

2010 WAGE EARNER TITLES (Descriptions - Salaried)

TITLE	DESCRIPTION
Accountant/ Auditor	Help businesses run efficiently by analyzing financial documents and preparing financial reports. Accountants and auditors may also create accounting systems and evaluate the assets and investments of a business.
Accounting Manager	Management accountants work for corporations. These accountants work as part of their company's management team and help make decisions. They give the team advice about how certain financial changes may affect the company. They record and analyze the business's financial information. In addition they create budgets and manage costs and assets. Management accountants are also called corporate or private accountants.
Administrator	Plan, organize, direct, control or coordinate activities of various businesses, industries or organizations.
Buyer	Purchases either for further processing or resale.
CEO/Director	Determines the short and long term range objectives of organization, formulates plans and policies and allocates resources for the achievement of these objectives. Interprets and applies policies established by the owners of enterprise or their representatives. Establishes an organizational hierarchy and determines allocation of duties to subordinates. Exercises controls to see that objectives are achieved in accordance with basic organizational policy. Fully accountable for results of organizational activity.
CFO	Directs and controls the organization's overall financial activity, including functions such as treasury, budgeting, tax, accounting, information systems, real estate, insurance activities and various administrative functions for the organization. Responsible for development of standard accounting, analysis and reporting procedures, and for exercise of overall financial control.
Chemist	Performs a variety of chemical analyses, tests and investigations to determine the properties and reactions of raw materials, chemical intermediates and finished products in conjunction with research and development for pilot production of new or improved products or in conjunction with an analytical laboratory responsible for level of product quality. Conduct critical research chemistries to develop and standardize materials. Analyze product failures, conduct tests on competitive product components and prepare reports and recommendations as required.
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 Programmer – Numerical Tool & Process Control	Develop numerical control tape programs to control machining or processing of parts by automatic machine tools, equipment or systems.
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.
Controller	Reports to Treasurer, directs the preparation of reports, audits and statements relative to financial transactions, operations, costs, inventories, sales, taxes, depreciation and property values. Directs the preparation of consolidated operation statements, analyzes and evaluates the financial status of the Company. Prepares recommendations concerning future financial plans, objectives, policies and goals. Conducts all confidential transactions relative to stocks, bonds, investments, loans, etc. Evaluates and implements programs deemed adequate to achieve cost reductions.
Customer Service Representative	Same as Sales Representative-Inside.
Database Administrator	Coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of data base management systems. May design logical and physical databases and coordinate data base development as part of a project team.
Designer	Creates original styling designs for company products relating to product function and use. Create new design concepts or modify accepted designs. Evaluate and select appropriate designs and prepare final drawings. Requires broad experience and knowledge of manufacturing methods and processes, quality standards, cost factors and drafting room practice.

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Dietitians/Nutritionists	Organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. May administer activities of department providing quantity food service. May plan, organize, and conduct programs in nutritional research.
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.
Electrician	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.
Engineer	Perform engineering duties in planning, designing, developing, testing, and overseeing a variety of related processes in other industries not listed below.
Engineer – Chemical	Design chemical plant equipment and devise processes for manufacturing chemicals and products.
Engineer – Electrical/Electronic	Design, develop, test and supervise the manufacturing and installation of electrical and electronic equipment, components or systems for commercial, industrial, or scientific use.
Engineer – Mechanical	Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems.
Engineer – Metallurgist	Investigate properties of metals & develop methods to produce new alloys, usage's and processes of extracting metals from their ores.
Executive Assistant	Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.
Firefighter	Control and extinguish fires, protect life and property, and maintain equipment as paid volunteer or employee of city, township, State, or Federal government.
Funeral Director	Perform various tasks to arrange and direct funeral services, such as coordinating transportation of body to mortuary for embalming, interviewing family or other authorized person to arrange details, selecting pallbearers, procuring official for religious rites, and providing transportation for mourners. Exclude top and middle managers whose duties are primarily policy making, planning, and administrative in nature.
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.
Loan Officers & Counselors	Loan officers prepare, analyze and verify loan applications, make decisions regarding the extension of credit and help borrowers fill out applications. Loan counselors help consumers with low incomes or poor credit histories qualify for credit, usually for a home mortgage loan.
Manager – Credit & Collections	Direct and coordinate activities of workers to locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment.
Manager – Customer Service	Supervise and coordinate activities of workers involved in providing customer service.
Manager, Engineering	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.
Manager – Financial	Plan, organize, direct, control, or coordinate the financial activities of an organization. Include managers who negotiate general policy with financial or other institutions or managers in banks, or similar financial institutions, which advise on credit and investment policy.
Manager – Medical & Health Service	Plan, organize, direct, control, or coordinate medicine and health services in establishments such as hospitals, clinics, or similar organizations.
Manager – Middle	Oversee, supervise, and coordinate activities of departmental production and operating workers and clerical and administrative support workers; prepare activities reports for management.
Manager - Office	Coordinates activities of clerical personnel. Analyzes and organizes office preparations and procedures, evaluates office production, revises procedures, prepares activities reports for management
Manager – Personnel/Human Resources	Plans, directs coordinates and administers various phases of the company's labor and human resources program, including collective bargaining, wage and salary administration, benefits, employment, recruitment, training health, safety and services. Plans, formulates and recommends long and short-range objectives and goals, operations and employee relations policies and programs.
Manager, Engineering	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.
Manager – Plant Operations	Plans, coordinates and directs all manufacturing activities. Determines applicable policies relating to production operations. Directs collective bargaining and may supervise the employee relations function.
Manager – Purchasing	Purchase materials & supplies; Include wholesale or retail trade merchandising Managers
Manager – Quality Control	Development, application and maintenance of quality control systems for processing materials into finished products.
Manager – Sales	Manages sales activities of business. Directs staffing, training and performance evaluations to develop and control sales program. Coordinates sales distribution by establishing territories, quotas and goals. Reviews market analyses to determine customer needs, volume potential, etc. Prepares reports, directs or advises on research and development of products or services.

TITLE	DESCRIPTION
Manager – Transportation	Plan, direct, and coordinate the transportation operations within an organization or the activities of organizations that provide transportation services.
Occupational Therapists	Plan, organize, and participate in medically-oriented occupational programs in hospital or similar institution to rehabilitate patients who are physically or mentally ill.
Optometrist	Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes to determine visual efficiency and performance by use of instruments and observation. Prescribe corrective procedures.
Pharmacists	Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.
Physical Therapist	Apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.
Physicians/Surgeons	Doctors of medicine that diagnose and treat mental or physical disorders. May specialize in one field such as surgery, obstetrics, or psychiatry.
Physician Assistants	Provide patient services under direct supervision and responsibility of doctor of medicine or osteopathy. Illicit detailed patient histories and make complete physical examinations. Reach tentative diagnosis and order appropriate laboratory tests. Require substantial educational preparation, usually at junior or 4-year colleges. Most physician's assistants complete 2 years of formal training, but training may vary from 1 to 5 years depending on the nature of the training and previous education and experience. May require certification. Exclude Ambulance Attendants, whose training is limited to the application of first aid, and Nurses.
Plant Engineer (Industrial Production Engineer)	Industrial engineers design systems for producing goods. They try to use people and machines efficiently
Plant Manager (Industrial Production Manager)	Industrial production managers coordinate resources and activities to produce millions of products every year.
Plumber	Assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases.
Police Officer	Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties Patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend, arrest, and process prisoners; and give evidence in court.
Receptionist/Information Clerk	Answer inquiries and obtain information for general public (i.e., customers, visitors, and other interested parties). Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization; or services in a hotel. May perform other clerical duties as assigned. Exclude Receptionists who operate switchboards.
Registered Nurse	Administer nursing care to ill or injured persons. Licensing or registration required. Include administrative, public health, industrial, private duty, and surgical nurses.
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.
Sales Representative – Outside	Sells products or services to businesses, industrial establishments, or individuals at customer's place of business or by telephone. Maintains customer relations, prepares sales contracts for orders obtained and prepares reports of business transactions and keeps expense accounts.
Registered Nurse	Administer nursing care to ill or injured persons. Licensing or registration required. Include administrative, public health, industrial, private duty, and surgical nurses.
Speech Pathologists & Audiologists	Examine and provide remedial services for persons with speech and hearing disorders. Perform research related to speech and language problems.
Social Workers (except Medical & Psychiatric)	Counsel and aid individuals and families requiring social service assistance. Include Community Organization Social Workers who plan, organize, and work with community groups to solve problems. Exclude Chemical Dependency Social Workers.
Social Workers-Medical & Psychiatric	Counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Include Chemical Dependency Counselors.
Supervisors-Clerical/Administrative Support	Directly coordinate activities of administrative support
Supervisors-First Line	Directly coordinate activities of production & operating workers
Teacher Assistant/Aide	Arrange work materials, supervise students at play, and operate audio-visual equipment under guidance of a teacher.
Teacher, Elementary	Teach elementary pupils in public or private schools basic academic, social, and other formulative skills. Exclude special education teachers of the handicapped.
Teacher, Secondary	Instruct students in public or private schools in one or more subjects, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as Typing Instructors, Commercial Teachers, or English Teachers. Include vocational high school teachers.
Teacher, Special Education	Teach elementary and secondary school subjects to educationally and physically handicapped students. Include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.
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.

TITLE	DESCRIPTION
Technician - Mechanical Maintenance	Performs the job duties of two or more of the following: electrician, plumber, millwright, painter, and maintenance machinist, mason. Moderately skilled in several trades. Usually employed in small or medium size plant where maintenance mechanics are not classified according to specific trades.
Vice President (Administration)	Manage, plan, organize, direct, control or coordinate activities of various businesses, industries or organizations.
Vice President (Marketing/Sales)	Manages marketing/sales activities of business. Directs staffing, training and performance evaluations to develop and control sales program. Coordinates sales distribution by establishing territories, quotas and goals. Reviews market analyses to determine customer needs, volume potential, etc. Prepares reports, directs or advises on research and development of products or services.