensures all safety equipment is accessible and is in proper working condition. Responsible for proper hazardous waste control and disposal activities. Develops and implements all phases of safety and environmental policies and procedures. Trains company personnel on all safety, emergency, and environmental procedures. Investigates work-related accidents.
SALES MANAGER	Directs sales activities for manufacturers, retail stores, wholesale houses, jobbers, or other establishments. Includes sales department staffing, territory assignments, training, and performance evaluation. Assists sales reps with training programs and sales promotions. May review market demand analysis to determine customer needs and develop sales campaigns to meet company goals. Coordinates efforts between sales department and other units. Analyzes and controls expenditures of division.
SALES/SERVICE REPRESENTATIVE <i>(Account Manager, Account Executive, Salesman, Outside Sales Representative, Sales Consultant, Account Representative, Customer Account Technician, Marketing Associate)</i>	Sells products to business and industrial establishments or individuals for manufacturer or distributor at sales office, store, showroom, or customer's place of business, utilizing knowledge of product sold. May travel throughout territory to call on customers.

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SALES/SERVICE REPRESENTATIVE - SUPPORT/INSIDE SALES <i>(Inside Sales, Sales Administrator)</i>	Processes customer inquiries and correspondence on complaints, deliveries, terms, order changes, service, and related matters. Acknowledges orders, compiles quotations from prevailing price lists, and advises customers of order changes.
SERVICE TECHNICIAN	Field service technician work. Work assignments are varied and generally of moderate scope and complexity. Technicians work independently or as members of a team installing, servicing, or repairing equipment, typically at a customer's location. Area of specialization typically includes refrigeration, HVAC, plumbing, mechanical, chemical, electrical, etc. May use both specialized and standard computer applications.
SHIPPING/RECEIVING CLERK	Verifies and keeps records on incoming and outgoing shipments. Prepares items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.
SHIPPING/RECEIVING MANAGER	Exercises direct supervision over any one or all segments of shipping and receiving functions. Typical subordinate activities are the receiving, unpacking, and checking of incoming goods and materials, transferring goods, and/or preparing goods for shipping.
SHIPPING/RECEIVING SUPERVISOR	Supervises one or all segments of shipping and receiving functions. Responsible for receiving, unpacking and checking of incoming goods and materials, and preparing products for shipment. Works with freight vendors to coordinate pickups and deliveries.
SOCIAL WORKER	Conducts social studies of exploring elements in a patient's situation that creates or affects his/her problem. Makes social diagnosis and plans with physicians and other team members appropriate for plans of action to help the patient and his/her family. Bachelor's degree required.
SOCIAL WORKER - MSW	Performs a variety of complex services, including arranging for discharge, postoperative care, financial assistance to patients and families during illnesses, and alleviation of anxieties and/or fears concerning disabilities, illnesses, or an uncertain future. Master's degree in social work required.
SURGICAL TECHNICIAN	Assists surgical team in care of patients in operating rooms. Arranges instruments, lights, and other equipment, and ensures sterility and cleanliness. Prepares patients for surgery. Passes instruments during procedures and assists in post-operative clean-up and transfer of patient to recovery room.
TEAM LEADER	Usually the top hourly position directly under the supervisor, often the communication link with other departments. Provides supervisor with assistance in meeting department goals. Monitors compliance with department policies and procedures. Coordinates assignments according to workload. Provides assistance to department employees. Trains new employees and monitors their progress. May provide backup for other positions.

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TECHNICIAN - ELECTRONIC	Electronic/electro-mechanical repair work. Performs routine troubleshooting, and repair and maintenance work on electronic control equipment and apparatus of standard design in which a basic knowledge of electro-mechanical principles is needed to diagnose and repair malfunctions. Uses appropriate test instruments to diagnose problems. Adjusts, calibrates, and aligns components as needed. Repairs and connects parts to bring units to operating requirements.
TECHNICIAN - INSTRUMENTATION/PLC	Maintains equipment such as for compressed air, chilled and evaporative water, pneumatic material conveyors, robotics, and gas assist systems. Knowledge of hydraulics, pneumatics, digital electronics, electric motors, power transmission, lubrication, programming logic controls (PLCs), computers, and electrical schematics. Works with automation and robotic PLC programming. Performs preventative maintenance, coordinates, and communicates with other departments.
TELLER	Receives and pays out money. Keeps records of money and negotiable instruments involved in a financial institution's various transactions. Cashes checks; handles withdrawals from accounts; accepts loan payments; sells bank money orders, cashier's checks, and traveler's checks. Balances the day's activities and performs certain off-window activities.
TELLER - SENIOR	Serves the transacting processing needs of bank customers. Identifies the needs of customers and informs them of bank services that meet those needs. Maintains and balances a cash drawer on a daily basis. Performs advanced/complex transactions, assists with training new tellers, and performs customer service representative duties as needed. May perform vault teller duties.
TELLER SUPERVISOR	Supervises of all tellers at location (scheduling, hiring, training, performance management, etc.). Solves escalated customer problems and/or helps with complex customer questions or work-related matters. Guides and advises teller in the efficient handling customer needs and accurate transactional processes.
TOOL & DIE MAKER	Plans, designs, constructs, or repairs a wide variety of intricate and complicated tools, dies, jigs, gauges, and fixtures to close tolerances. Constructs complex units where design is available. Does skilled fitting, timing, and adjusting and works from complicated drawings and sketches. Uses advanced shop mathematics and all types of precision measuring instruments. Work products often include combination dies for parts of irregular contour, ordinary index milling fixtures, box type drill jigs with difficult locating or nesting features and complicated foot press and arbor press tools. Limited supervision.
TRAINING MANAGER	Analyzes training and development needs. Works with managers to gain an understanding of the work situation requiring training. Develops and conducts training programs based on needs analysis. Selects or prepares training material. Monitors training effectiveness and evaluates feedback. May supervise other trainers.

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TRAINING SPECIALIST	Prepares curriculum and conducts training and development programs for employees. Understanding of work situation required to select and prepare training material. Monitors training effectiveness and evaluates feedback.
UNIT CLERK	Performs general clerical duties in assigned nursing unit. Keeps files of medical records for patients in units. Types various records, enters orders, schedules, and reports. Answers telephone and provides appropriate information.
WAREHOUSE SUPERVISOR	Supervises and coordinates activities of workers concerned with ordering, storing, taking inventory, and issuing and shipping material, supplies, tools, equipment, and parts in stockroom, warehouse, or yard.
WAREHOUSE WORKER	Performs all warehouse and shipping duties, which include customer labeling, storage of finished products and materials, and loading and unloading cars and trucks under general supervision. Assists warehouse supervisor in all phases of storage, handling, inventory, and shipping of merchandise.
WELDER I	First level of production welding, typically requires technical training in welding and less than a year of experience or equivalent. Applies eye-hand coordination to achieve desired weld. Materials may include steel, stainless, aluminum, or other alloys. May include several types of welding and a variety of applications, typically limited to standard products and materials and longer production runs. Works from specifications, drawing, prints, and welding symbols.
WELDER II	Advanced level of production welding, typically requiring technical training and 3+ years of related experience or equivalent or special certifications. The variety of applications requires the ability to plan, layout, and perform diversified work. May involve short-run production or custom/job shop work or work involving critical safety and load requirements.