

2010 WAGE EARNER TITLES (Descriptions - Hourly)

TITLE	DESCRIPTION
Administrative Assistant/Secretary	Relieve officials of clerical work and minor administrative and business details: schedule appointments, word processing correspondence and other documents, researching information, etc.
Assembler Electronic/Electrical-Control	Assemble or modify prototypes of electrical or electronic equipment.
Assembler-Production	Assemble or fit together parts to form complete units at a bench, conveyor line or on the floor – of a non-precision nature.
Bookkeeping, Accounting & Auditing Clerks	Compute, classify and record numerical data to keep financial records complete. Calculate, post & verify financial data for use in maintaining records; Calculate accuracy of figures & postings recorded by other workers.
Bus Driver (except school)	Drive bus, transporting passengers over specified routes to local or distant points according to a time schedule. Assist passengers with baggage. Collect tickets or cash fares.
Claims Representative	Handle, negotiate and pay insurance claims
Cleaner/Custodian (includes maids and housekeeping cleaners)	Keep buildings in clean & orderly condition. Perform heavy cleaning duties; tend furnace, furnace and perform routine maintenance duties.
Clerk, Accounting Clerk, Accounts Payable/Receivable	Perform 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. Compute, classify, and record numerical data to keep financial records complete.
Clerk- General office	Performs a variety of clerical duties. Experience with word processing and software programs.
Clerk- Loan and Credit	Assemble documents, prepare papers, process applications and complete transactions of those applying for loans and credit. Loan clerks review loan papers to insure completeness; prepare correspondence, reports and loan documents; and complete transactions between various parties. Credit clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications and notify customers of acceptance or rejection of credit.
Clerk-Mail	Prepare incoming & outgoing mail for distribution
Clerk- Medical	Compile and maintain medical records of hospital and clinic patients; may include other clerical duties i.e. described in Secretarial.
Clerk-New Accounts	Also known as a customer service representative...interviews people who desire to open bank accounts. Explain banking services available to prospective customers and assist them in preparing application forms.
Clerk-Payroll	Compute time worked by employees, commissions, etc.; post wages and deductions; prepare paychecks.
Clerk, Purchasing	Purchase raw or semi-finished materials, components, equipment, supplies and services according to approved specifications for manufacturing; Analyze market trends to determine timing and extent of purchasing commitments. Supervise or assist others in purchasing, etc; Maintain contact with vendors.
Clerk, Shipping/Receiving/Traffic	Verify and record incoming and outgoing shipments; prepare items for shipment; make arrangements for transportation of products.
Computer Engineers	Work with both the hardware (equipment) and software aspects of systems design and development. Often they work as part of a team that designs new computing devices or equipment.
Computer Programmers	Write and maintain the detailed instructions (called programs or software) that list in a logical order the steps that computers must follow to perform their functions. Programmers code these instructions in a conventional programming language or one of the more advanced "artificial intelligence" or "object oriented languages".
Computer Systems Analysts	Analyze business, scientific and technical problems for application to electronic data processing systems in order to design new solutions. They may design entirely new systems, including both hardware and software or add a single new software application in order to harness more of the computer's power.
Customer Service Representative	Handle a variety of concerns over the phone, take customer orders, answer consumer questions regarding product or account, sometimes market/sell product via phone.
Data Entry Keyers	Fill in forms that appear on computer screen or enter a list of items or numbers. May also manipulate existing data, edit current information or proofread new entries to database.
Dispatchers – Except Police/Fire/Ambulance	Work for local long distance trucking companies coordinating movement of trucks and freight between cities. Direct the pickup and delivery of freight, consolidate freight into truckloads for specific destinations, assign drivers and trucks, and make up routes and pickup/delivery schedules.
Drafter	Prepare technical drawings that are followed by production and construction workers to build everything from spacecraft and industrial machinery to office buildings and all pipelines. May use CAD equipment & software.
Drafter-Electronics	Prepare working plans and detail drawings from rough or detailed sketches specific to electronics. May use CAD equipment & software.
Drafter-Mechanical	Prepare working plans and detail drawings from rough or detailed sketches specific to mechanics. May use CAD equipment & software.

TITLE	DESCRIPTION
Driver-Tractor-Trailer or Heavy Truck	Drive a truck with a capacity of at least 3 tons, to transport and deliver goods, livestock or materials in liquid or loose or packaged form. IL Commercial Driver's license.
Electrician	Install, maintain and repair electrical wiring, equipment, and fixtures. Insure work is in accordance with relevant codes.
Emergency Medical Technicians/Paramedics	Administer first aid treatment and transport sick or injured persons to medical facility, working as a member of an emergency medical team.
Food Prep. Workers	Perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. Perform simple tasks such as preparing shellfish or slicing meat. May brew coffee and tea or prepare sandwiches.
General Laborer	Performs miscellaneous simple labor operations requiring little skill or previous training; helper to various production operators.
Groundskeeper	Landscape and/or maintain ground of property using hand or power tools or equipment; perform a variety of landscaping tasks.
Home Health Aide	Care for elderly, convalescent, or handicapped person in home of patient. Perform duties for patient such as changing bed linen; preparing meals; assisting in and out of bed; bathing, dressing, and grooming; and administering oral medications under doctors' orders or direction of nurse. Exclude Nursing Aides and Homemakers.
Human Resources Assistant	Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons.
Inspector	Inspect, test, grade, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products.
Journeyman/Carpenter	Construct, erect, install and repair structures, fixtures, and equipment of wood, plywood, and wallboard, using carpentry tools and woodworking machines.
Licensed Practical Nurse	Care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.
Machine-Operators and Tenders	Monitor production machinery which either 1) cuts and forms metal parts, or 2) transforms chemical compounds in powder, pellet or syrup form into plastic consumer goods
Machine-CNC Operators and Tenders	Same description as Machine Operators and Tenders only workers are trained to run equipment that is computer numerically controlled (CNC).
Machine-Set-up/setters	Prepare machinery before production starts and make adjustments to equipment during operations. May run machinery that is computer numerically controlled (CNC).
Machinist	Use machine tools such as lathes, drill presses, and milling machines to produce precision metal parts. They are highly skilled with machine tools and have extensive knowledge of working properties of metals. Review blueprints for a job, plan entire sequence of operations, and perform machining.
Maintenance Repairers	Perform work involving two or more maintenance skills to keep machines, mechanical equipment, or structure of an establishment in repair. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work. May also include planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. These workers are generally found in small establishments where specialization in maintenance work is impractical.
Material Handler/Loader	Handles and maintains flow of material and products in manufacturing areas by hand or hand truck.
Mechanic, Bus & Truck/Diesel Specialists	Repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Include mechanics working primarily with automobile diesel engines.
Mechanic, Industrial Machinery	MACHINERY MAINTENANCE MECHANICS Repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Duties include repairing machinery and mechanical equipment, such as pumps, conveyor systems, and motors, in accordance with diagrams, operating manuals, or manufacturer's specifications. Exclude Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

TITLE	DESCRIPTION
Medical & Clinical Lab Technologists	Perform a wide range of complex procedures in the general area of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Duties may include supervising and coordinating activities of workers engaged in laboratory testing. Include workers who teach medical technology when teaching is not their primary activity.
Medical Records Technicians	Compile and maintain medical records of hospital and clinic patients.
Medical Secretaries	Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include taking dictation; and compiling and recording medical charts, reports, and correspondence using a typewriter. Duties may also include preparing and sending bills to patients or recording appointments.
Millwright	Installs or moves machines such as power plant equip, lathes, drill presses, punch presses and milling machines according to layout plans, blueprints and other drawings. Requires accuracy and care in aligning and balancing. Prepares suitable foundations and installs line and countershafting for above machines. Checks operations when installed.
Nursing Aides/Orderlies/Attendants	Work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. Perform duties such as answering patient's call bell, serving and collecting food trays, and feeding patients. Orderlies are primarily concerned with setting up equipment and relieving nurses of heavier work. Exclude Psychiatric Aides and Home Health Aides.
Occupational Therapist Assistants/Aides	Assist Occupational Therapists in administering medically-oriented occupational programs to assist in rehabilitating patients in hospitals and similar institutions.
Operator – Computer	Sets up, monitors and controls one or more types of computers for established programs. Operates auxiliary input-output equipment. Does not program or alter existing procedures.
Operator-Industrial Truck and Tractor (Forklift)	Operates gasoline or electric-powered industrial trucks or tractors equipped with fork lift, elevated platform or trailer hitch to move materials around a warehouse, storage yard, factory, construction site or similar location.
Operator – Switchboard	Operate cord or cordless switchboard to relay incoming, outgoing and interoffice calls; may supply information to callers and record messages; may act as receptionist and/or perform routine clerical work, and type.
Opticians	Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with selecting frames. Measure customer for size of eyeglasses and coordinate frames with facial and eye measurements and optical prescription. Prepare work order for optical laboratory containing instructions for grinding and mounting lenses in frames. Verify exactness of finished lens spectacles. Adjust frame and lens position to fit client. May shape or reshape frames. Include Contact Lens Opticians.
Packager – Hand	Pack or package by hand a wide variety of products and materials.
Packager – Machine	Operate or tend machines in a variety of production packaging operations to prepare industrial or consumer products.
Personal & Home Care Aide	Perform a variety of tasks at places of residence. Duties include keeping house and advising families having problems with such things as nutrition, cleanliness, and household utilities. Exclude Nursing Aides and Home Health Aides
Pharmacy Technicians	Fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. May clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.
Physical Therapist Assistants/Aides	Prepare patient and/or administer physical therapy treatment, such as massages, traction, and heat, light and sound treatment. Instruct, motivate, and assist patients with learning and improving functional activities. Normally work under the direction of a Physical or Corrective Therapist.
Precision Lay-out Worker (Metal)	Lay out reference points and dimensions on metal stock or work pieces, such as sheets, plates, tubes or machine parts, for further processing, such as machining, fabricating, welding, and assembling.
Radiologic Technicians & Technologists	Radiologic technologists and technicians take x rays and administer nonradioactive materials into patients' blood streams for diagnostic purposes. Some specialize in diagnostic imaging technologies such as computed tomography (CT) and magnetic resonance imaging (MRI).
Receptionist	Answer phones, answer inquiries & obtain information for general public, greet visitors; may perform other clerical duties as assigned.
Registered Nurse	Administer nursing care to ill or injured persons. Licensing or registration required. Include administrative, public health, industrial, private duty, and surgical nurses.

TITLE	DESCRIPTION
Sales Representative – Inside	Responsible for direct customer contact in all areas relating to inquires, orders, order entry, pricing, scheduling, delivery, packaging, traffic and disposing of customer complaints and questions. Informs customers of current promotions and specials, maintains records of all sales promotions, keeps up-to-date customer records including invoice copies, credit information, and customer profiles. All customer contact is by telephone and/or mail.
Security Guard	General duties include checking the offices, and plant/business area on scheduled rounds. Log in and out all visitors. Issue a daily report to management. Control heat and light on/off hours. Patrol grounds.
Sheet Metal Worker	Plans work and layout, and sets up and fabricates a wide variety of intricate, experimental and/or production sheet metal parts and assemblies. Uses related machines, hand tools and equipment. May be required to improvise methods. Works from blueprints, sketches or verbal instructions. May instruct others.
Supervisors-Clerical/Administrative Support	Directly coordinate activities of administrative support
Supervisor – Department	Supervises, guides, and trains support department personnel in development of practical work routines to achieve desired level of quality and output.
Supervisors-First Line	Directly coordinate activities of production & operating workers
Technician – Lab	Sets up test procedures from oral and written instructions using normal laboratory equipment for the type of laboratory (metallurgical, chemical, electronic, physical testing, etc.). Under supervision, performs tests or experiments and records data necessary for analysis.
Technician – Medical & Clinical Lab	Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.
Technician – Other	All other technicians not fitting into lab and quality control category.
Technician – Phlebotomist	Perform routine tests in medical laboratory for use in treatment and diagnosis of disease. Prepare vaccines, biologicals, and serums for prevention of disease. Prepare tissue samples for Pathologists, take blood samples, and execute such laboratory tests as urinalysis and blood counts. May work under the general supervision of a Medical Laboratory Technologist.
Technician – Quality Control	Performs quality comparisons of manufactured and purchased parts to established applicable standards, noting all items of nonconformance.
Telemarketing Representative	Using a furnished list of telephone numbers and following an established sales script, informs potential customers about company products/services. May secure data such as names, addresses and phone numbers for future sales/service reference. May take orders, keep records of calls made or received, number and dollar of orders taken and number of negative responses. May use mini or microcomputer to perform duties.
Teller	Interact with majority of bank customers. Generally handle a wide range of banking transactions, such as cashing checks, accepting deposits and loan payments, and processing withdrawals. Also sell savings bonds and travelers' checks; accept payment for utility bills; and process an increasing variety of certificates of deposit and money market accounts. Some specialize in foreign currency or business accounts.
Tool Crib Handler	Responsible for the handling, security and keeping of tools.
Tool & Die Maker	Often considered to be highly specialized machinists...have a broad knowledge of machining operations, mathematics and blueprint reading. Toolmakers craft precision tools used to shape metal and other materials. They also produce jugs and fixtures: devices that hold metal while it is being worked. Die makers construct metal forms (dies) used in metal stamping and forging and also make metal molds, used for die-casting and for molding plastics, ceramics and composite materials.
Warehouse Order Fillers	Select and pull products from shelf
Warehouse Selectors	Select and shrink wrap product for shipping
Warehouse Stocker/Handler	By means of hand trucks, hand lifts and other methods, select product, fill orders, and put away stock in warehouse. May load and unload railroad freight cars and trucks.
Welder/Combination Welder	Performs welding operations (MIG,TIG, arc, etc.) on a wide range of metals and alloys for complex precision assemblies involving a considerable amount of welding to high strength and pressure requirements. Selects and regulates equipment of proper penetration and fusion of metals. Can plan work from drawings or other specifications.