



EASC



# 2013 EASC Compensation Survey

EASC

# 2013 EASC COMPENSATION SURVEY

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*Employers Association of South Carolina, Inc.  
2013 Compensation Survey*

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## **Benchmark Job Descriptions**

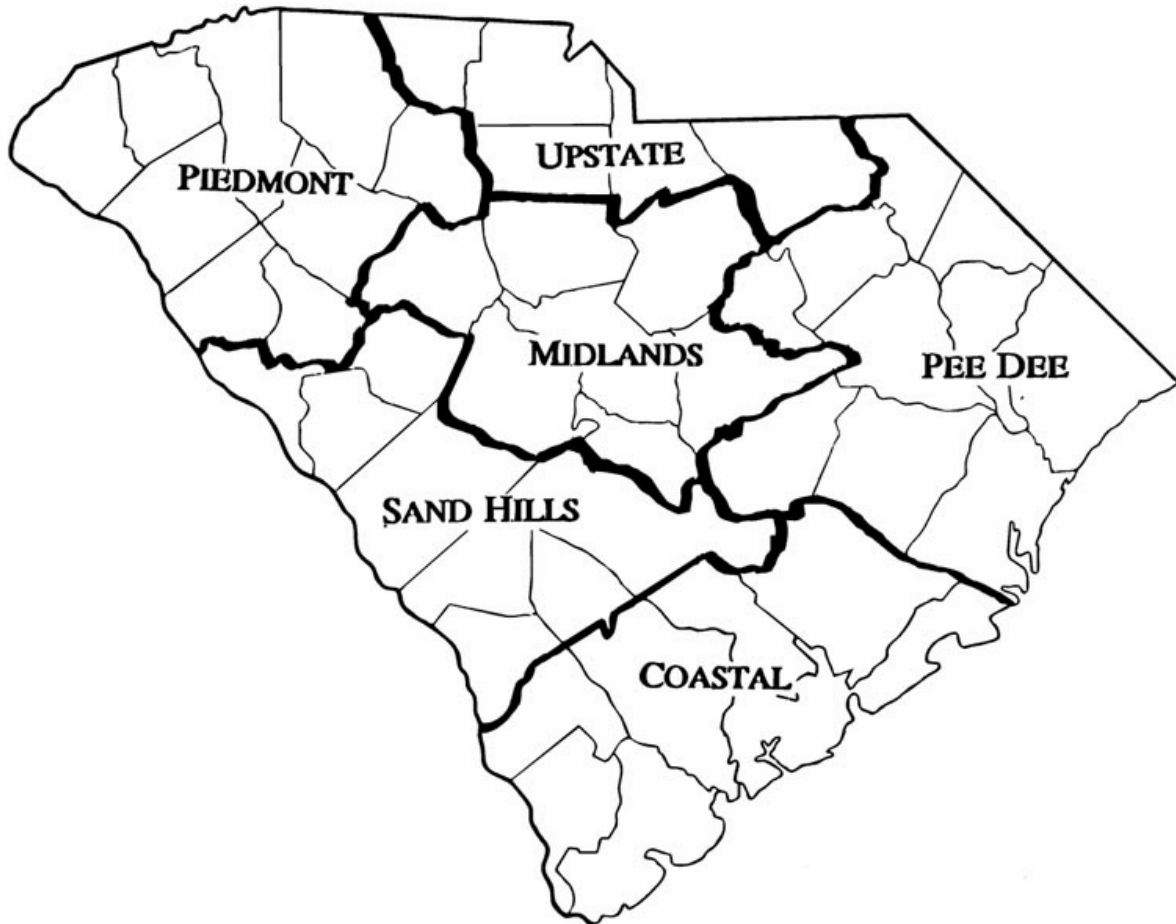
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## **Company, Location**

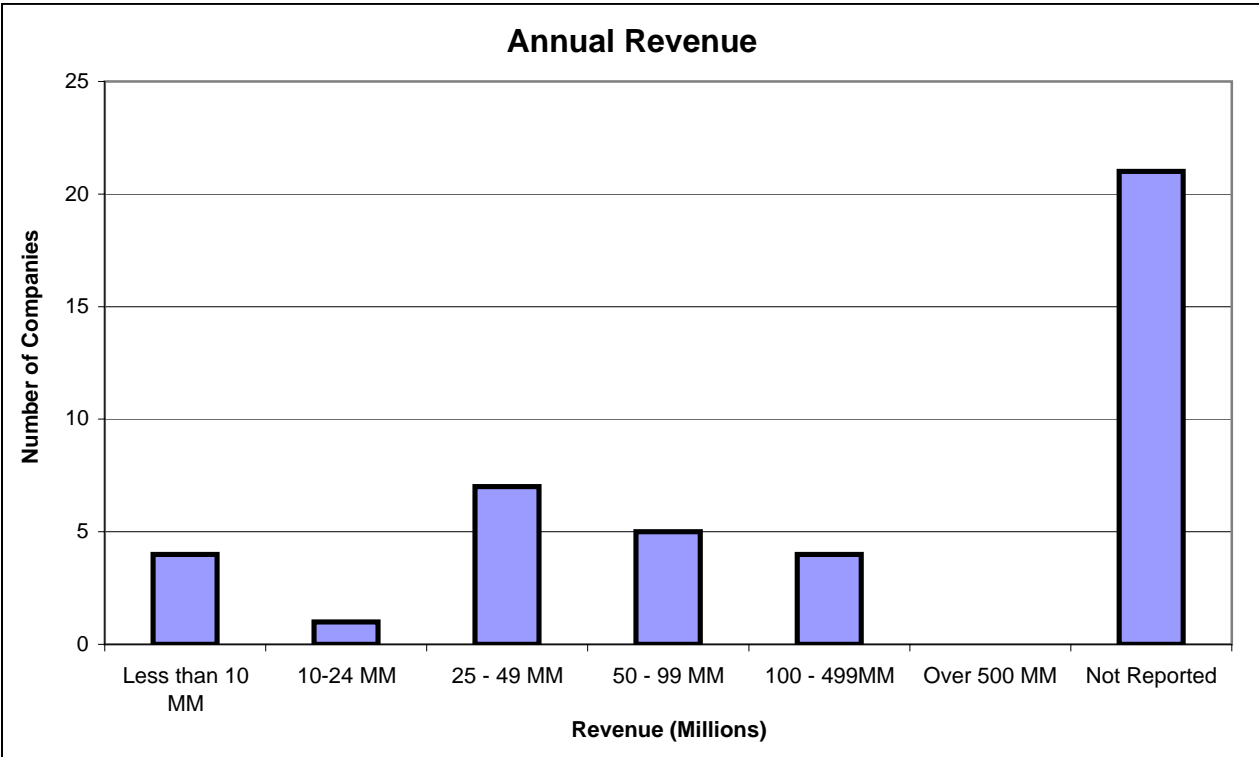
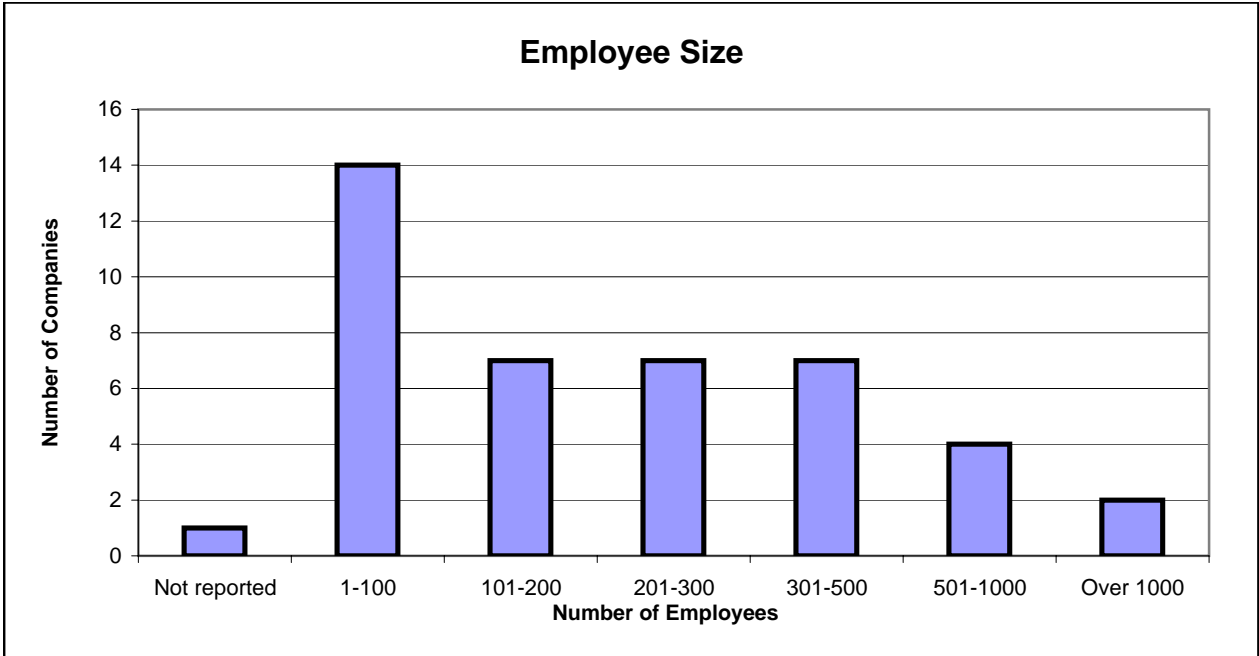
AFCO (Anderson)  
American Italian Pasta Company (Columbia)  
American SpiralWeld Pipe Company (Columbia)  
Anderson Brass Company (Hartsville)  
ASCO Numatics (Aiken)  
CeramTec North America (Laurens)  
Chester Metropolitan District (Chester)  
Columbia Metropolitan Airport (West Columbia)  
Constantia Hueck Foils LLC (Blythewood)  
DAK Americas (Moncks Corner)  
Detyens Shipyards, Inc. (North Charleston)  
Eaton Corporation, Hydraulics Group (Greenwood)  
Eaton Electrical Corporation (Greenwood)  
GAF (Chester)  
Greenfield Industries, Inc. (Seneca)  
Hargray Communications Group (Hilton Head Island)  
Honda of SC (Timmonsville)  
Intertape Polymer Group (Columbia)  
ITW Graphics (Walterboro)  
Linear, LLC (Summerville)  
Mar Mac Wire (McBee)  
Metglas, Inc. (Conway)  
Mid-Carolina Electric Coop. (Lexington)  
Nan Ya Plastics Corp., America (Lake City)  
Oak-Mitsui, Inc (Camden)  
Pepsi Cola of Florence LLC (Florence)  
Phoenix Specialty (Bamberg)  
Pontiac Foods (Elgin)  
RBC Bearings (Hartsville)  
Romarco Minerals, Inc. (Fort Mill)  
Ross Controls (Troy)  
SCANA Corporation (Cayce)  
SCRA (N. Charleston)  
Specialty Polymers Inc. (Chester)  
St. Jude Medical (Liberty)  
Sulzer Process Pumps (Easley)  
The Boeing Company (North Charleston)  
Tognum America (Graniteville)  
Trebol USA, LLC (Andrews)  
Trucast, LLC (Newberry)  
US Engine Valve (Westminster)  
Wix Filters (Dillon)

## COUNTIES BY REGION

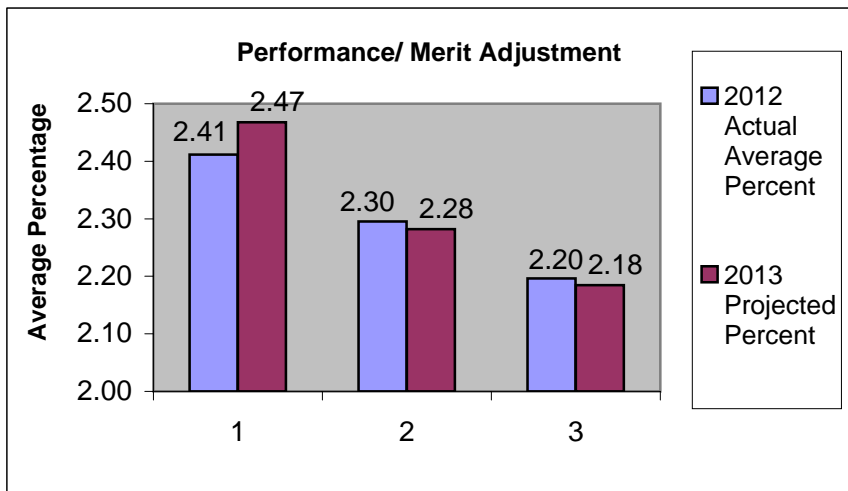
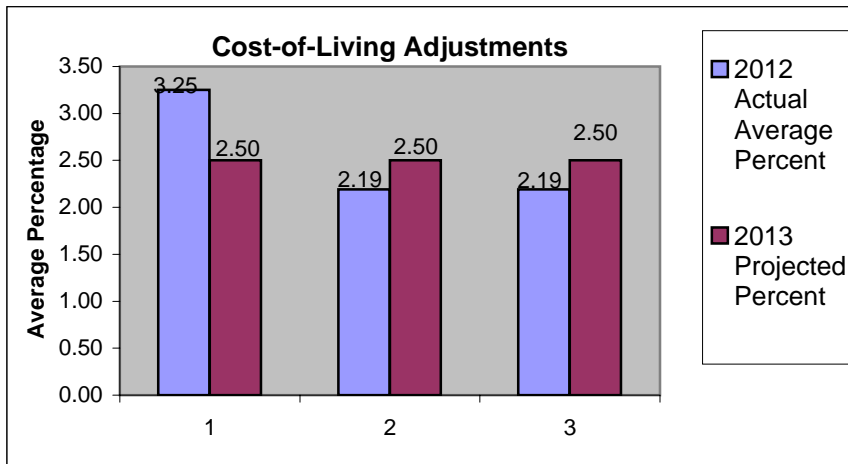
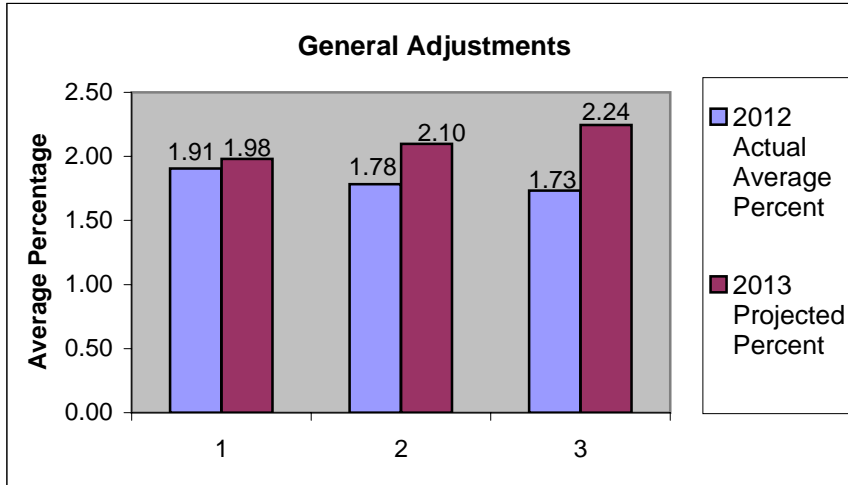
The EASC 2013 Compensation Survey reflects the actual reported wages of 6898 employees in over 201 benchmark jobs throughout South Carolina. The reporting companies represent various industries, regions and metropolitan markets.

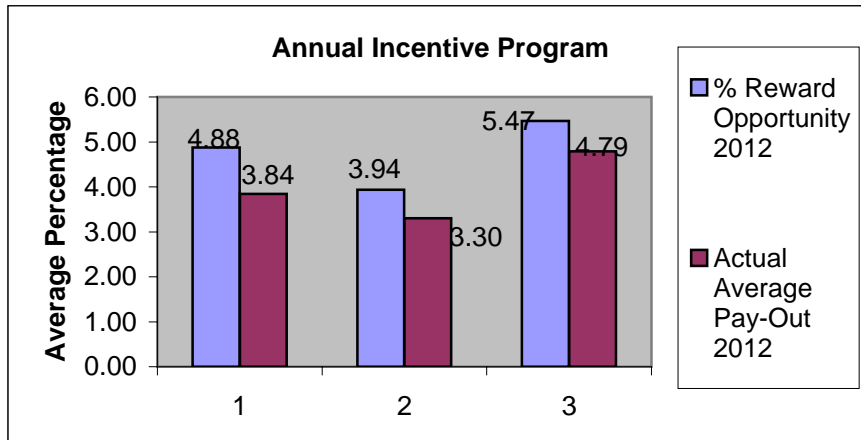


<u><b>COASTAL</b></u>	<u><b>MIDLANDS</b></u>	<u><b>PEEDEE</b></u>	<u><b>PIEDMONT</b></u>	<u><b>SANDHILLS</b></u>	<u><b>UPSTATE</b></u>
Beaufort	Calhoun	Clarendon	Abbeville	Aiken	Cherokee
Berkeley	Fairfield	Darlington	Anderson	Allendale	Chester
Charleston	Kershaw	Dillon	Greenville	Bamberg	Chesterfield
Colleton	Lexington	Florence	Greenwood	Barnwell	Lancaster
Dorchester	Newberry	Georgetown	Laurens	Edgefield	York
Hampton	Richland	Horry	Oconee	McCormick	
Jasper	Sumter	Lee	Pickens	Orangeburg	
		Marion	Spartanburg	Saluda	
		Marlboro	Union		
		Williamsburg			



## Actual and Projected Wage Adjustments

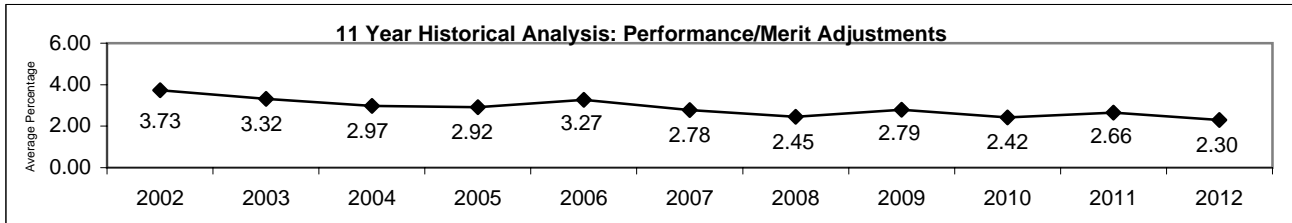
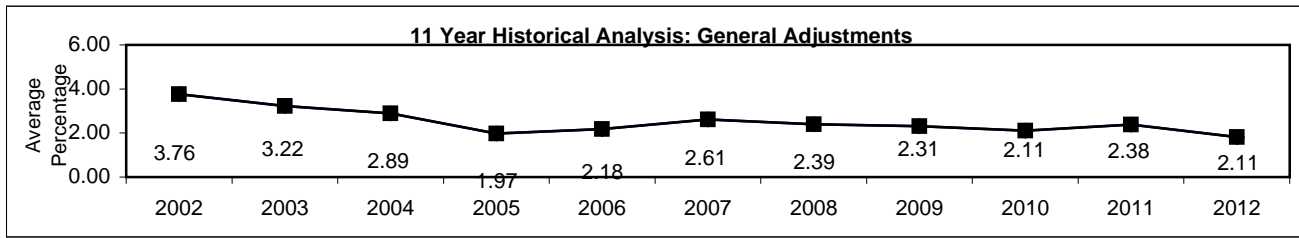




These companies reported using the following:

	HR NE	SAL NE	SAL EX
<b>Formal Job Evaluation System</b>	18	16	18
<b>Percent</b>	<b>43%</b>	<b>38%</b>	<b>43%</b>
<b>Formal Performance Appraisal System</b>	31	29	38
<b>Percent</b>	<b>74%</b>	<b>69%</b>	<b>90%</b>
<b>Formal Salary/Wage System</b>	21	17	23
<b>Percent</b>	<b>50%</b>	<b>40%</b>	<b>55%</b>
<b>Earned Time Off</b>	21	18	22
<b>Percent</b>	<b>50%</b>	<b>43%</b>	<b>52%</b>
<b>Gainsharing Plans</b>	4	2	3
<b>Percent</b>	<b>10%</b>	<b>5%</b>	<b>7%</b>
<b>Skill-Based Pay</b>	15	5	4
<b>Percent</b>	<b>36%</b>	<b>12%</b>	<b>10%</b>
<b>Competency-Based Pay</b>	8	6	7
<b>Percent</b>	<b>19%</b>	<b>14%</b>	<b>17%</b>
<b>Lump Sum Merit Increases</b>	13	13	14
<b>Percent</b>	<b>31%</b>	<b>31%</b>	<b>33%</b>
<b>Group Incentives</b>	10	8	11
<b>Percent</b>	<b>24%</b>	<b>19%</b>	<b>26%</b>





Explanation of Calculations

**Pay Data:**

Average Minimum	Total actual reported figures / Numbers of companies reporting
Average Midpoint	Total actual reported figures / Numbers of companies reporting
Average Maximum	Total actual reported figures / Numbers of companies reporting
Average Hire	Total actual reported figures / Numbers of companies reporting
Weighted Average	Number of employees x Actual reported figures / Total employees

**NOTE** - Pay Data is displayed only for Regional/Metropolitan markets in which there were a minimum of two respondents. Statewide Data are compiled from all participant's responses.

**Percentile Graphs:**

- 90th
- 75th
- median
- average
- 25th
- 10th

**Low and High Points:**

- 90% of reported data is below this figure.
- 75% of reported data is below this figure.
- 50% is below - 50% is above this figure.
- Average of actual reported figures.
- 25% of reported data is below this figure.
- 10% of reported data is below this figure.

**If you have any questions, please call the EASC office at (803)783-0368.**

## EASC 2013 Compensation Survey Index of Benchmark Jobs

FOR EASY REFERENCE, CLICK ON JOB TITLE TO ACCESS CORRECT PAGE AND INFORMATION

### SALARIED NONEXEMPT GROUP

#### OFFICE/CLERICAL SUPPORT

101	General Clerk A
102	General Clerk B
103	General Clerk C
104	General Clerk D
105	Teller (Banking)
106	Accounting Clerk A
107	Accounting Clerk B
108	Accounting Clerk C
109	Accounting Clerk D
110	Payroll Administrator
111	Telephone Operator
112	Receptionist
113	Secretary A
114	Secretary B
115	Secretary C
116	Secretary D/Admin Asst.
117	Mail Clerk
118	Messenger/Driver
119	Cashier

#### DATA PROCESSING

120	Data Entry Operator A
121	Data Entry Operator B
122	Computer Operator
123	Programmer

#### ENGINEERING

124	Designer, C.A.D.
125	Drafting Technician
126	Engineering Technician
127	Sr. Eng. Technician A
128	Laboratory Technician A
129	Laboratory Technician B

#### HUMAN RESOURCES

130	Personnel Assistant
131	Benefits Clerk

#### PURCHASING

132	Buyer A
133	Buyer B
134	Purchasing Clerk

#### PRODUCTION CONTROL

135	Inventory Control Clerk
136	Production Clerk
137	Shipping/Receiving Clerk
138	Graphics Coordinator
139	Master Scheduler
140	Production Planner/Scheduler

#### MARKETING AND SALES

141	Customer Service Rep. A
142	Customer Service Rep. B
143	Art Technician
144	Telemarketer

## EASC 2013 Compensation Survey Index of Benchmark Jobs

FOR EASY REFERENCE, CLICK ON JOB TITLE TO ACCESS CORRECT PAGE AND INFORMATION

### HOURLY NONEXEMPT GROUP

#### GENERAL PRODUCTION

201	Assembler A Electrical
202	Assembler B Electrical
203	Assembler A Mechanical
204	Assembler B Mechanical
205	Assembler C Mechanical
206	Helper or Utility (Production)
207	Operator A, N/C Machine
208	Operator B, N/C Machine
209	CNC Programmer
210	Production Machine Operator A
211	Production Machine Operator B
212	Production Machine Operator C
213	Production Machine Operator D
214	Parts Washer
215	Die Cutter Operator
216	Casting Operator
217	Slitter Operator
218	Waste Water Specialist
219	Coater Laminator Operator
220	Injection Molding Operator
221	Injection Molding Technician
222	Painter
223	Production Leader

#### QUALITY CONTROL/INSPECTOR

224	Inspector A
225	Inspector B (Process)
226	Product Tester
227	Chief Inspector

#### SKILLED TRADES/MAINTENANCE

228	Attendant, Tool-Crib
229	Electrician (Maintenance) A
230	Electrician (Maintenance) B
231	Tool Grinder
232	Tool and Die Maker
233	Machinist (Maintenance)
234	Production Mechanic
235	Millwright
236	Mechanic A, Gen. Maintenance
237	Mechanic B, Gen. Maintenance
238	Heavy Equipment Mechanic
239	Automotive Mechanic
240	Body & Repair Mechanic
241	Mechanic, Heating & AC
242	Welder A

243	Welder B
244	Heat Treater
245	Sheet Metal Worker
246	Electronics Technician
247	Installer/Repairer
248	Line Technician

#### WAREHOUSE AND MATERIALS HANDLING

249	Driver, Truck (Tractor – Trailer)
250	Driver , Truck (Local)
251	Security Guard
252	Handler, Material
253	Janitor
254	Forklift Operator
255	Packer/Crater
256	Order Picker/Selector
257	Shipper
258	Shipper/Receiver
259	Stock Keeper

#### CHEMICAL AND PLASTIC

260	Granulator
261	Grinder, Chemical
262	Molder-Plastic
263	Compound Mixer
264	Extruder Operator
265	Chemical Processor
266	Chemical Lab Technician

#### PRINTING AND PUBLISHING

267	Press Operator
268	Multi-Color Offset Press Operator
269	Web-Rotary Press Operator
270	Photocompositor
271	Photolithographer
272	Printer
273	Screen Maker

#### HEALTH CARE

274	Nurse's Aid/Patient Assistant
275	Licensed Practical Nurse
276	Staff Nurse (RN)
277	Medical Technologist (MT-ASCP)
278	Radiologic Technician (Registered)
279	Pharmacist (Licensed)
280	Physical Therapist (Licensed)

## EASC 2013 Compensation Survey Index of Benchmark Jobs

FOR EASY REFERENCE, CLICK ON JOB TITLE TO ACCESS CORRECT PAGE AND INFORMATION

### SALARIED EXEMPT GROUP

#### OFFICE ADMINISTRATIVE/FINANCE

301	Credit / Collection Analyst
302	Administrative Assistant
303	Office Manager
304	Accountant ~ Cost
305	Accountant ~ General
306	Credit Manager
307	Senior Accountant
308	Accounting Supervisor
309	Personal Banker
310	Branch Manager
311	Investment Officer
312	Loan Officer
313	Loan Processor
314	Operations Officer
315	Head of Accounting

#### MARKETING AND SALES

316	Sales Representative
317	Tech Sales/Sales Engineer
318	Regional Sales Manager
319	Gov. Procurement Officer
320	Manager of Marketing
321	Head of Sales

#### MATERIALS/PURCHASING/PLANNING

322	Planner / Production
323	Supervisor Warehouse Distribution
324	Supervisor Production Control
325	Purchasing Agent
326	Manager, Traffic
327	Program Manager
328	Head of Purchasing
329	Materials Manager

#### EDP/INFORMATION SYSTEMS

330	Database Administrator
331	Network Administrator
332	PC Support Specialists
333	Programmer/Analyst
334	Systems Analyst
335	Systems Supervisor
336	Web Master
337	Systems Manager
338	Head of MIS

#### ENGINEERING/R&D

339	Chemist A
340	Chemist B
341	Engineer A (Entry Level)
342	Engineer B
343	Project Engineer
344	Engineer, Environmental
345	Industrial Engineer
346	Manufacturing Engineer
347	Product Dev. Engineer
348	Electrical Engineer
349	Head of Engineering

#### HUMAN RESOURCES

350	Industrial Nurse
351	H/R Generalist A
352	H/R Generalist B
353	Senior Human Resources Representative
354	Safety Manager
355	H/R Section Supervisor
356	Training Manager
357	Benefits Manager
358	Compensation Manager
359	H/R Manager
360	Head of Human Resources

#### PRODUCTION MANAGEMENT

361	Production Supervisor A
362	Production Supervisor B
363	Project Leader
364	Production Superintendent A
365	Production Superintendent B
366	Production Manager
367	General Manager
368	Head of Manufacturing

#### QUALITY CONTROL

369	Quality Control Technician
370	Quality Control Engineer
371	Metallurgist
372	Head of Quality Control (Manager)

#### MAINTENANCE AND SERVICE

373	Grounds Foreman
374	Maintenance Supervisor
375	Horticulturist
376	Maintenance Manager
377	Head of Plant Engineering (Maint.)

***SALARIED NONEXEMPT***

***OFFICE/CLERICAL SUPPORT***

***JOB # 101 GENERAL CLERK A***

Salaried Non-Exempt

Perform a variety of basic office support duties such as routine typing, copying data, filling in reports, checking and posting orders, record and follow-up changes in orders and data. Miscellaneous duties including filing, preparing and typing periodic schedules reports. Exercise some judgment and make minor decisions within clearly prescribed standard practices.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	17	446.44	498.89	551.73	406.61	495.73

***JOB # 102 GENERAL CLERK B***

Salaried Non-Exempt

Perform routine clerical and typing duties of some diversity, requiring the application of various standard procedures and the preparation or use of several types of forms, reports, or records. May post data direct to record cards or other media from information furnished; or posting may involve some intermediate operation such as cross-checking comparison or ordinary calculations. Break down or build up data from standardized reports for various purposes according to established procedures. May prepare reports, orders or other forms, such as requisitions, schedules or control records of various types.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	7	616.00	637.00	685.00	537.00	640.91
A	Columbia	2	7	616.00	637.00	685.00	537.00	640.91
<b>Statewide</b>		4	33	527.12	611.10	736.98	487.77	589.60

***JOB # 103 GENERAL CLERK C***

Salaried Non-Exempt

Perform more diversified duties requiring the use of various forms and procedures as in posting data to record cards, or preparing standard report forms. Post figures or other data and perform such additional operations as checking against information from other sources, keeping running totals or net figures and preparation of additional more complex forms and reports.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	4	549.00	678.00	888.00	545.00	662.70
C	Greenville	3	4	549.00	678.00	888.00	545.00	662.70
<b>Statewide</b>		4	110	547.55	679.48	864.08	540.85	680.46

**JOB # 104 GENERAL CLERK D**

Salaried Non-Exempt

Performs responsible clerical duties requiring independent analysis, exercise of judgment, and a detailed knowledge of company and/or department procedures related to the work performed. Work may include lead responsibilities over other clerical staff, for the purpose of providing guidance, training, and general oversight for work schedules or production.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	78	613.75	720.01	757.50	594.66	781.87

**JOB # 105 TELLER**

Salaried Non-Exempt

Receives and pays out money, and keeps records of money and negotiable instruments involved in financial transactions: Receives checks and cash for deposit, verifies amount, and examines checks for endorsements. Cashes checks and pays out money after verification of signatures and customer balances. Enters customers' transactions into computer to record transactions, and issues computer-generated receipts. Places holds on accounts for uncollected funds. Orders daily supply of cash, and counts incoming cash. Balances currency, coin, and checks in cash drawer at end of shift, using calculator, and compares totaled amounts with data displayed on computer screen. Explains, promotes, or sells products or services, such as travelers checks, savings bonds, money orders, and cashier's checks. May open new accounts. May remove deposits from, and count and balance cash in, automated teller machines and night depository. May accept utility bill and loan payments. May use typewriter, photocopier, and check protector to prepare checks and financial documents.

*Insufficient data***JOB # 106 ACCOUNTING CLERK A**

Salaried Non-Exempt

Generally routine duties, following numerous and varied standardized procedures and bookkeeping practices. Assist with closing of books, taking trial balances, verifying bank accounts and reconciling statements. Prepare regular and special reports, post or check various items or details from original sources. Post invoice data to sales sheets, petty cash entries. May perform any related clerical work assigned. Works under direct supervision.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	3	697.00	721.00	745.00	538.00	663.51
4	Pee Dee	2	2	637.00	700.00	762.00	637.00	700.00
B	Charleston	2	3	697.00	721.00	745.00	538.00	663.51
D	Florence	2	2	637.00	700.00	762.00	637.00	700.00
<b>Statewide</b>		8	9	657.28	693.88	722.23	566.79	677.66

**JOB # 107 ACCOUNTING CLERK B**

Salaried Non-Exempt

Performs more diversified duties using simple accounting procedures. Keep accounts payable and draw checks as instructed. Keep files of invoices. May assist with petty cash, checking and miscellaneous duties. May type balance sheets, other reports, and statistical information.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	811.00	811.00	811.00	635.00	811.64
A	Columbia	2	2	811.00	811.00	811.00	635.00	811.64
<b>Statewide</b>		4	4	750.82	750.82	750.82	631.25	750.82

**JOB # 108 ACCOUNTING CLERK C**

Salaried Non-Exempt

Processes non-repetitive, clerical accounting transactions which require familiarity with accounting office practices and procedures as well as specific knowledge of a wide variety of prescribed accounting codes and classifications. Work could involve responsibilities relating to accounts payable, accounts receivable, payroll, or other areas.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	751.00	751.00	751.00	627.00	751.60
A	Columbia	2	2	751.00	751.00	751.00	627.00	751.60
<b>Statewide</b>		6	10	715.97	729.02	742.39	577.06	694.19

**JOB # 109 ACCOUNTING CLERK D**

Salaried Non-Exempt

Keeps a complete set of accounting records in a small office, or in larger departments keeps one or more sections of a complete set of books or records relating to one phase of a company's business transactions. May have contacts inside and outside the company, and may have lead responsibilities over other Accounting Clerks.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	3	798.39	816.99	856.99	634.18	804.13

**JOB # 110 PAYROLL ADMINISTRATOR**

Salaried Non-Exempt

Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using computer or calculator. Compiles payroll data, such as hours worked, sales or piecework, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records. Prepares computer input forms, enters data into computer files, or computes wages and deductions, using calculator, and posts to payroll records. Reviews wages computed and corrects errors to ensure accuracy of payroll. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records. Records data concerning transfer of employees between departments. May prorate expenses to be debited or credited to each department for cost accounting records. May prepare periodic reports of earnings, taxes, and deductions. May keep records of leave pay and nontaxable wages. May prepare and issue paychecks.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	6	748.00	822.00	853.00	637.00	824.90
3	Piedmont	2	2	736.00	875.00	970.00	761.00	875.60
4	Pee Dee	3	4	655.00	731.00	801.00	640.00	697.76
A	Columbia	4	6	748.00	822.00	853.00	637.00	824.90
C	Greenville	2	2	736.00	875.00	970.00	761.00	875.60
D	Florence	3	4	655.00	731.00	801.00	640.00	697.76
<b>Statewide</b>		11	15	733.67	812.75	866.63	686.75	791.21

**JOB # 111 TELLER**

Salaried Non-Exempt

Operate main switchboard or multiple line telephone console to receive incoming and place outgoing calls. May place international calls on behalf on company representatives. May also perform other limited clerical duties.

*Insufficient data*

**JOB # 112 RECEPTIONIST**

Salaried Non-Exempt

Provides the initial contact with individuals entering an office location in order to receive visitors and direct to proper party or department. Provide general information services and direction to callers and announcement of callers to proper office or location. Register individuals and issue visitor badges as required. Perform other clerical duties as assigned to support general office functions.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	560.00	560.00	560.00	533.00	560.00
3	Piedmont	2	2	424.00	527.00	617.00	424.00	527.40
4	Pee Dee	3	3	578.00	583.00	583.00	562.00	583.97
A	Columbia	2	2	560.00	560.00	560.00	533.00	560.00
C	Greenville	2	2	424.00	527.00	617.00	424.00	527.40
D	Florence	3	3	578.00	583.00	583.00	562.00	583.97
<b>Statewide</b>		10	10	528.45	554.47	576.47	500.57	554.47

**JOB # 113 SECRETARY A**

Salaried Non-Exempt

Serves as secretary to a unit or department. General dictation, typing, correspondence, clerical work and miscellaneous semi-routine duties. Compose letters from outline notes, verbal instructions, or independently from knowledge of circumstances and policy. Maintain private files. Arrange and schedule interviews, meetings and appointments. Operates word processing and peripheral equipment in the preparation of correspondence, reports, and other materials.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	11	607.00	644.00	781.00	556.00	681.74
A	Columbia	2	11	607.00	644.00	781.00	556.00	681.74
<b>Statewide</b>		2	11	607.06	644.95	781.12	556.31	681.74

**JOB # 114 SECRETARY B**

Salaried Non-Exempt

Serves as secretary to a major unit or department. Take dictation and transcribe from shorthand notes or from dictating machine. Compose letters or memoranda from outline information received verbally, from incoming letters and other written data. Keep executive files having material available as needed for reference or follow-up. Meet callers and answer phone. Record conversations, discussions, minutes of meetings as required. Make and schedule appointments and itineraries; remind executives of appointments and meetings. Operates word processing and peripheral equipment in the preparation of correspondence, reports, and other materials.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	11	803.00	853.00	891.00	619.00	892.45
A	Columbia	2	11	803.00	853.00	891.00	619.00	892.45
<b>Statewide</b>		3	12	832.53	865.45	890.79	709.67	892.24



**JOB # 115 SECRETARY C**

Salaried Non-Exempt

Serves as Executive Secretary to a member of top management. Performs standard equivalent administrative functions. Takes and transcribes shorthand/machine dictation, often of a technical and/or highly confidential nature. Composes/types routine letters and memoranda. Edits correspondence. Prepares special reports, gathering and summarizing data. Organizes, expedites, initiates work and follow-up actions. Screens calls, letters and visitors, answers routine questions when possible. Schedules and coordinates appointments itineraries, meetings and conferences. Operates word processing and peripheral equipment in the preparation of correspondence, reports, and other materials.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	11	787.00	876.00	960.00	658.00	998.85
A	Columbia	2	11	787.00	876.00	960.00	658.00	998.85
<b>Statewide</b>		4	13	760.08	804.51	846.58	634.34	957.88

**JOB # 116 SECRETARY D/ADMINISTRATIVE ASSISTANT**

Salaried Non-Exempt

Typically provides administrative support for the CEO. Aids executive in a staff capacity in performing or supervising the performance of a variety of support functions. Maintains the executive's calendar and scheduling appointments, itineraries, and conferences, performing liaison duties as necessary between the executive and others. Receive and distribute incoming mail and prepare replies, arranging for recording of proceedings of conferences, channeling and reviewing outgoing mail, maintaining records and files. May undertake special projects to research data and conduct studies on behalf of the executive.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	974.00	974.00	974.00	810.00	974.53
4	Pee Dee	3	4	719.00	796.00	830.00	671.00	800.79
6	Upstate	2	4	671.00	677.00	677.00	574.00	742.08
A	Columbia	2	2	974.00	974.00	974.00	810.00	974.53
D	Florence	3	4	719.00	796.00	830.00	671.00	800.79
G	Rock Hill	2	4	671.00	677.00	677.00	574.00	742.08
<b>Statewide</b>		8	11	766.67	796.83	809.86	663.82	800.34

**JOB # 117 MAIL CLERK**

Salaried Non-Exempt

Performs routine services associated with receipt, sorting and delivery of mail. Opens and provides primary sort on incoming mail. Provides secondary sort, Wraps, seals, weighs, and post s outgoing mail. Operates postal machines.

*Insufficient data***JOB # 118 MESSENGER / DRIVER**

Salaried Non-Exempt

Drives automobile or light truck to deliver or pick up items for the company at scheduled times and places. May transport individuals to desired locations. May maintain log of route followed, and time and location of items picked up and delivered. May perform minor preventive maintenance such as ensuring proper fuel, oil and water levels and tire pressure.

*Insufficient data*

**JOB # 119 CASHIER**

Salaried Non-Exempt

Receive cash or credit card from customers. Recompute or compute bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Make change, cash checks and issue receipts or tickets to customers. Record amounts received and prepare reports of transactions. Read and record totals shown on cash register tape and verify against cash on hand.

*Insufficient data***JOB # 120 DATA ENTRY OPERATOR A**

Salaried Non-Exempt

Keys data from source documents using data entry devices following generally standardized procedures. Little or no selecting, coding, or interpreting of data to be entered is required. Work tends to be highly repetitive and is highly production oriented. May verify own work or that of others by using verifying procedures prescribed by supervisor.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		4	12	626.68	673.15	742.90	573.77	667.02

**JOB # 121 DATA ENTRY OPERATOR B**

Salaried Non-Exempt

Keys more complex data from source documents using data entry devices following generally standardized procedures, but additionally applies coding skills. Sometimes has to decipher illegible documents and assists in preparing new ones. Extracts information from several documents. Verifies work of others by using prescribed verifying procedures. May perform lead responsibilities over other Operators.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	6	655.60	744.71	785.94	603.91	767.90

**JOB # 122 COMPUTER OPERATOR**

Salaried Non-Exempt

Perform routine duties to operate a computer console and peripheral equipment for a small to medium system. Input commands, start up and monitor system operation. Respond to and correct error messages, following specified instructions. Back up files and change forms in printer. Order supplies and maintains operating records. Perform data entry input as time permits.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	20	819.10	883.41	967.40	796.37	898.14

**JOB # 123 PROGRAMMER**

Salaried Non-Exempt

Develop and modify a variety of computer programs which are less complex in nature for a small to medium size system to meet the specific needs of company departments. Assist in phases of programming projects and modifying purchased software as assigned. Analyze requirements for business, statistical, technical, mathematical or scientific problems, where standard practices apply. Write, detail and code program instructions. Prepare flow charts and other documentation. Test and debug programs to correct program errors. May guide Operators.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	12	932.00	835.00	1,423.00	889.00	909.73
A	Columbia	2	12	932.00	835.00	1,423.00	889.00	909.73
<b>Statewide</b>		3	13	835.13	770.55	1,162.39	806.02	888.98

**JOB # 124 DESIGNER, C.A.D.**

Salaried Non-Exempt

Perform complex and difficult design tasks requiring the operation and application of Computer Aided Design software packages and output equipment such as digitizers, plotters, and associated peripheral equipment. Requires extensive skill and knowledge of software capabilities, application techniques and design limitations. Maintain technical coordination with Engineering and design staff members. Work assignments are typified by their complexity and non-routine nature where established techniques and procedures may not exist.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	49	927.00	1,097.00	1,757.00	976.00	975.53
C	Greenville	2	3	1,001.00	1,167.00	1,966.00	1,075.00	1,243.93
<b>Statewide</b>		3	49	927.25	1,097.64	1,757.24	976.58	975.53

**JOB # 125 DRAFTING TECHNICIAN**

Salaried Non-Exempt

Working under close supervision, traces or copies finished drawings, making clearly indicated revisions. Uses appropriate templates to draw curved lines. Assignments are designed to develop increasing skill in various drafting techniques. Work is spot-checked during progress and reviewed upon completion.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	4	796.67	798.07	799.01	673.46	854.61

**JOB # 126 ENGINEERING TECHNICIAN**

Salaried Non-Exempt

Entry level for associate degree level or equivalent. Applies working technical knowledge to perform simple or routine tasks in support of product engineering functions, following detailed instructions, which cover virtually all procedures. Work typically involves tasks to assist higher level technicians in the performance of prescribed engineering related product design, operation and testing activities. Receives technical guidance, as required, from supervisor or higher level Technician. Work is typically spot-checked, but is given detailed review when new or advanced assignments are involved.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	5	31	906.00	977.00	989.00	786.00	905.14
3	Piedmont	2	9	583.00	926.00	1,179.00	659.00	822.49
4	Pee Dee	2	38	711.00	864.00	941.00	701.00	786.21
A	Columbia	5	31	906.00	977.00	989.00	786.00	905.14
C	Greenville	2	9	583.00	926.00	1,179.00	659.00	822.49
D	Florence	2	38	711.00	864.00	941.00	701.00	786.21
<b>Statewide</b>		9	78	791.30	941.05	1,021.14	739.43	837.66

**JOB # 127 SR. ENGINEERING TECHNICIAN**

Salaried Non-Exempt

This is the most advanced level of the Technician career path, approaching and in some cases equaling the knowledge of theory and principles applied by a junior level Engineer. Provides leadership and guidance to Technician project teams and may serve as a lead over individuals or teams. Applies advanced technical knowledge to solve unusually complex engineering related problems in working on product design, operation, and testing equipment. Work involves an exceptionally detailed understanding of the engineering principles applied within these areas. Receives technical guidance, as required, from supervisor or engineering project staff, with work being reviewed for conformity with accepted practices and principles of specific project assignments.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	1,001.00	1,001.00	1,001.00	835.00	1,001.20
3	Piedmont	5	30	1,032.00	1,193.00	1,516.00	998.00	1,290.41
A	Columbia	2	2	1,001.00	1,001.00	1,001.00	835.00	1,001.20
C	Greenville	3	9	1,012.00	1,197.00	1,512.00	1,012.00	1,120.49
F	Greenwood	2	21	1,062.00	1,187.00	1,520.00	977.00	1,363.23
<b>Statewide</b>		9	34	1,052.74	1,142.18	1,321.26	896.10	1,265.40

**JOB # 128 LABORATORY TECHNICIAN A**

Salaried Non-Exempt

Perform a limited variety of laboratory tests relating to the analysis of chemical and biological elements of raw materials used for the manufacturing process, general research, competitor products, or for finished products of the company, Record analysis and test data for evaluation by other higher-level laboratory staff. This is typically the entry point for associate degree level or general equivalent.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	6	549.00	571.00	654.00	533.00	611.23
6	Upstate	2	13	775.00	828.00	881.00	775.00	648.23
A	Columbia	2	6	549.00	571.00	654.00	533.00	611.23
G	Rock Hill	2	13	775.00	828.00	881.00	775.00	648.23
<b>Statewide</b>		6	39	629.89	695.08	791.90	624.49	737.34

**JOB # 129 LABORATORY TECHNICIAN B**

Salaried Non-Exempt

Perform a wide variety of more difficult and critical chemical or biological laboratory tests on assigned projects for complex and involved prototypes, competitor products and spot testing of manufactured products or components. Plan, construct and set up test equipment and products in proper sequence in order to obtain accurate results in analysis or research projects. Analyze results and provide interpretations of findings relating to projects. May assist and instruct other laboratory Technicians. May recommend laboratory test equipment and facility requirements.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	4	14	816.00	1,019.00	1,130.00	789.00	1,058.33
6	Upstate	2	3	860.00	949.00	978.00	860.00	948.96
C	Greenville	3	6	745.00	961.00	1,066.00	767.00	879.91
G	Rock Hill	2	3	860.00	949.00	978.00	860.00	948.96
<b>Statewide</b>		7	18	819.19	960.87	1,032.84	783.01	1,022.92

**JOB # 130 PERSONNEL ASSISTANT**

Salaried Non-Exempt

Provides general support for the Human Resources function, in one or more areas. Typically responsible for interviewing, verifying qualifications, notification of candidates of hiring decisions, and orientation of production and office employees. Provides initial screening in the selection process and refer to department head for final approval. Maintain and develop recruiting sources, investigate references as required, explain company policies and assist in orienting new employees. Maintain personnel records and files and prepare related reports.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	6	808.00	905.00	960.00	789.00	840.86
3	Piedmont	4	5	805.00	878.00	1,149.00	786.00	843.17
4	Pee Dee	3	3	575.00	635.00	696.00	575.00	635.36
A	Columbia	3	6	808.00	905.00	960.00	789.00	840.86
C	Greenville	3	4	757.00	854.00	1,215.00	754.00	816.20
D	Florence	3	3	575.00	635.00	696.00	575.00	635.36
<b>Statewide</b>		11	15	721.45	790.74	920.68	705.71	781.81

**JOB # 131 BENEFITS CLERK**

Salaried Non-Exempt

Coordinate the more routine administrative details of employee benefit programs, following standard or accepted practices. May act as liaison between employees and representatives of companies managing such programs as health and life insurance, pensions and tax deferred annuities. May explain general benefits to new employees at periodic orientation meeting. Provide general advice to employees about problems, claims, beneficiaries and similar matters. Answer question, provide information requested and check with insurance representatives for additional information. Maintain records of employee participation.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	3	3	675.00	683.00	691.00	621.00	683.60
D	Florence	3	3	675.00	683.00	691.00	621.00	683.60
<b>Statewide</b>		7	7	701.63	719.49	723.06	635.50	719.49

**JOB # 132 BUYER A**

Salaried Non-Exempt

Prepare and place purchase orders for a very limited group of commodities, supplies and materials where standard prices are usually quoted. Work from requisitions with established quality and quantity requirements, apply knowledge of vendor sources, consider suitability of materials offered, and delivery possibilities. Follow up on orders.

*Insufficient data*

**JOB # 133 BUYER B**

Salaried Non-Exempt

Place purchase orders for a variety of commodities, materials and supplies. Work from requisitions, drawings, specifications and memos. Check quantities required, when required and probable consumption. Locate sources of supply, check reliability of supplier. Obtain quotations, make quotation comparison. Consult departments involved when substitutions may be advantageous, secure samples, arrange for tests when necessary, place order, follow up delivery.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	5	1,054.00	1,104.00	1,133.00	950.00	1,305.56
3	Piedmont	6	14	980.00	1,085.00	1,201.00	934.00	1,089.95
4	Pee Dee	2	13	570.00	662.00	750.00	579.00	668.92
A	Columbia	2	5	1,054.00	1,104.00	1,133.00	950.00	1,305.56
C	Greenville	4	10	974.00	1,063.00	1,170.00	912.00	1,033.20
D	Florence	2	13	570.00	662.00	750.00	579.00	668.92
F	Greenwood	2	4	991.00	1,131.00	1,261.00	977.00	1,231.82
<b>Statewide</b>		10	32	913.17	1,004.97	1,097.35	866.53	952.59

**JOB # 134 PURCHASING CLERK**

Salaried Non-Exempt

Maintain up to date order files for follow up on materials purchased, note promise dates and check materials received against purchase orders. Write to or wire vendors as urgency dictates on delayed deliveries, following standardized forms, or makes contacts by telephone. Check overdue items on schedules from material control department and provide requested information and comments. Type purchase orders as required and perform miscellaneous clerical assignments. May operate computer terminal to input data.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	2	891.00	891.00	891.00	841.00	891.33
3	Piedmont	3	5	680.00	681.00	862.00	634.00	687.54
4	Pee Dee	2	3	562.00	651.00	739.00	562.00	627.72
6	Upstate	2	2	824.00	824.00	824.00	687.00	824.89
B	Charleston	2	2	891.00	891.00	891.00	841.00	891.33
C	Greenville	2	2	688.00	673.00	923.00	669.00	673.00
D	Florence	2	3	562.00	651.00	739.00	562.00	627.72
G	Rock Hill	2	2	824.00	824.00	824.00	687.00	824.89
<b>Statewide</b>		9	12	733.33	753.14	833.30	676.31	729.44

**JOB # 135 INVENTORY CONTROL CLERK**

Salaried Non-Exempt

Maintain and monitor manual or computerized inventory control system for raw materials and finished stock. Furnish data used by others to forecast goods in process estimates and schedules or future production needs and to prepare budget reports. Notify appropriate individual when stock reaches designated order point. Compute unit value if required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	1,001.00	1,001.00	1,001.00	757.00	1,001.83
4	Pee Dee	2	3	887.00	962.00	1,037.00	862.00	875.00
A	Columbia	2	2	1,001.00	1,001.00	1,001.00	757.00	1,001.83
D	Florence	2	3	887.00	962.00	1,037.00	862.00	875.00
<b>Statewide</b>		5	6	867.73	930.53	975.73	760.10	892.11

**JOB # 136 PRODUCTION CLERK**

Salaried Non-Exempt

Perform clerical duties in connection with expediting of orders through production, such as posting delivery promise dates, location of parts and status of work-in-process as obtained from Expeditors. Assist scheduling personnel in the preparation of monthly schedule of parts requirement from breakdown of product orders. Perform other miscellaneous duties as required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	4	675.00	675.00	675.00	601.00	675.60
D	Florence	2	4	675.00	675.00	675.00	601.00	675.60
<b>Statewide</b>		4	22	689.97	735.68	761.62	625.01	765.26

**JOB # 137 SHIPPING/RECEIVING CLERK**

Salaried Non-Exempt

Prepare bills of lading or receipts for products, parts and miscellaneous materials for shipments and route following standard procedures or customer instruction. Record quantities and check to insure that order is complete. Maintain departmental files and records. Handle routine correspondence with agents and carriers relative to damages, losses, and delays.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	3	643.00	758.00	960.00	678.00	758.33
4	Pee Dee	4	9	489.00	571.00	671.00	489.00	604.41
C	Greenville	2	2	724.00	820.00	1,081.00	763.00	820.50
D	Florence	4	9	489.00	571.00	671.00	489.00	604.41
<b>Statewide</b>		10	19	559.69	645.34	752.11	552.58	636.73

**JOB # 138      GRAPHICS COORDINATOR**

Salaried Non-Exempt

Responsible for reviewing the written information form from the customer service and the customer, organizing the material specifications, process flow (operation) and material requirements for the printed finished goods and completing the following required information in SAP – system: BOM for cylinder sets, color sets and finished goods. Receives, reviews, processes and maintains orders for services from individuals or departments. Provides, estimates on completion time of requested service. Performs minor repairs and preventative maintenance for each type of reprographic tools and equipment. Performs quality control checks on all reproductions together with the Process Engineer and the Quality Manager. Receives artwork and specifications from the customer, customer service or cylinder supplier. Approves proofs of files prior to engraving and cylinder proofs after engraving. Responsible for press approval of all new jobs with or without the customer together with the Process Engineer Printing. Manages cylinder inventory working closely with the Process Engineer Printing and the Press Area Leader to insure efficient use of obsolete cylinders and timely repairs of cylinders. Maintains file for each finished good including standards, samples artwork, proofs, etc. Works together with cylinder suppliers to improve print quality, accuracy of orders and on time delivery of cylinders.

*Insufficient data***JOB # 139      MASTER SCHEDULER**

Salaried Non-Exempt

Schedule major products into master schedule based on plant capacity and component availability. Expedite purchased and manufactured components. Provide delivery dates to Sales upon request. Distribute Assembly shop orders. Coordinate activities for production, rework and department orders.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	2	1,414.60	1,414.60	1,414.60	1,172.79	1,414.61

**JOB # 140      PRODUCTION PLANNER/SCHEDULER**

Salaried Non-Exempt

Plan and schedule production orders and detailed assemble and parts schedules for product lines. Calculate and record estimated processing time. Plan and schedule tooling, parts and subassemblies to meet schedules. Adjust plans as required to provide for control of engineering changes, schedule revisions etc. Analyze and update plans and schedules to meet marketing forecasts. Report on progress, establish assembly for sizes, prepare schedule for assembly work order release, test and stock dates. Coordinate schedule changes with appropriate departments. Adjust plan and schedules to accommodate scrap replacements, spares, customer demands, engineering changes, etc. Prepare inputs to data processing for detailed parts lists required. Analyze shortage conditions and delays and recommend corrective action.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	1,026.00	1,026.00	1,026.00	777.00	1,026.62
3	Piedmont	3	4	922.00	1,169.00	1,424.00	903.00	1,186.28
4	Pee Dee	2	5	644.00	725.00	804.00	642.00	720.40
A	Columbia	2	2	1,026.00	1,026.00	1,026.00	777.00	1,026.62
C	Greenville	2	2	924.00	1,135.00	1,359.00	896.00	1,135.55
D	Florence	2	5	644.00	725.00	804.00	642.00	720.40
<b>Statewide</b>		9	15	869.64	991.23	1,116.95	793.09	935.90



**JOB # 141 CUSTOMER SERVICE REPRESENTATIVE A**

Salaried Non-Exempt

Respond to the more routine customer telephone or written inquiries regarding product selection, placement of orders for standard products and services, requests for prices and quotations, complaints, to include returns, shortages and adjustments, expediting and requests for literature. Respond to individual customer needs as appropriate. Provide necessary follow up and issues from correspondence. Process customer orders and issue credits. Access customer computer data base and manual record keeping systems. for individual accounts.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	375	635.00	715.00	823.00	597.00	688.30
A	Columbia	4	375	635.00	715.00	823.00	597.00	688.30
<b>Statewide</b>		9	413	668.53	724.27	790.35	603.08	697.58

**JOB # 142 CUSTOMER SERVICE REPRESENTATIVE B**

Salaried Non-Exempt

Respond to the more complex customer telephone or written inquiries regarding product selection, placement of orders for standard products and services, requests for prices and quotations, complaints, to include returns, shortages and adjustments, expediting and requests for literature. Analyze individual solutions and take appropriate action to ensure that customer needs are met. Coordinate activities with internal company department, vendors and common carriers. Provide necessary follow up and initiate correspondence. Process customer orders and issue credits. Access, update and maintain customer computer data base and manual record keeping systems for individual accounts. Prepare quotations for standard products as required. May serve as a lead over other Representatives.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	65	846.00	930.00	1,017.00	723.00	827.12
3	Piedmont	2	7	904.00	1,038.00	1,178.00	835.00	1,158.56
A	Columbia	4	65	846.00	930.00	1,017.00	723.00	827.12
<b>Statewide</b>		7	73	851.71	957.78	1,055.66	761.76	859.96

**JOB # 143 ART TECHNICIAN**

Salaried Non-Exempt

Generates proofs and positives to customer requirements and Specification Development form. Maintain Art Department equipment and fill out applicable paperwork. Ensure that materials used to perform job are in stock. Ensure quality of work; such as exactness, neatness and conformance to customer requirements.

*Insufficient data***JOB # 144 TELEMARKETER**

Salaried Non-Exempt

Initiate telephone calls to customers to generate sales and follow up on sales leads to sell products or services. Respond to call backs to book business requests, services, products needs, or answer specific inquiries. Process accepted orders and provide accepted orders and quotes. Perform other telemarketing projects designated by supervisor such as customized programs or special promotions. Maintain contacts with customers, sales personnel, general public, sales, travel, and product representatives. Access, update and maintain customer computer database and manual record keeping systems for individual accounts.

*Insufficient data*

## ***HOURLY NONEXEMPT***

### **GENERAL PRODUCTION**

#### ***JOB # 201 ASSEMBLER A ELECTRICAL***

Hourly Non-Exempt

Assemble minor units with a small number of details. Uses standardized products and methods. Requires simple (minor) adjusting, soldering, wiring, testing, checking and fitting. Tolerances usually liberal. Use hand and/or simple power tools.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	87	13.87	14.25	17.28	13.00	10.39

#### ***JOB # 202 ASSEMBLER B ELECTRICAL***

Hourly Non-Exempt

Assemble a limited variety of products with small, light or medium weight parts. Assemble various standard electronic components, sub-assemblies, or finished products. Perform repetitive operation(s) such as soldering wire to terminals and plugs, installing relays, wiring or stuffing circuit boards, components preparation, building cables and harnesses, etc. Follow established procedure in assembly operations and work under close supervision using simple assembly and wiring instructions. May perform incidental mechanical assembly work.

*Insufficient data*

#### ***JOB # 203 ASSEMBLER A MECHANICAL***

Hourly Non-Exempt

Assemble minor units with a small number of details following standardized procedures. Assemble various mechanical components, sub-assemblies or finished products following established assembly procedures. Typically operations would include attaching mechanical parts, bolts or nuts, installing brackets or gear mechanisms, or building chassis, tuner assemblies, etc. May perform incidental electronic assembly work.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	88	13.00	15.00	19.00	13.00	15.09
4	Pee Dee	3	283	9.00	12.00	13.00	9.00	14.62
D	Florence	3	283	9.00	12.00	13.00	9.00	14.62
F	Greenwood	2	75	13.00	16.00	20.00	13.00	15.21
<b>Statewide</b>		6	371	11.32	13.87	16.38	11.30	14.73

**JOB #204 ASSEMBLER B MECHANICAL**

Hourly Non-Exempt

Assemble a limited variety of products/sub-assemblies of small, light or average weight parts and fit parts to close tolerances. Align, fit, and adjust parts to meet operating requirements of product. Use hand and/or power tools. Work from drawings, diagrams and blueprints.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	266	13.00	16.00	20.00	14.00	16.30
4	Pee Dee	2	139	11.00	13.00	14.00	11.00	16.02
D	Florence	2	139	11.00	13.00	14.00	11.00	16.02
F	Greenwood	2	258	12.00	15.00	19.00	13.00	16.23
<b>Statewide</b>		5	405	12.95	15.27	18.04	13.08	16.20

**JOB # 205 ASSEMBLER C MECHANICAL**

Hourly Non-Exempt

Assemble a variety of sub-assemblies and bench or floor erect complete units having light and average weight parts. Assembly tasks involve adjusting and fitting parts to very close tolerances and working with parts which require special care in handling. Work from complex drawings, diagrams or blueprints with minimum supervision. May make minor procedural decisions and work with established guidelines. May perform incidental electronic assembly work.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	39	13.00	16.00	19.00	12.00	19.43
<b>Statewide</b>		2	39	13.30	16.17	19.15	12.06	19.43

**JOB # 206 HELPER OR UTILITY WORKER (PRODUCTION)**

Hourly Non-Exempt

Assist production operators. Move material, assist in loading machines, positioning work and setting up jobs. Make adjustments or operate machines under immediate direction. Perform minor hand operations, such as filing, burring, cleaning, disc grinding, etc.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	6	12.00	14.00	15.00	12.00	13.83
6	Upstate	2	5	18.00	20.00	21.00	18.00	19.11
A	Columbia	2	6	12.00	14.00	15.00	12.00	13.83
G	Rock Hill	2	5	18.00	20.00	21.00	18.00	19.11
<b>Statewide</b>		5	36	15.20	17.10	18.37	15.20	16.74

**JOB # 207 OPERATOR A, N/C MACHINE**

Hourly Non-Exempt

Set up, and operate numerically controlled machine tools to perform a series of progressive machining operations on repetitive work to close and exacting tolerances and finishing specifications. Requires a general knowledge of machining techniques and methods, and familiarity with numerical control machine tool operational procedures. Works under supervision for set-up and operating difficulties.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	45	15.00	16.00	19.00	14.00	16.66
4	Pee Dee	2	26	13.00	16.00	18.00	13.00	15.71
D	Florence	2	26	13.00	16.00	18.00	13.00	15.71
<b>Statewide</b>		8	193	13.32	16.73	19.36	12.49	14.21

**JOB # 208 OPERATOR B, N/C MACHINE**

Hourly Non-Exempt

Set up and operate numerically controlled machines to perform a complex series of progressive and diverse machining operations on a variety of parts and tools to exacting tolerances. Operate automatically or manually. Work from blueprints, process plans, program sheets, holding fixture location diagrams, etc. May manually program machining operations for jobs not tape programmed. Use precision measuring instruments to setup machine and check machined items. Take corrective action and reposition as required. May instruct lower-graded employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	4	38	16.00	18.00	21.00	16.00	17.38
4	Pee Dee	2	79	14.00	16.00	18.00	14.00	18.15
C	Greenville	3	26	17.00	18.00	21.00	16.00	16.40
D	Florence	2	79	14.00	16.00	18.00	14.00	18.15
<b>Statewide</b>		7	159	15.83	17.84	20.53	15.89	17.56

**JOB # 209 CNC PROGRAMMER**

Hourly Non-Exempt

Must be able to read and write CNC programs, be competent in machining, have good communication skills and the ability to work with people from several areas, be proficient in the use of PC's for writing tool path programs and have the ability to deal effectively with continuously changing goals, structures and techniques. Revise existing tool path programs as necessary to improve productivity and accuracy. Must be able to calculate efficient feeds and speeds for aluminum. Direct preparation and maintenance of tool library. Assist engineers with proper tool sequence as well as other general machining information to improve machining tool paths. Work with manufacturing in the development of work holding fixtures and cutting tools for CNC machining. Assessing which equipment would be best suited to run a program. Must have competent knowledge of CNC machining functions, options, capabilities, etc. from an operational standpoint to maximize equipment use in programming. Must maintain ISO standards through continuous improvement activities.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	4	20.00	23.00	23.00	17.00	22.52
4	Pee Dee	2	5	16.00	21.00	21.00	16.00	18.92
C	Greenville	2	4	20.00	23.00	23.00	17.00	22.52
D	Florence	2	5	16.00	21.00	21.00	16.00	18.92
<b>Statewide</b>		5	10	19.73	22.65	23.06	16.69	20.97

**JOB # 210 PRODUCTION MACHINE OPERATOR A**

Hourly Non-Exempt

Operate one or two production machines such as spot welders, punch presses, rivet machines, drill presses, notches, grinders, etc. Operate only. Setups made by others. Duties involve simple, repetitive operations under specific detailed instructions and direction.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	31	15.00	19.00	21.00	15.00	19.79
3	Piedmont	2	79	14.00	15.00	16.00	14.00	16.19
A	Columbia	2	31	15.00	19.00	21.00	15.00	19.79
<b>Statewide</b>		4	110	15.23	17.68	18.92	14.96	17.20

**JOB # 211 PRODUCTION MACHINE OPERATOR B**

Hourly Non-Exempt

Operate a limited number of production machines such as spot welders, punch presses, rivet machines, external grinders, rough grinders, drill presses. Duties on these machines include operate only. Setups made by others. Repetitive operations done under detailed instructions.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	36	16.00	17.00	17.00	12.00	16.43
B	Charleston	2	36	16.00	17.00	17.00	12.00	16.43
<b>Statewide</b>		4	73	14.54	15.96	18.10	12.00	16.32

**JOB # 212 PRODUCTION MACHINE OPERATOR C**

Hourly Non-Exempt

Operate various production machines, spot welders, automatic screw machines, milling machines, lathes, punch presses, drill presses, under general direction.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	90	14.00	17.00	20.00	14.00	17.96
4	Pee Dee	2	48	12.00	14.00	15.00	12.00	17.33
D	Florence	2	48	12.00	14.00	15.00	12.00	17.33
<b>Statewide</b>		5	162	13.31	15.61	17.57	13.25	17.32

**JOB # 213      PRODUCTION MACHINE OPERATOR D**

Hourly Non-Exempt

Perform setups and operate various production machines, spot welders, automatic screw machines, milling machines, lathes, punch presses, drill presses, etc. Work performed under general direction.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	74	14.00	16.00	18.00	14.00	17.44
2	Coastal	2	61	14.00	17.00	20.00	14.00	18.23
3	Piedmont	3	285	13.00	15.00	16.00	14.00	16.93
A	Columbia	2	74	14.00	16.00	18.00	14.00	17.44
B	Charleston	2	61	14.00	17.00	20.00	14.00	18.23
C	Greenville	3	285	13.00	15.00	16.00	14.00	16.93
<b>Statewide</b>		10	551	14.50	16.61	18.36	14.31	16.67

**JOB # 214      PARTS WASHER**

Hourly Non-Exempt

Assists in performing required support for the press and coater. Maintain the parts washing machine, clean and wash parts. Troubleshoot equipment. Disassemble trolleys and parts before cleaning and Assemble trolleys and parts after cleaning. Disassemble doctor blades before cleaning and Assemble doctor blades after cleaning. Maintain all parts in good condition. Perform appropriate PM and cleaning on equipment.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	5	9.90	10.70	11.54	9.75	11.42

**JOB # 215      DIE CUTTER OPERATOR**

Hourly Non-Exempt

Responsible for the safe and efficient operation of the Die Cutter. Ensures the material being formed and cut meets the customer's specifications through quality testing. Assist in training new team members. Understand order schedules and work orders for current and upcoming jobs.

*Insufficient data***JOB # 216      CASTING OPERATOR**

Hourly Non-Exempt

Casts molten aluminum as instructed. Proficient in a number of disciplines, for example: fills in and interprets S.P.C. charts as required, operates all work stations in the team, performs simple preventative maintenance / servicing tasks on machines /workstations to ensure that safety and quality standards are maintained, operates forklift trucks when required. Executes tasks which assist in the efficient running of the section, for example: strives for continuous improvement, moves batches of components / trade items over short distances, stores tooling, gauges, components and operation sheets in readiness for use, monitors stock levels in the immediate work area and highlights potential shortages to team leader, participates in meetings and group sessions related to problem solving issues, highlights safety concerns as they arise, performs housekeeping duties. Liaises with other departments where necessary. Complies with all safety policies and procedures. May be required to train others. Perform other duties as requested.

*Insufficient data*

**JOB # 217 SLITTER OPERATOR**

Hourly Non-Exempt

Operate one or all slitters and rewinders. Proficient at process trouble shooting including visual defect detection. Provide training to the packer or new employees on all equipment and processes. Read and understand work orders for current jobs and upcoming jobs including specifications. Maintain accurate paperwork, SAP / PDC functions for jobs. Perform all quality checks and makes slitter and rewinder adjustments during start-up. Perform all initial quality checks throughout the run and adjust the slitter accordingly to ensure zero defects to the customer. Monitor product quality, obtain and measure samples. Responsible for all measurements, identifying and resolving visual defects and finish rolls that do meet customer quality specifications.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	75	14.00	17.00	18.00	13.00	17.44
4	Pee Dee	2	14	12.00	15.00	16.00	12.00	17.88
A	Columbia	3	75	14.00	17.00	18.00	13.00	17.44
D	Florence	2	14	12.00	15.00	16.00	12.00	17.88
<b>Statewide</b>		7	95	14.89	17.29	18.23	14.10	17.66

**JOB # 218 WASTE WATER SPECIALIST**

Hourly Non-Exempt

Maintain pH and conductivity levels for paint daily. Prepare and dispose of waste water according to environmental codes. Report labor and job data accurately. Perform equipment maintenance as needed, clean filters, heat exchangers, oven lifts, etc.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	4	4	17.00	21.00	23.00	17.00	21.33
4	Pee Dee	2	21	18.00	18.00	18.00	16.00	18.63
6	Upstate	2	6	11.00	20.00	23.00	11.00	19.65
C	Greenville	4	4	17.00	21.00	23.00	17.00	21.33
D	Florence	2	21	18.00	18.00	18.00	16.00	18.63
G	Rock Hill	2	6	11.00	20.00	23.00	11.00	19.65
<b>Statewide</b>		8	31	16.24	20.29	22.47	15.49	19.17

**JOB # 219 COATER LAMINATOR OPERATOR**

Hourly Non-Exempt

Operate coater/laminator. Demonstrate expertise on all coating and laminating equipment and processes. Demonstrate knowledge of product structures including webs and wets. Demonstrate expertise on coating and adhesive mixing operations. Demonstrate coating and laminating expertise during job start-ups and perform all quality checks. Demonstrate ability to set-up all jobs (includes CTR/LAM settings and trolley set-up). Demonstrate expertise on curing room process for various structures. Read and understand work orders for current jobs and upcoming jobs. Perform all quality checks and make process adjustments accordingly.

*Insufficient data*

**JOB # 220 INJECTION MOLDING OPERATOR**

Hourly Non-Exempt

Tends injection-molding machines that form plaster or rubber products, such as typewriter keys, phonograph records, and luggage handles: Dumps plastic powder, preformed plastic pellets, or preformed rubber slugs into hopper of molding machine. Starts machine that automatically liquefies pellets, slugs, or powder in heating chamber, injects liquefied material into mold, and ejects molded product. Observes gauges to ensure specified molding temperature and pressure are maintained. Examines molded product for surface defects, such as dents and cracks. May heat plastic material over steamtable or in oven to prepare material for molding. May remove product from mold, using handtools. May trim flash from product, using shears or knife. May place product in cold water or position it on cooling fixture to prevent distortion.

*Insufficient data***JOB # 221 INJECTION MOLDING TECHNICIAN**

Hourly Non-Exempt

Sets up and adjusts automatic compression, injection or transfer machines used to mold plastic materials to specified shape, following blueprints, and utilizing knowledge of machine functions: Reads specifications to determine machine setup and prescribed temperature and time settings. Positions, aligns, and secures assembled mold or mold components, and machine accessories, onto machine press bed according to guide marks, using hoist, power tools, and handtools. Attaches connecting lines, such as air, oil or water to mold, and adjusts controls to regulate specified machine forming pressure and plastic curling time in mold. Starts machine to produce sample product. Measures and visually inspects sample products for surface and dimensional defects, using microscope, micrometer, and gauges, and adjusts machine setup to eliminate defects. May repair and maintain machines and auxiliary equipment, using handtools and power tools. May be designated according to type of machine set up as Compression-Molding-Machine Setter. (plastic prod.)

*Insufficient data***JOB # 222 PAINTER**

Hourly Non-Exempt

Mix standard coating materials to proper consistency, adding solvents for efficient gun operation or brush painting. Prepare surfaces and apply coating to variety of parts or products using standard methods. Touch-up marred surfaces.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	31	11.69	14.91	17.81	11.69	13.46

**JOB # 223 PRODUCTION LEADER**

Hourly Non-Exempt

Provides lead direction and guidance to other employees within a singular, typically less complex production area, including electrical or electronic assembly, mechanical assembly, machine operation, and other functions. Ensures that production schedules and quality standards are met, and provides training and some oversight for employee performance. Typically serves as a lead over 2 to 3 production employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	47	16.00	19.00	20.00	15.00	19.52
2	Coastal	2	59	19.00	21.00	23.00	15.00	24.29
3	Piedmont	7	57	17.00	19.00	21.00	15.00	18.60
4	Pee Dee	2	34	18.00	19.00	21.00	18.00	19.05
A	Columbia	3	47	16.00	19.00	20.00	15.00	19.52
B	Charleston	2	59	19.00	21.00	23.00	15.00	24.29
C	Greenville	6	54	16.00	19.00	20.00	15.00	18.57
D	Florence	2	34	18.00	19.00	21.00	18.00	19.05
<b>Statewide</b>		16	203	18.06	20.02	21.82	16.45	20.70



**JOB # 224 INSPECTOR A**

Hourly Non-Exempt

Follow standardized methods in repetitive sampling, operational or final bench or crib mechanical or electrical inspection. Visually inspect and check variety of parts using direct reading and adjustable gauges. Make reports on rejects. May perform 100 % inspection or statistical sampling of assembled parts or sub-assemblies.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	18	13.00	15.00	17.00	13.00	16.60
4	Pee Dee	4	41	12.00	13.00	14.00	11.00	12.98
C	Greenville	3	18	13.00	15.00	17.00	13.00	16.60
D	Florence	4	41	12.00	13.00	14.00	11.00	12.98
<b>Statewide</b>		8	60	13.96	15.45	16.47	12.45	14.20

**JOB # 225 INSPECTOR B (PROCESS)**

Hourly Non-Exempt

Diversified first piece, process, sampling or final floor or bench inspection of parts or products. Check parts or processes for conformity to drawings or specifications. Inspection procedures standardized and allowable variations prescribed. Devise ordinary gauging or measuring setups or make adaptations to inspection equipment or fixtures. Responsible for stopping production or notifying supervisor in case of excessive defects. Use precision measuring instruments, micrometers, gage blocks, veneer calipers, meters, indicators.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	5	16.00	17.00	17.00	13.00	17.92
3	Piedmont	6	37	14.00	16.00	18.00	14.00	15.73
4	Pee Dee	3	27	12.00	14.00	15.00	11.00	14.16
A	Columbia	2	5	16.00	17.00	17.00	13.00	17.92
C	Greenville	5	32	14.00	16.00	18.00	14.00	15.21
D	Florence	3	27	12.00	14.00	15.00	11.00	14.16
<b>Statewide</b>		13	74	14.99	16.78	17.85	14.05	15.65

**JOB # 226 PRODUCT TESTER**

Hourly Non-Exempt

Perform a variety of semi-routine tasks to insure production quality standards are met. Work under limited supervision. Perform the set-up, calibration, testing and troubleshooting of circuits, components, instruments, and assemblies on standard products or apparatus. Perform mechanical, electrical, electronic or hydraulic performance tests. Use a variety of test equipment, oscilloscopes, pulse generators, meters, power supplies and special test fixtures. Prepare written reports on test results.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	39	16.02	18.50	21.89	16.02	21.61

**JOB # 227 CHIEF INSPECTOR**

Hourly Non-Exempt

Responsible for inspection and quality control involving incoming inspection, in process, sampling, vendor and final test and inspection of finished products to meet specification requirements in quality standards. Plan and lay out work, devise or adapt inspection equipment as necessary, assist in difficult problems involving inspection, set-ups, layouts or procedures. Suggest changes in inspection procedures, quality control standards, equipment and gauges to facilitate work and maintain quality. Responsible for preparation of inspection reports and records. Determine causes for delays, faulty work. Investigate consistently recurring rejects, consult with production supervisors on causes. Make suggestions for correction.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	14	19.24	21.50	22.48	18.58	20.00

**JOB # 228 ATTENDANT, TOOL-CRIB**

Hourly Non-Exempt

Responsible in general for large tool crib or departmental tool cribs through assistants. Maintain inventory record of tools and supplies, issue purchase requisition when stock is low. Count, weigh or check incoming tools and supplies, select storage spaces. Investigate excessive consumption of supplies, damage or loss of tools, and tool repair costs. Follow up repairs to tool, jigs, fixtures and gauges. Lay out work for tool grinders and tool crib attendants, instruct as required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	12	13.90	15.18	16.35	13.56	13.86

**JOB # 229 ELECTRICIAN (MAINTENANCE) A**

Hourly Non-Exempt

Install, repair, wire and maintain a variety of electrical and electronic equipment and controls related to production and building equipment, including motors, relays, circuit breakers, machine and process controls and circuits, alarm and communication systems. Diagnose trouble, replace or repair worn or defective parts.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	10	19.00	20.00	22.00	18.00	21.78
3	Piedmont	3	24	20.00	22.00	24.00	21.00	23.05
4	Pee Dee	4	54	17.00	21.00	23.00	16.00	21.33
A	Columbia	3	10	19.00	20.00	22.00	18.00	21.78
C	Greenville	3	24	20.00	22.00	24.00	21.00	23.05
D	Florence	4	54	17.00	21.00	23.00	16.00	21.33
<b>Statewide</b>		13	108	19.56	21.83	23.43	18.41	21.44

**JOB # 230 ELECTRICIAN (MAINTENANCE) B**

Hourly Non-Exempt

Plan, layout, install and repair a wide variety of complex electrical equipment including automatic machine and process controls, switch boards, control centers and panels, relays, circuit breakers, electronic controls including alarm and communication systems, tape actuated controls, or other equipment involving tube or transistor circuits. Establish secondary distribution centers, diagnose trouble, replace or repair parts, detect and replace defective control modules, test and make adjustments. Prepare wiring diagrams to record changes. Plan and lay out work for one or two lower class electricians or electronic maintenance technicians.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	31	19.00	21.00	22.00	18.00	21.63
4	Pee Dee	4	30	19.00	21.00	22.00	18.00	20.69
B	Charleston	2	31	19.00	21.00	22.00	18.00	21.63
D	Florence	4	30	19.00	21.00	22.00	18.00	20.69
<b>Statewide</b>		8	63	19.93	21.55	23.84	19.17	21.19

**JOB # 231 TOOL GRINDER**

Hourly Non-Exempt

Setup and operate a variety of tool grinders. Grind all types of milling cutters, taps, reamers, form tools, etc. Select wheels, dress to shape. Maintain angles, clearances and close tolerances. Exercise care in grinding carbide tipped tools to avoid chipping.

*Insufficient data***JOB # 232 TOOL AND DIE MAKER**

Hourly Non-Exempt

Layout, construct alter and repair a variety of tools, dies, jigs, fixtures, and gauges to close tolerances. Perform development work and difficult tool room machine operations. Work out mechanism details, fit and assemble parts, correct trouble in ordinary dies and tools.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	5	20	18.00	23.00	28.00	18.00	24.09
4	Pee Dee	3	15	18.00	21.00	23.00	17.00	22.15
C	Greenville	4	19	18.00	24.00	28.00	18.00	24.25
D	Florence	3	15	18.00	21.00	23.00	17.00	22.15
<b>Statewide</b>		9	38	18.45	22.78	26.07	17.83	23.03

**JOB # 233 MACHINIST (MAINTENANCE)**

Hourly Non-Exempt

Install, maintain and repair a variety of machine tools, e.g., engine lathes, milling machines, radial drills, etc. Layout and perform difficult machining operations on replacement parts. Diagnose and remedy trouble, determine necessary repairs, tear down and reassemble machines. Skilled fitting of bearings, spindles, ways, machine slides and alignment required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	16	15.00	19.00	21.00	15.00	18.89
3	Piedmont	5	13	18.00	21.00	23.00	18.00	21.55
4	Pee Dee	4	20	16.00	20.00	22.00	17.00	18.92
A	Columbia	2	16	15.00	19.00	21.00	15.00	18.89
C	Greenville	5	13	18.00	21.00	23.00	18.00	21.55
D	Florence	4	20	16.00	20.00	22.00	17.00	18.92
<b>Statewide</b>		12	63	17.23	20.19	22.23	17.25	19.19

**JOB # 234 PRODUCTION MECHANIC**

Hourly Non-Exempt

Perform routine maintenance and make mechanical/electrical adjustments/repairs to production line machines. When more difficult or sophisticated jobs/equipment trouble develops, usually turns to more experienced Mechanic. Requires some direct supervision.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	27	19.00	21.00	22.00	18.00	22.80
A	Columbia	3	27	19.00	21.00	22.00	18.00	22.80
<b>Statewide</b>		6	75	19.50	21.71	23.38	18.87	23.06

**JOB # 235 MILLWRIGHT**

Hourly Non-Exempt

Installs machinery and equipment according to layout plans, blueprints, and other drawings in industrial establishment, using hoists, lift trucks, handtools, and power tools: Reads blueprints and schematic drawings to determine work procedures. Dismantles machines, using hammers, wrenches, crowbars, and other handtools. Moves machinery and equipment, using hoists, dollies, rollers, and trucks. Assembles and installs equipment, such as shafting, conveyors, and tram rails, using handtools and power tools. Constructs foundation for machines, using handtools and building materials, such as wood, cement, and steel. Aligns machines and equipment, using hoists, jacks, handtools, squares, rules, micrometers, and plumb bobs. Assembles machines, and bolts, welds, rivets, or otherwise fastens them to foundation or other structures, using handtools and power tools. May operate engine lathe to grind, file, and turn machine parts to dimensional specifications. May repair and lubricate machines and equipment. May install robot and modify its program, using teach pendant. May perform installation and maintenance work as part of team of skilled trades workers.

*Insufficient data*

**JOB # 236      MECHANIC A, GENERAL MAINTENANCE**

Hourly Non-Exempt

Install and repair production and building equipment and special purpose machines; high pressure steam, water, air and gas lines, electrical and electronic controls, piping and tubing. Repair floors, tile and perform general carpentry and repair of plant facilities. Inspect equipment for proper lubrication and perform other preventative maintenance duties. Check out problem areas, make repairs and adjustments. Refer complex situations to supervisor or higher-classified mechanics. Operate machine tools, perform welding/sheet metal operations as required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	5	20.00	22.00	23.00	17.00	21.43
2	Coastal	2	12	15.00	16.00	17.00	12.00	15.23
3	Piedmont	2	5	16.00	21.00	24.00	16.00	21.66
4	Pee Dee	3	80	16.00	19.00	20.00	16.00	17.67
A	Columbia	2	5	20.00	22.00	23.00	17.00	21.43
B	Charleston	2	12	15.00	16.00	17.00	12.00	15.23
C	Greenville	2	5	16.00	21.00	24.00	16.00	21.66
D	Florence	3	80	16.00	19.00	20.00	16.00	17.67
<b>Statewide</b>		9	102	17.12	19.53	21.34	15.75	17.76

**JOB # 237      MECHANIC B, GENERAL MAINTENANCE**

Hourly Non-Exempt

Setup, plan procedures, install and repair production and building equipment special purpose machines; high pressure steam, water, air and gas lines, electrical and electronic controls, piping and tubing. Repair floors, tile, and perform general carpentry and repair of plant facilities. Inspect equipment for proper lubrication and perform other preventative maintenance duties. Diagnose trouble, disassemble, determine extent of repairs, estimate labor time for outside repairs or make repairs and adjustments. Operate machine tools, perform welding and sheet metal operations as required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	19	19.00	19.00	20.00	17.00	16.61
6	Upstate	3	25	18.00	22.00	25.00	18.00	19.45
B	Charleston	2	19	19.00	19.00	20.00	17.00	16.61
G	Rock Hill	3	25	18.00	22.00	25.00	18.00	19.45
<b>Statewide</b>		7	50	18.44	21.91	23.82	17.48	18.75

**JOB # 238      HEAVY EQUIPMENT MECHANIC**

Hourly Non-Exempt

Perform complete range of first/second echelon repairs on heavy equipment or heavy vehicles in the field; requires knowledge of motors and engines, including accessories, and the ability to diagnose and repair or replace existing parts and systems. Must be able to bypass systems as necessary; inspect equipment for trade-in and start-ups. Use equipment, power tools, and welding equipment to repair or rebore and rebuild engines and transmissions.

*Insufficient data*

**JOB # 239 AUTOMOTIVE MECHANIC**

Hourly Non-Exempt

Repair gasoline powered automobiles and trucks. Disassemble and overhaul engines, transmissions, clutches, rear ends and other assemblies. Replace worn or broken parts, grind valves, adjust or replace brakes, tighten body bolts and align wheels. Lubricate vehicles and perform other duties in connection with maintenance and operation of motor vehicles.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	34	23.00	25.00	27.00	21.00	26.31
A	Columbia	3	34	23.00	25.00	27.00	21.00	26.31
<b>Statewide</b>		4	37	20.94	21.60	25.21	18.87	24.97

**JOB # 240 BODY REPAIR MECHANIC**

Hourly Non-Exempt

Repair damaged bodies and body parts of automobiles and trucks; remove parts or assemblies to gain access to damaged sections. Use special tools to repair damage; cutting torches and welding equipment where necessary. Refinish surfaces by sanding and applying primer. May apply final paint coats.

*Insufficient data***JOB # 241 MECHANIC, HEATING & AIR JCONDITIONING**

Hourly Non-Exempt

Install, maintain and repair air conditioning, heating and refrigeration equipment. Inspect and check equipment for proper operating condition, make necessary adjustment, replace defective breaker controls, thermostats, switches, fuses, electrical, wiring, etc. Maintain and repair compressors, motors, pumps, blowers, fans and controls. Check boiler systems, water systems, sprinklers and related equipment for leaks or other failures. Keep required records and logs for such data as pressure, temperature, air flow and relative humidity.

*Insufficient data***JOB # 242 WELDER A**

Hourly Non-Exempt

Perform ordinary hand welding operations in all positions, for mechanical strength and high pressures on diversified assemblies and products. Care required in blocking, clamping or holding parts in relative position to avoid distortion. Operate machine, regulate current voltage for proper fusion of metals, select electrode type and size.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	6	21.00	22.00	22.00	20.00	22.93
4	Pee Dee	2	31	11.00	14.00	16.00	11.00	15.10
A	Columbia	2	6	21.00	22.00	22.00	20.00	22.93
D	Florence	2	31	11.00	14.00	16.00	11.00	15.10
<b>Statewide</b>		5	42	15.98	17.67	18.74	15.05	16.09

**JOB # 243 WELDER B**

Hourly Non-Exempt

Perform difficult and unusual horizontal and vertical welding operations on a wide range of metals and alloys for complex precision assemblies involving a considerable amount of welding to high strength and pressure requirements. Plan welding sequence; select electrode type and size, current and voltage. Regulate current and voltage for proper penetration and fusion of dissimilar metals, obtain maximum weld strength, avoid distortion.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	5	16.00	19.00	21.00	16.00	19.06
C	Greenville	2	5	16.00	19.00	21.00	16.00	19.06
<b>Statewide</b>		4	53	18.05	20.23	22.34	18.05	18.20

**JOB # 244 HEAT TREATER**

Hourly Non-Exempt

Controls one or more furnaces to heat treat metal objects according to specifications: Places parts in racks, trays, or baskets, and places objects on conveyor or loads objects directly into furnace. Adjusts furnace temperature and observes pyrometer to heat metal to prescribed temperature. Sets speed of conveyor for prescribed time cycle, or records removal time of parts to ensure objects attain specified temperature for a specified time. Removes parts after prescribed time and quenches parts in water, oil, or other bath, or allows parts to cool in air. May test hardness of parts [HARDNESS INSPECTOR (heat treating)]. May feed die-quenching machine to prevent parts from warping. May degrease or remove scale from parts. May draw wire or sheet metal through furnace and attach metal to winding mechanism that pulls metal through furnace.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	6	13.00	16.00	18.00	14.00	16.96
4	Pee Dee	2	13	12.00	14.00	15.00	10.00	14.14
D	Florence	2	13	12.00	14.00	15.00	10.00	14.14
<b>Statewide</b>		4	19	13.31	15.73	17.26	12.44	15.03

**JOB # 245 SHEET METAL WORKER**

Hourly Non-Exempt

Set up various types of sheet metal working machines such as power shears, bending brakes, punches, nibblers, skitters, etc. in performing operations in forming, welding and riveting. Develop details, layout work on sheet metal products where standard methods or procedures exist. Layout sheets for economical use of material.

*Insufficient data*

**JOB # 246 ELECTRONICS TECHNICIAN**

Hourly Non-Exempt

Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following detailed instructions which cover virtually all procedures. Work typically involves such tasks as: Assisting higher level Technicians by performing such activities as replacing components, wiring circuits, and taking test readings; repairing simple electronic equipment; and using tools and common test instruments (e.g., multimeters, audio signal generators, tube testers, oscilloscopes). Is not required to be familiar with the interrelationships of circuits. This knowledge, however, may be acquired through assignments designed to increase competence (including classroom training) so that worker can advance to higher level Technician levels. Receives technical guidance, as required, from supervisor or higher level Technician. Work is typically spot-checked, but is given detailed review when new or advanced assignments are involved.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	52	17.00	23.00	25.00	17.00	22.07
C	Greenville	2	52	17.00	23.00	25.00	17.00	22.07
<b>Statewide</b>		3	59	19.84	24.12	25.47	18.78	22.52

**JOB # 247 INSTALLER / REPAIRER**

Hourly Non-Exempt

Install and repair telephone and telegraph lines, poles and related equipment according to diagrams. Dig holes, using power auger or shovel. Hoist poles upright in holes, using truck-mounted winch. Ascend poles or enter tunnels and sewers to cut in feeder lines. Attach appliances, such as terminal boxes and repeaters, and repair or replace defective lines and auxiliary equipment. Unroll and string line form pole to pole and from pole to building. Install hardware, such as conduit and insulators, and attach appliances on lines. Pull lines through ducts by hand or with use of winch.

*Insufficient data***JOB # 248 LINE TECHNICIAN**

Hourly Non-Exempt

Responsible for performing the more diversified and complex work in the erection and maintenance of utility distribution lines of all classes including energized lines, and on all structures and equipment involved in distribution. Repair and replace transmission and/or power lines between stations, substations, and consumer locations.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	291	27.00	29.00	31.00	26.00	30.24
A	Columbia	2	291	27.00	29.00	31.00	26.00	30.24
<b>Statewide</b>		3	293	24.73	27.37	29.78	24.18	30.19

**JOB # 249 DRIVER, TRUCK (TRACTOR TRAILER)**

Hourly Non-Exempt

Drive tractor-trailer to make long distance and/or inter-city pickups and deliveries of a wide variety of products, materials or supplies. Check motor, brakes, lights, tires for proper operating conditions and safety. Check and/or assist in loading or unloading of trailer. Obtain proper authorizations for all deliveries and pickups.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	73	12.00	18.00	25.00	12.00	24.24
D	Florence	2	73	12.00	18.00	25.00	12.00	24.24
<b>Statewide</b>		2	73	12.73	18.92	25.50	12.42	24.24



**JOB # 250 DRIVER, TRUCK (LOCAL)**

Hourly Non-Exempt

Make pickups and deliveries between plants, railroad sidings or express depots, usually within city/ suburban areas. Check or assist in the loading or unloading of trucks. Check quantities of goods received, obtain proper signature for deliveries.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	43	11.00	13.00	14.00	11.00	15.58
D	Florence	2	43	11.00	13.00	14.00	11.00	15.58
<b>Statewide</b>		4	47	12.70	13.68	16.19	12.64	15.55

**JOB # 251 SECURITY GUARD**

Hourly Non-Exempt

Make periodic tours around buildings and grounds or patrol fixed post as assigned. Guard premises against fire, theft, unlawful entry and sabotage. Check windows, doors and gates to see that they are properly fastened and watch for any irregularity. Usually armed.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	15	11.00	13.00	14.00	11.00	12.04
D	Florence	2	15	11.00	13.00	14.00	11.00	12.04
<b>Statewide</b>		2	15	11.53	13.14	14.81	11.53	12.04

**JOB # 252 HANDLER, MATERIAL**

Hourly Non-Exempt

Unload, move/store a variety of materials, parts/products. Unload incoming materials, check, report shortages/damaged materials, move to storage area, store, stack and arrange for possible first-in/first-out use. Move materials between departments, following routing, delivery tickets/orders. Fill orders from storage areas/warehouse stock and deliver to department designated. Operate power lift truck in moving materials, stacking loaded pallets making frequent trips out of doors to storage areas/storage buildings. Operate walking crane/hoist in unloading/storing materials, if required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	17	18.00	18.00	18.00	17.00	21.53
2	Coastal	3	20	16.00	16.00	17.00	14.00	16.85
3	Piedmont	6	33	13.00	14.00	16.00	13.00	15.23
4	Pee Dee	5	87	11.00	12.00	14.00	10.00	13.29
A	Columbia	2	17	18.00	18.00	18.00	17.00	21.53
B	Charleston	3	20	16.00	16.00	17.00	14.00	16.85
C	Greenville	4	17	13.00	14.00	15.00	13.00	14.53
D	Florence	5	87	11.00	12.00	14.00	10.00	13.29
F	Greenwood	2	16	12.00	15.00	19.00	12.00	15.97
<b>Statewide</b>		18	159	14.54	15.44	16.59	13.50	15.09

**JOB # 253 JANITOR**

Hourly Non-Exempt

Sweep floors and remove chips in factory departments. Scrub or mop floors, sweep and dust factory offices, and stairways and remove scrap paper or waste. Clean drinking fountains and washrooms; replenish supplies. May clean windows.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	20	10.00	12.00	14.00	10.00	12.88
A	Columbia	3	20	10.00	12.00	14.00	10.00	12.88
<b>Statewide</b>		6	29	10.30	11.62	13.51	9.58	12.27

**JOB # 254 FORKLIFT OPERATOR**

Hourly Non-Exempt

Operate gas or electric truck in and between department, building and yard areas. Collect and deliver a variety of materials, semi-finished and finished products. Keep designated work areas supplied with material, pile or stack materials safety in designated locations.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	9	12.00	13.00	14.00	12.00	13.06
4	Pee Dee	2	12	10.00	11.00	11.00	10.00	11.43
A	Columbia	2	9	12.00	13.00	14.00	12.00	13.06
D	Florence	2	12	10.00	11.00	11.00	10.00	11.43
<b>Statewide</b>		6	28	13.05	13.72	14.62	12.58	13.40

**JOB # 255 PACKER/CRATER A**

Hourly Non-Exempt

Pack a variety of parts or products in standard boxes, crates or other containers and from specified details as to excelsior, pads and other packing materials. Use care in blocking to eliminate shifting of product in transit.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	3	26	11.00	12.00	14.00	10.00	12.23
D	Florence	3	26	11.00	12.00	14.00	10.00	12.23
<b>Statewide</b>		4	27	11.38	12.20	13.27	10.16	12.17

**JOB # 256 ORDER PICKER/SELECTOR**

Hourly Non-Exempt

Work from order sheets. Select merchandise items to be shipped to customers. Select/stage items, check orders for accuracy, add-ons, special items. May weigh items, load trucks, etc. Maintain pick records of items selected for shipment.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	13	9.00	11.00	12.00	9.00	10.98
D	Florence	2	13	9.00	11.00	12.00	9.00	10.98
<b>Statewide</b>		3	16	10.66	11.80	13.36	10.66	11.39

**JOB # 257 SHIPPER**

Hourly Non-Exempt

Assemble orders, check against shipping/customer orders, report shortages and follow up to locate items/incomplete orders. Make out bills-of-loading, following standard procedures. Plan transfer of product to shipping dock, loading cars and trucks. Specify method of crating, boxing or skidding of large, heavy or bulky products. Route shipments involving a wide variety of classifications requiring thorough knowledge of freight rates, classifications, interstate commerce laws and regulations for most economical transportation. Arrange for carrier pickup.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	6	14.00	15.00	17.00	14.00	16.14
C	Greenville	2	5	15.00	16.00	17.00	15.00	16.40
<b>Statewide</b>		6	24	15.47	16.95	18.48	15.30	16.91

**JOB # 258 SHIPPER/RECEIVER**

Hourly Non-Exempt

Count, weigh and check a wide variety of incoming materials and supplies. Make out receiving report. Report shortages and damaged materials. Arrange for movement to work or storage areas. Assemble orders for shipment. Count, weigh and check against shipping order; report shortages. Select shipping containers for material not packed. Specify types of crates or skids for bulky material. Select routing and carrier when not specified by customer. Arrange for pickup by carrier.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	10	15.00	16.00	17.00	14.00	16.55
2	Coastal	2	3	14.00	15.00	15.00	10.00	15.18
3	Piedmont	4	9	13.00	14.00	16.00	13.00	13.81
4	Pee Dee	3	11	13.00	15.00	18.00	12.00	15.62
A	Columbia	3	10	15.00	16.00	17.00	14.00	16.55
B	Charleston	2	3	14.00	15.00	15.00	10.00	15.18
C	Greenville	4	9	13.00	14.00	16.00	13.00	13.81
D	Florence	3	11	13.00	15.00	18.00	12.00	15.62
<b>Statewide</b>		13	35	14.22	15.63	17.08	13.08	15.52

**JOB # 259 STOCKKEEPER**

Hourly Non-Exempt

General responsibility for a medium-size stockroom with one or two assistants. Check incoming material and supplies, report shortages or damaged materials. Assign bin locations or other storage locations for large or bulky materials, or products. See that material is piled or stacked properly. Maintain stock records, post receipts and withdrawals. Report shortages. See that requisitions and orders are filled promptly and accurately. Count or direct counting of material for inventory.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	17.00	18.00	20.00	16.00	18.84
3	Piedmont	2	7	12.00	15.00	18.00	12.00	16.40
A	Columbia	2	2	17.00	18.00	20.00	16.00	18.84
C	Greenville	2	7	12.00	15.00	18.00	12.00	16.40
<b>Statewide</b>		4	9	15.09	17.12	19.51	14.63	16.94

**JOB # 260 GRANULATOR**

Hourly Non-Exempt

Change over, adjust and operate diverse equipment for large batch processing of a range of chemical or pharmaceutical products, where processes and setups selected are standardized. Check product during process to detect any obvious imperfections and make adjustments as directed. Load and unload equipment, move material or containers and clean machines.

*Insufficient data***JOB # 261 GRINDER, CHEMICAL**

Hourly Non-Exempt

Operate grinding equipment to size and blend a variety of chemical ingredients, where speeds, feeds and roll adjustments are prescribed or set by others. Weigh and record raw material or processed items. Identify containers, segregating by batch or log numbers. Clean equipment. Move material or containers as required.

*Insufficient data***JOB # 262 MOLDER-PLASTIC**

Hourly Non-Exempt

Operate automatic injection molding machine to produce a variety of parts. Constantly check and clean mold, check machine cycle, temperature and pressure gauges and weigh feeder. Visually inspect parts for various defects. Notify setter or supervisor of difficulties in operation.

*Insufficient data***JOB # 263 COMPOUND MIXER**

Hourly Non-Exempt

Weigh/measure specific quantities of varying types of ingredients, mix ingredients in proper sequence and proportions, tend mixing/compounding equipment and maintain desired control over time, heat, pressure, color or other variables. May perform blending, filtration, drying, grinding or other related operations. May test according to prescribed procedures/specifications. Maintain batch, time, weight, color, pressure, heat, production and/or other records as required.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	11	14.80	16.10	20.42	13.30	15.97

**JOB # 264 EXTRUDER OPERATOR**

Hourly Non-Exempt

Set up and operate extruder line using materials in pellets or sheets to produce thermoplastic sheets meeting specifications, dimensions and specified weight. Install or change dies, screens, line up takeoffs, skitter, trim scrap collector or grinder, sheet winder and pellet grinder; adjust dies, speed and temperature for sheet uniformity and quality. Visually check sheets for defects, check dimensions with micrometer and rule; make necessary adjustments. Arrange raw material feeding system and containers. Perform routine maintenance; replace worn or defective parts; make minor electrical repair; clean motor and commutator; make ordinary electrical connections. Remove and wrap finished tools. Maintain records of material use and production.

*Insufficient data***JOB # 265 CHEMICAL PROCESSOR**

Hourly Non-Exempt

Operate a wide variety of chemical process equipment to process or manufacture liquid or solid chemicals. Set up equipment to allow proper flow of chemicals. Plan and perform operations in long or short cycle processing of a wide variety, custom and standard, of liquid or solid chemicals, setting up, cleaning and operating such equipment as grinders, heating and cooking kettles or vats, stills, vacuum containers, extractors and filtration units, drying and cleaning units. Weigh, measure, proportion and mix ingredients. Test for conformance to specifications and adjust equipment, temperature, pressure and time cycles to maintain quality standards. Assist in developing changes in present processing procedures or in working out methods on new products. Notify superior of process deviations and raw material or finished product difficulties.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		4	94	14.30	17.06	20.48	13.63	17.76

**JOB # 266 CHEMICAL LAB TECHNICIAN**

Hourly Non-Exempt

Test samples from production batches for physical characteristics, including viscosity, fineness of grind, weight per gallon, flow, gloss, drying time, brushing or spraying characteristics and color, to compare with standards. Maintains related records. Works under close supervision/restricted tests.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	13	18.00	19.00	20.00	17.00	20.49
B	Charleston	2	13	18.00	19.00	20.00	17.00	20.49
<b>Statewide</b>		5	34	15.68	16.63	19.46	14.20	17.07

**JOB # 267 PRESS OPERATOR**

Hourly Non-Exempt

Set up and operate, without assistance, both simple and fairly complex printing equipment. Print line, halftone, and color work; performing the necessary make-ready, press adjustments and inspection of finished work. Mix inks and make minor repairs to presses.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	10	17.00	19.00	22.00	15.00	19.68
A	Columbia	2	10	17.00	19.00	22.00	15.00	19.68
<b>Statewide</b>		2	10	17.56	19.92	22.26	15.81	19.68

**JOB # 268 MULTI-COLOR OFFSET PRESS OPERATOR**

Hourly Non-Exempt

Set up and operate large offset presses to produce a wide variety of complex multi-color items which require screening and use of halftone plates to obtain precise wet and dry impressions. Change plates to mechanisms such as guides, grippers and elevator for size and type of stock. Clean inking roller, wipe and lubricate press parts and pack impression cylinder. Mix own color inks. Load press with specified type, size and color of paper stock. Check dot clarity of proof under magnifier. Maintain multiple color registration, regulate ink volume and adjust press during run to prevent off level areas or poor offset. Bridge output when required by stock to avoid ink pickup or smearing. Perform preventive maintenance and minor machine repairs.

*Insufficient data***JOB # 269 WEB-ROTARY PRESS OPERATOR**

Hourly Non-Exempt

Set up/operate multi-unit, web-fed rotary press to print a wide variety of items according to written specifications. Lock printing plates on printing cylinder and thread loose end of paper supply roll through/around rollers to cutter/folder. Adjust compensators, inspect printed sheets visually after registration or position printing to rectify spacing errors. Adjust feed controls to rotate cylinder into position. Unlocks plates and replaces with make-over plates according to directions marked on plate regarding location and time of printing. Inspect printed material visually during production and readjust controls to correct irregular ink distribution, faulty cuts/folds. Replace cutting blades, worn/damaged ink rolls, and fills inkwells. Clean, inspect, and lubricate moving parts of press.

*Insufficient data***JOB # 270 MULTI-COLOR OFFSET PRESS OPERATOR**

Hourly Non-Exempt

Operate computerized tape conversion photocomposition and data transmitting equipment. Change computer program as necessary. Prepare compositor tape from perforated tape original. Receive original tape data from and transmit photocompositor tapes to other locations as required. Diagnose photocomposing machine problems from defective film image. Check and repair tape punches. Request computer maintenance. Change character discs to meet typographic needs. Load and unload film magazines. Develop, cut and dry film, mix solutions as specified and operate camera to enlarge solutions as specified and operate to enlarge, reduce and mask photographs for printing plates.

*Insufficient data*

**JOB # 271 PHOTOLITHOGRAPHER**

Hourly Non-Exempt

Set up and operate camera to photograph illustrations and printed material and produce film or glass negatives or positives used in the preparation of lithographic printing plates. Select and place screen over negative or positive to break up shadings in object for halftone printing. Place color filters over film to produce four-color separation, halftone separation, and process prints for multi-color printing. Focus lens, adjust lights, and exposes film to copy for specified period of time. Immerse film in series of chemical baths to develop image on film or mounts film in machine that automatically develops film. Prepare original layouts for halftone or color prints, utilizing copy drawing, paste-up, stripping, or inking techniques.

*Insufficient data***JOB # 272 PRINTER**

Hourly Non-Exempt

Set up and operate a variety of printing and reproduction equipment, including offset presses, multi-lith, duplicating, collating, binding, padding, precision blade and die cutting machines and typesetting and photographic processes, to product single or multi-page items requiring close attention to proofreading and register. Check proofs make operating adjustments and visually check work during run for color, register and impression to meet quality specifications per standard practice. Make up press forms, where layouts have been made by others, mount in press, adjust ink and feed, stack and segregate finished work and estimate spoilage. Lubricate equipment, notifying supervisor of malfunctions or difficulties with material/supplies.

*Insufficient data***JOB # 273 SCREEN MAKER**

Hourly Non-Exempt

Coats screens for use in screen printing process. Checks screen for tension with tensiometer and adjust to specifications. Inspects screens for defects and conformance before coating screens. Coats screens with UV sensitive emulsion. Dries coated screens in horizontal drying rack. Stores coated and dried screens in appropriate rack. Reclaim screens. Maintains adequate inventory of films and emulsions.

*Insufficient data***JOB # 274 NURSE'S AIDE / PATIENT ASSISTANT**

Hourly Non-Exempt

Under direction and supervision of professional nursing and medical staff, assist in care of patients. Answer signal lights and bells to determine patients' needs. Bathe, dress and undress patients. Serve and collect food trays, feed patients who require help. Transport patients to treatment areas. Dust and clean patient rooms, change bed linens. Take and record temperature, pulse and respiration rate of patient as well as food and liquid intake and output. Perform other comparable, related duties as directed.

*Insufficient data***JOB # 275 LICENSED PRACTICAL NURSE**

Hourly Non-Exempt

Receive and admit patients to hospital room and assist them in adjusting to new environment. Take patient's vital signs and records various items on chart. Give total patient care to selected patients. Administer prescribed treatments and procedures. Assist Physicians with special treatments such as paracentesis, thoracentesis, lumbar puncture, etc. Administer prescribed medications, orally and by injection under supervision of a Registered Nurse or Physician; observe, discontinue, and change intravenous fluids as directed. Observe patients for adverse reactions to drugs and treatments and report these to Supervisor. Collect a variety of specimens in containers under the supervision of a Registered Nurse or Physician; label containers and send to the laboratory for analyses with appropriate requisitions. Provide routine comfort measures for assigned patients, and perform general housekeeping duties essential to patients' environmental health.

*Insufficient data***JOB # 276 STAFF NURSE (RN)**

Hourly Non-Exempt

Under the supervision of Nurse Team Leader (RN), function as a Nursing Team Member and administer nursing care to patients in assigned area. Participate in planning, directing, and coordinating patient care. Evaluate continuously total needs of the patient, interpret them to all personnel participating in patient services. Administer medications and assist the doctor with dressings and treatments or perform them independently. Start intravenous infusions after adequate teaching supervision. Give total nursing care to acutely ill patients; assist with others. Maintain records of patients' conditions, medications, treatments administered and patients' reaction to them. Apply knowledge of drugs, therapeutic methods and diagnostic tests, based on a thorough understanding of principles and procedures. Teach/direct nonprofessional nursing personnel. Participate in in-service education programs.

*Insufficient data*

**JOB # 277      *MEDICAL TECHNOLOGIST (MT-ASCP)***

Hourly Non-Exempt

Obtain blood samples from patients and make red and white cell counts, differential cell counts, bleeding and coagulation time, hemoglobin determination, sedimentation rates and color index. Perform biochemical examinations including blood sugar, nonprotein nitrogen, urea nitrogen, uric acids, and cholesterol. Make visual examination of urine to determine color, specific gravity, albumin sugar and acetone; make microscopic examination for identification of elements. Prepare and examine smears, cultures, and sputum for the location and identification of microorganisms. Use spectrophotometer and other instruments to obtain readings. Perform sophisticated tests with minimal supervision to obtain data for use in diagnosis and treatment of diseases; guide lower level technicians in the performance of their tasks.

*Insufficient data*

**JOB # 278      *RADIOLOGIC TECHNICIAN (REGISTERED)***

Hourly Non-Exempt

Operates x-ray equipment to make quality radiographs of designated portions of the body in accordance with radiation safety procedures; positions and instructs patient during procedures. Prepares and maintains related files and records of patients and procedures.

*Insufficient data*

**JOB # 279      *PHARMACIST (LICENSED)***

Hourly Non-Exempt

Review all individual in-patient medication orders and check for errors in dosage, incompatibilities with other drugs. Prepares and dispenses drugs and medications in accordance with physician's written prescriptions and provides drug information to patients and health professionals. Order drugs and other items used in the pharmacy. Closely supervises nonprofessional employees.

*Insufficient data*

**JOB # 280      *PHYSICAL THERAPIST (LICENSED)***

Hourly Non-Exempt

Administer various types of physical therapy treatments and programs such as: infrared, sonic heat, paraffin baths, gait training (including crutch, parallel bars, and prosthetic devices), hydrotherapy, bandaging, mat exercises, postural drainage, active/passive and restrictive exercises, muscle strengthening and conditioning, ultraviolet lamp, tilt table, and highboard tub. Independently make changes in the treatment plan or proceeds to the next part of the plan without direct supervision. Administer physical therapy treatments designed for patients with complex physical and/or mental problems. Plan and evaluate treatment programs and design special adaptive equipment. Instruct patients in activities of daily living such as moving from bed to chair, chair to walker, eating and personal hygiene. Prepare schedule for patient treatments. Direct assistants in carrying out therapy programs. Record progress notes in patients' unit charts and departmental treatment book. Attend and participate in meetings to exchange information with Physicians, ward and unit personnel.

*Insufficient data*

## ***SALARIED EXEMPT***

### **OFFICE ADMINISTRATIVE/FINANCE**

#### **JOB # 301 CREDIT / COLLECTION ANALYST**

Hourly Non-Exempt

Responsible for posting cash and collection calls; create and maintain and insures accurate and reliable customer account information and filing; records information of collection status of customers; releases credit hold for shipments according to established procedures; research and resolve payment discrepancies and reconciliation; respond to customers calls, disputes, and provide support; reconciliation of freight bills for payments; verifying shipping documents invoicing; distribute invoices to CSR, also mailing and filing invoices; process credit applications, other duties as needed.

*Insufficient data*

#### **JOB # 302 ADMINISTRATIVE ASSISTANT**

Salaried Exempt

Provides direct administrative support for the CEO, with latitude in the use of discretionary judgment for the company. Aids executive in a staff capacity in performing or supervising the performance of a variety of support functions. Maintains the executive's calendar and scheduling appointments, itineraries, and conferences, performing liaison duties as necessary between the executive and others. May undertake special projects to research data and conduct studies on behalf of the executive.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	3	40,363.00	42,003.00	43,632.00	34,250.00	42,437.33
D	Florence	2	3	40,363.00	42,003.00	43,632.00	34,250.00	42,437.33
<b>Statewide</b>		5	7	47,661.91	50,317.91	52,969.71	44,941.60	48,042.22

#### **JOB # 303 OFFICE MANAGER**

Salaried Exempt

Supervise general office support services, including dictation, filing, mail and office equipment, maintenance and repair services, and may supervise billing and/or sales service functions as required. Supervise a staff of about 3 to 5 personnel.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	2	58,500.00	59,250.00	60,000.00	43,375.00	59,250.00
D	Florence	2	2	58,500.00	59,250.00	60,000.00	43,375.00	59,250.00
<b>Statewide</b>		5	6	62,229.80	68,864.54	71,645.52	51,171.16	67,409.26



**JOB # 304 ACCOUNTANT (COST)**

Salaried Exempt

Compilation of parts and manufacturing costs, inventory accountability, distribution of factory labor, verification of actual costs/computation of variances, etc. Prepare cost estimates of new/special products for establishing selling prices, production costs with standard/estimated costs; check, investigate/prepare reports on variances. Prepare/responsible for preparation of cost reports, statements and analyses of costs. Prepare journal entries for accounting on all cost figures affecting general books of account. Under general direction as to facts, reports, general policies.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	2	61,722.00	61,722.00	61,722.00	56,700.00	61,722.00
4	Pee Dee	3	3	46,079.00	54,079.00	61,079.00	42,333.00	54,079.33
B	Charleston	2	2	61,722.00	61,722.00	61,722.00	56,700.00	61,722.00
D	Florence	3	3	46,079.00	54,079.00	61,079.00	42,333.00	54,079.33
<b>Statewide</b>		7	7	54,948.68	58,377.25	61,377.25	51,908.39	58,377.26

**JOB # 305 ACCOUNTANT (GENERAL)**

Salaried Exempt

Prepare computations, analyses, and reports relating to fiscal management systems within the company. Duties involve a large variety of accounting functions, such as calculating and checking work sheets preparatory to closing general ledger, posting and balancing general ledger when requested and reconciling general ledger accounts. Prepare profit and loss statement and balance sheets and compute required financial statements and statistical reports. Compute, check and file tax returns. Assist in analyzing group insurance reports to determine fluctuations in premium rates and total benefits on claims.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	23	51,564.00	54,873.00	59,641.00	42,055.00	54,286.10
3	Piedmont	5	6	55,100.00	64,777.00	74,640.00	52,416.00	60,981.41
6	Upstate	2	2	41,668.00	41,668.00	41,668.00	40,400.00	41,668.80
A	Columbia	4	23	51,564.00	54,873.00	59,641.00	42,055.00	54,286.10
C	Greenville	4	5	57,475.00	64,562.00	70,650.00	52,746.00	60,050.00
G	Rock Hill	2	2	41,668.00	41,668.00	41,668.00	40,400.00	41,668.80
<b>Statewide</b>		13	36	51,273.72	56,014.03	61,274.10	46,281.90	54,484.48

**JOB # 306 CREDIT MANAGER**

Salaried Exempt

Planning, evaluating, implementing and continuously improving all aspects of credit and collection functions and processes. Develop and standardize written policy documentation related to the credit and customer set up process. Interface with sales organization to communicate credit decisions and ensure timely review of new customers. Make credit decisions within assigned authority; credit analysis and reports; and establishing credit lines and monitoring. Deduction tracking & reconciliation. Working closely with Director of Finance to respond to credit and collection concerns with existing and potential clients.

*Insufficient data*

**JOB # 307 SENIOR ACCOUNTANT**

Salaried Exempt

Prepare computations, analyses, and reports relating to the more complex fiscal management systems of company. Responsible for preparation of cost ledger and monthly reports on manufacturing costs. Check all data on labor and material costs, expense items, inventory, work-in-progress, etc. Investigate and determine cause of cost variations. Make comparisons of stated intervals. Prepare monthly and special reports. Perform similar related duties typical to this classifications requiring judgment in analysis of facts in situations to determine proper action, usually within limits of standard accounting practices. May assist/direct lower level accountants within the departments.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	26	72,129.00	74,597.00	78,591.00	59,772.00	68,583.38
3	Piedmont	4	5	61,552.00	77,820.00	93,965.00	68,102.00	76,363.93
4	Pee Dee	3	3	67,950.00	69,617.00	70,617.00	57,333.00	69,617.33
6	Upstate	2	2	82,658.00	84,638.00	84,638.00	82,658.00	84,638.90
A	Columbia	3	26	72,129.00	74,597.00	78,591.00	59,772.00	68,583.38
C	Greenville	2	2	63,500.00	80,000.00	99,000.00	73,500.00	80,000.00
D	Florence	3	3	67,950.00	69,617.00	70,617.00	57,333.00	69,617.33
F	Greenwood	2	3	59,604.00	75,641.00	88,931.00	62,704.00	73,939.88
G	Rock Hill	2	2	82,658.00	84,638.00	84,638.00	82,658.00	84,638.90
<b>Statewide</b>		13	37	67,982.03	74,246.54	80,366.87	64,317.28	70,138.30

**JOB # 308 ACCOUNTING SUPERVISOR**

Salaried Exempt

General responsibility for supervising the accounting functions of the organization. Assign and audit work of accountants and accounting clerks engaged in accounting procedures. Direct the timely preparation of accounting records, reports and special analyses. Personally engage in the more critical and confidential aspects of accounting. Develop policies, systems and special financial studies. Exercise normal supervisory functions.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	64,580.00	78,670.00	86,413.00	56,905.00	78,670.93
3	Piedmont	4	4	85,339.00	92,801.00	100,264.00	73,103.00	92,801.70
4	Pee Dee	2	2	52,864.00	52,864.00	52,864.00	43,250.00	52,864.50
A	Columbia	3	3	64,580.00	78,670.00	86,413.00	56,905.00	78,670.93
C	Greenville	3	3	81,000.00	90,950.00	100,900.00	74,500.00	90,950.00
D	Florence	2	2	52,864.00	52,864.00	52,864.00	43,250.00	52,864.50
<b>Statewide</b>		11	11	68,404.25	74,960.79	79,786.06	59,319.10	74,960.80

**JOB # 309 PERSONAL BANKER**

Salaried Exempt

Performs a variety of assignments connected with New Accounts and Teller Services. New Accounts includes opening and processing new demand and time accounts including savings accounts, IRA, certificates of deposit, money market/now account. Provides customers with information on accounts and rates. Cross-sells bank.

*Insufficient data*

**JOB # 310 BRANCH MANAGER**

Salaried Exempt

Manages branch or office of financial institutions, such as commercial bank, credit union, finance company, mortgage company, savings bank, or trust company: Directs and coordinates activities to implement institution policies, procedures, and practices concerning granting or extending lines of credit, commercial loans, real estate loans, and consumer credit loans. Directs, through subordinate supervisors, activities of workers engaged in implementing establishment services and performing such functions as collecting delinquent accounts, authorizing loans, or opening savings account. Establishes procedures for custody and control of assets, records, loan collateral, and securities to ensure safekeeping. Contacts customers and business, community, and civic organizations to promote goodwill and generate new business. May prepare financial and regulatory reports required by law, regulations, and board of directors. May examine, evaluate, and process loan applications. May recommend securities to board or corporate officers for institution investment. May talk to customers to resolve account problems. May interview and hire workers. May evaluate data pertaining to costs to plan budget. May plan and develop methods and procedures for carrying out activities of establishment. May be designated according to type of financial institution managed, as Manager, Branch Bank (financial); Manager, Commercial Bank (financial); Manager, Credit Union (financial); Manager, Finance Company (financial); Manager, Mortgage Company (financial); Manager, Savings Bank (financial); Manager, Trust Company (financial).

*Insufficient data*

**JOB # 311 INVESTMENT OFFICER**

Salaried Exempt

Customer bond purchases daily investment of federal funds, domestic and foreign collections, foreign wires. Balance General Ledger, cash items, cash collections, etc. BSA, OFAC.

*Insufficient data*

**JOB # 312 LOAN OFFICER**

Salaried Exempt

Manage loan portfolio business development sales efforts.

*Insufficient data*

**JOB # 313 LOAN PROCESSOR**

Salaried Exempt

Prepare loan documents. Prepare commitment letters, customer inquires, follow-up on past due loans, input and update customer information. File UCC's with the Secretary of State correspondence.

*Insufficient data*

**JOB # 314 OPERATIONS OFFICER**

Salaried Exempt

Balance bank DDA Input rate changes on ITI systems. Tax Levies Research General Ledger IRS Wires, federal funds, Reg CC, Reg DD, etc.

*Insufficient data*

**JOB # 315 HEAD OF ACCOUNTING**

Salaried Exempt

Manager or Director of the total accounting function for the organization. Manages and oversees the fiscal integrity of the company, and plans and manages the installation, maintenance, and on-going utilization of all financial systems for the company.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	6	6	97,572.00	104,739.00	112,072.00	78,865.00	104,739.03
2	Coastal	3	3	102,346.00	102,346.00	102,346.00	89,000.00	102,346.67
3	Piedmont	5	5	107,086.00	123,848.00	145,034.00	100,904.00	123,848.14
4	Pee Dee	2	2	79,269.00	94,269.00	99,269.00	72,500.00	94,269.00
6	Upstate	2	2	66,463.00	83,963.00	83,963.00	62,500.00	83,963.81
A	Columbia	6	6	97,572.00	104,739.00	112,072.00	78,865.00	104,739.03
B	Charleston	3	3	102,346.00	102,346.00	102,346.00	89,000.00	102,346.67
C	Greenville	3	3	110,773.00	132,042.00	151,354.00	110,773.00	132,042.93
D	Florence	2	2	79,269.00	94,269.00	99,269.00	72,500.00	94,269.00
F	Greenwood	2	2	101,555.00	111,555.00	135,555.00	86,100.00	111,555.96
G	Rock Hill	2	2	66,463.00	83,963.00	83,963.00	62,500.00	83,963.81
<b>Statewide</b>		19	19	95,419.56	105,514.76	113,932.30	83,405.92	105,514.76

**JOB # 316 SALES REPRESENTATIVE**

Salaried Exempt

Outside Sales Representative for the company, typically operating independently within and assigned sales territory to promote and sell manufactured goods or products. This position generally follows established sales policy and procedures to attain pre-determined sales targets and quotas.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	18	51,510.00	66,659.00	82,633.00	46,625.00	67,759.12
4	Pee Dee	2	2	71,625.00	72,075.00	72,525.00	51,500.00	72,075.00
C	Greenville	3	18	51,510.00	66,659.00	82,633.00	46,625.00	67,759.12
D	Florence	2	2	71,625.00	72,075.00	72,525.00	51,500.00	72,075.00
<b>Statewide</b>		7	29	65,878.90	72,238.93	81,421.57	56,564.42	73,050.32

**JOB # 317 TECHNICAL SALES / SALES ENGINEER**

Salaried Exempt

Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 4 years of post-secondary education.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	8	86,660.66	96,728.00	111,002.66	83,800.00	100,519.00

**JOB # 318 REGIONAL SALES MANAGER**

Salaried Exempt

Supervise assigned sales personnel, as well as the training and development of these individuals. Plans assignments and oversees sales performance of individuals or within designated territories. Plan and direct campaigns to secure sales in new territories and industries, to realize full market potential of products/customers and to establish product line acceptance. Provides guidance to Sales Representatives in promoting and securing new and/or major accounts. Oversees the preparation of major quotations, installations, warranty service obligations and other details such as terms of sale and delivery dates to ensure conformance with marketing policies.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	7	68,226.00	77,927.00	82,470.00	61,770.00	90,733.14
3	Piedmont	2	15	92,000.00	92,500.00	109,000.00	92,000.00	92,266.67
A	Columbia	2	7	68,226.00	77,927.00	82,470.00	61,770.00	90,733.14
C	Greenville	2	15	92,000.00	92,500.00	109,000.00	92,000.00	92,266.67
<b>Statewide</b>		5	23	93,178.60	97,259.26	105,676.44	90,596.52	94,111.87

**JOB # 319 GOVERNMENT PROCUREMENT OFFICER**

Salaried Exempt

Works as liaison between company and government contractors, particularly in technical products and services. Must be familiar with government procurement procedures and be able to analyze government specifications. Prepares bid for contracts of goods and services to be provided in most cost-effective manner within government specifications. Typically requires background in science/engineering, business and/or public administration with at least 4 years of post-graduate education and significant work experience (5+ years).

*Insufficient data***JOB # 320 MANAGER OF MARKETING**

Salaried Exempt

Plan and direct the organization's advertising, promotion and publicity programs. Establish marketing program content and direction on a company-wide basis. Develop appropriate marketing vehicles, promotions and short-term and long-term strategies. Direct the internal or coordinates and approves the external preparation of advertising campaigns and promotional materials. Coordinate program activities through company function heads or vendors.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	2	77,500.00	111,500.00	122,500.00	77,500.00	111,500.00
D	Florence	2	2	77,500.00	111,500.00	122,500.00	77,500.00	111,500.00
<b>Statewide</b>		4	7	82,133.90	103,158.04	112,788.59	78,250.00	108,075.52

**JOB # 321 HEAD OF SALES**

Salaried Exempt

Plans the company's sales strategies and directs all activities of the sales work force in all product areas. This position has the accountability for the total product revenues, product acceptance, and market share for the company. Develops sales policy and procedures for the department, and monitors sales performance to ensure the successful attainment of all-sales targets and objectives. Participates in the planning and development of new products or modification of existing products to enhance company revenues.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	3	127,505.00	148,000.00	155,500.00	115,000.00	153,666.67
3	Piedmont	4	4	123,555.00	142,638.00	150,513.00	117,623.00	142,638.96
A	Columbia	2	3	127,505.00	148,000.00	155,500.00	115,000.00	153,666.67
C	Greenville	3	3	115,055.00	140,500.00	151,000.00	120,666.00	140,500.00
<b>Statewide</b>		7	8	121,734.40	138,494.83	145,137.69	112,213.28	141,807.98

**JOB # 322 PLANNER, PRODUCTION**

Salaried Exempt

Plan and organize all stages of production control for the manufacture of company products to meet customer requirements, including raw materials, purchased and manufactured parts and components, building of subassemblies and complete units to meet specified shipping dates. Work from specifications, initiate orders to purchase materials, fabricate machine parts of subassemblies, recommend need to send work outside, authorize manufacturing orders, issuance by stock room of parts on orders. May review project with customer representatives in order to communicate appropriate product specification data.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	4	55,553.00	67,354.00	69,353.00	42,979.00	62,728.98
3	Piedmont	6	16	51,204.00	61,247.00	72,351.00	51,803.00	59,847.44
4	Pee Dee	2	2	60,000.00	67,500.00	70,000.00	50,000.00	67,500.00
A	Columbia	2	4	55,553.00	67,354.00	69,353.00	42,979.00	62,728.98
C	Greenville	4	11	53,469.00	60,321.00	65,650.00	52,992.00	58,480.55
D	Florence	2	2	60,000.00	67,500.00	70,000.00	50,000.00	67,500.00
F	Greenwood	2	5	46,673.00	63,099.00	85,751.00	49,423.00	62,854.62
<b>Statewide</b>		11	26	53,912.39	63,093.75	70,317.91	49,788.84	60,416.12

**JOB # 323 SUPERVISOR, WAREHOUSE-DISTRIBUTION**

Salaried Exempt

Supervise and coordinate work activities of employees engaged in loading, unloading, recording, arranging, routing, transporting, stocking of material or product, order filling, shipping and maintaining stock records in warehouse or distribution center. Verify and prepare records and reports, requisition, order slips, etc. Typically supervises approximately 25 or more employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	51,831.00	56,431.00	61,031.00	45,182.00	56,431.35
2	Coastal	2	2	54,991.00	54,991.00	54,991.00	50,450.00	54,991.00
3	Piedmont	3	3	60,200.00	63,461.00	75,200.00	62,033.00	63,461.16
4	Pee Dee	3	4	43,920.00	46,377.00	48,833.00	40,250.00	47,053.00
A	Columbia	3	3	51,831.00	56,431.00	61,031.00	45,182.00	56,431.35
B	Charleston	2	2	54,991.00	54,991.00	54,991.00	50,450.00	54,991.00
C	Greenville	2	2	67,500.00	67,500.00	67,500.00	67,500.00	67,500.00
D	Florence	3	4	43,920.00	46,377.00	48,833.00	40,250.00	47,053.00
<b>Statewide</b>		12	13	52,319.75	55,565.87	60,848.00	49,441.42	55,067.04

**JOB # 324 SUPERVISOR, PRODUCTION CONTROL**

Salaried Exempt

Supervise the planning, scheduling and expediting of all orders through manufacturing. Consult on engineering and manufacturing schedules, delivery promises and prepares shop schedules. Investigate production delays and difficulties, recommend alternative methods of manufacture and transfer of work between departments. Maintain proper balance of inventories, through inventory control procedures. Requisition or direct requisitioning of materials used in production. Determine future production schedules working from rough drafts and broad established procedures. Typically supervises 2 to 6 employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	3	68,174.00	69,125.00	82,421.00	66,893.00	69,125.00
C	Greenville	3	3	68,174.00	69,125.00	82,421.00	66,893.00	69,125.00
<b>Statewide</b>		6	6	71,581.66	72,056.83	78,705.16	64,946.83	72,056.83

**JOB # 325 PURCHASING AGENT**

Salaried Exempt

Determine proper sources of supply for most economical purchases, arrange for and evaluate competitive quotations, dependability and resourcefulness of suppliers in meeting requirements and place orders to best advantage, with responsibility for prices, deliveries and the maintenance of all necessary records of purchases, prices and deliveries. Locate new sources of supply as necessary, keep abreast of changing trends in prices or availability of materials and recommend necessary action to ensure a continued flow of materials to meet production and sales requirements.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	7	48,212.00	55,000.00	71,243.00	48,212.00	53,571.43
4	Pee Dee	3	7	43,416.00	46,662.00	50,193.00	42,050.00	47,164.00
C	Greenville	3	7	48,212.00	55,000.00	71,243.00	48,212.00	53,571.43
D	Florence	3	7	43,416.00	46,662.00	50,193.00	42,050.00	47,164.00
<b>Statewide</b>		9	18	51,881.75	55,348.87	62,063.10	48,152.18	54,179.62

**JOB # 326     MANAGER, TRAFFIC**

Salaried Exempt

Supervise the effective coordination of all traffic activities. Supervise transportation methods for all of the Shipping and Receiving Departments. Plan and assign work to clerks and dock material handlers to ensure the processing and shipping of orders with a minimum of delay. Contact various transportation companies to requisition proper vehicles for shipments. Supervise processing of claims, tracers and checking of freight bills. Responsible for the proper checking, identification and records of all parts and raw stores received from outside sources on purchase orders. Requisition necessary supplies and materials required for departmental operations.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	3	71,533.94	72,750.61	73,967.27	65,811.94	72,750.61

**JOB # 327     PROGRAM MANAGER**

Salaried Exempt

Oversee government contractual terms and conditions. Ensures schedule and delivery specs are met by company and acts as a liaison on any changes or delays with the customer.

*Insufficient data***JOB # 328     HEAD OF PURCHASING**

Salaried Exempt

This position has the ultimate accountability for all purchasing functions within the company. This includes the responsibility for the procurement of raw materials for the manufacturing process, as well as general equipment, other capital expenditures, and supplies for the organization. Develops policies and procedures for purchasing activities throughout the company and oversees the monitoring of procurement activities to ensure the effective and timely performance of the purchasing function.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	5	5	107,672.00	116,750.00	120,012.00	97,009.00	116,750.71
4	Pee Dee	2	2	107,828.00	115,328.00	122,828.00	95,000.00	115,328.00
C	Greenville	4	4	103,090.00	114,438.00	118,515.00	97,512.00	114,438.00
D	Florence	2	2	107,828.00	115,328.00	122,828.00	95,000.00	115,328.00
<b>Statewide</b>		9	9	105,467.73	112,177.95	115,656.62	94,349.86	112,177.96

**JOB # 329     MATERIALS MANAGER**

Salaried Exempt

Typically coordinates all areas of Purchasing, Planning, Warehousing, Shipping and Receiving Departments for the company. Plan, coordinate, manage and control activities related to the procurement, receipt, scheduling, storage and inventory movement of material, parts, supplies, and services to meet production requirements and delivery schedules. Monitor purchasing, traffic, inventory control, and production control activities to keep expenditures within acceptable budget limits and provide for alternate plans in the event of unforeseen contingencies. Analyze and evaluate inventory and production capacities and plans in relation to current and long range commitments. Advise management as to potential delivery performance and problem areas.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	60,877.00	73,931.00	76,344.00	53,336.00	73,931.06
3	Piedmont	7	8	78,272.00	90,259.00	104,754.00	77,809.00	90,417.77
A	Columbia	3	3	60,877.00	73,931.00	76,344.00	53,336.00	73,931.06
C	Greenville	5	5	77,957.00	88,634.00	100,512.00	79,709.00	88,634.60
F	Greenwood	2	3	79,061.00	94,322.00	115,362.00	73,057.00	93,389.71
<b>Statewide</b>		14	15	76,897.04	85,687.72	93,452.46	73,640.55	86,076.79



**JOB # 330 DATABASE ADMINISTRATOR**

Salaried Exempt

Coordinates changes to computer databases, test and implement the database applying knowledge of database management systems. May plan coordinate, and implement security measures to safeguard computer databases.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	2	91,695.00	91,695.00	91,695.00	83,100.00	91,695.00
3	Piedmont	2	3	54,239.00	67,027.00	78,661.00	54,239.00	66,037.29
B	Charleston	2	2	91,695.00	91,695.00	91,695.00	83,100.00	91,695.00
C	Greenville	2	3	54,239.00	67,027.00	78,661.00	54,239.00	66,037.29
<b>Statewide</b>		7	9	65,406.85	69,655.13	73,276.00	61,376.85	64,529.10

**JOB # 331 NETWORK ADMINISTRATOR**

Salaried Exempt

Monitors data communications to ensure that network is available to all system users and resolves data communications problems. Monitors modems and display screen of terminal to mainframe computer to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands into computer to determine nature of problem, and reads codes on screen to diagnose problem. Attaches diagnostic equipment to phone line to learn if line meets specification. Instructs user to enter specified commands into computer to resolve problem. Calls service technician for service when problem cannot be resolved. Enters operating commands into computer to restart program. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cable.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	4	62,381.00	72,179.00	75,706.00	51,457.00	72,179.05
2	Coastal	2	4	49,090.00	49,090.00	49,090.00	48,600.00	51,495.00
3	Piedmont	5	7	61,909.00	69,118.00	81,718.00	60,506.00	73,041.02
A	Columbia	4	4	62,381.00	72,179.00	75,706.00	51,457.00	72,179.05
B	Charleston	2	4	49,090.00	49,090.00	49,090.00	48,600.00	51,495.00
C	Greenville	5	7	61,909.00	69,118.00	81,718.00	60,506.00	73,041.02
<b>Statewide</b>		12	16	60,222.28	66,492.07	72,917.53	55,046.99	66,962.46

**JOB # 332 PC SUPPORT SPECIALIST**

Salaried Exempt

Installs, modifies, and makes minor repairs to PC hardware and software systems and provide technical assistance and training to system users. Inspects PC equipment and reads orders sheet listing user requirements to prepare PC for delivery. Installs hardware and peripheral components, such as monitors, keyboards, printers, and disk drives on user's premises, following design or installation specifications. Loads specified software packages, such as operating systems, word processing, or spreadsheet programs into computer. Enters commands and observes system functions to verify correct system operation. Instructs user in use of equipment, software, and manuals. Diagnoses system hardware, software, and operator problems and recommends or performs minor remedial actions to correct problems based on knowledge of system operation.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	43,997.00	46,330.00	48,663.00	38,784.00	46,330.60
3	Piedmont	3	5	47,745.00	53,233.00	61,261.00	48,714.00	50,460.13
4	Pee Dee	2	3	36,500.00	39,521.00	42,603.00	37,051.00	39,361.33
A	Columbia	3	3	43,997.00	46,330.00	48,663.00	38,784.00	46,330.60
C	Greenville	3	5	47,745.00	53,233.00	61,261.00	48,714.00	50,460.13
D	Florence	2	3	36,500.00	39,521.00	42,603.00	37,051.00	39,361.33
<b>Statewide</b>		9	12	45,914.27	49,192.53	53,331.47	42,400.06	47,864.70

**JOB # 333 PROGRAMMER/ANALYST**

Salaried Exempt

Develop and modify computer programs of a high degree of complexity and scope, involving major organization activities and generally complex business problems. Establish or participate in problem analysis and system design as required, preparatory to program development. Conduct detailed analysis and study of requirements for integrated systems and more complex single application programs. Perform necessary research analysis, program development, preparation of documentation, writing of machine instructions and operating procedures and testing, debugging and implementing programs.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	11	75,394.00	77,168.00	78,943.00	74,450.00	77,061.27
3	Piedmont	3	3	76,383.00	86,023.00	99,296.00	76,383.00	86,023.13
4	Pee Dee	2	2	52,500.00	63,375.00	70,250.00	52,500.00	63,375.00
B	Charleston	2	11	75,394.00	77,168.00	78,943.00	74,450.00	77,061.27
C	Greenville	3	3	76,383.00	86,023.00	99,296.00	76,383.00	86,023.13
D	Florence	2	2	52,500.00	63,375.00	70,250.00	52,500.00	63,375.00
<b>Statewide</b>		8	18	69,478.25	76,291.65	83,467.58	66,810.22	76,380.39

**JOB # 334 SYSTEMS ANALYST**

Salaried Exempt

Plan and design automated systems developed to support the information processing needs of various business areas of the company, including integrated production, inventory control, financial management, sales analyses, marketing, and other functional areas. Confer with end users in operating units to devise plans for obtaining and standardizing input and output data. Study current or develop new systems and procedures to devise workable sequence. Analyze alternative means of devising input data to select the most feasible and effective information processing methods to be used. Develop flow charts and prepare system specifications.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	3	3	69,405.00	80,980.00	91,222.00	70,166.00	80,980.67
D	Florence	3	3	69,405.00	80,980.00	91,222.00	70,166.00	80,980.67
<b>Statewide</b>		5	10	60,695.51	69,856.30	78,298.34	59,640.80	61,091.77

**JOB # 335 SYSTEMS SUPERVISOR**

Salaried Exempt

Supervises systems applications development activities within one or more major operational or functional support areas of the company; supervises and coordinates the activities of Systems Analysts or project teams engaged in the development of integrated production, inventory control, financial management, sales analyses, marketing, and other information processing needs. Confer with end users involved to ascertain specific input and output requirements and to design the most effective information processing systems possible.

*Insufficient data***JOB # 336 WEB MASTER (ADMINISTRATOR)**

Salaried Exempt

Develops, organizes, and manages Web sites. Consults with design, technical, and marketing staff to plan Web site development. Develops technical architecture of Web sites including scripting, database design, and user interface design. Refreshes Web site content to ensure accuracy and timeliness of information and images. Stays abreast of industry trends and all applicable technologies, including scripting, security issues, authoring tools, graphic design tools, and new languages. Integrates new technologies into Web site. Answers or forwards to management any Web site related e-mail questions from users. Communicates with other personnel regarding technical requirements of Web site and upcoming projects or events related to Web site. Analyze traffic to Web site and recommends any necessary programming changes. Manages transfer of files and memory allocation for Web site on the server. Creates automatic systems of data and content storage on Web site. Provides technical support and participates in employee Web site training. Collaborates with external vendors on special Web site events, promotions, marketing campaigns, or specific design projects. Works with information services and other internal divisions to create internal Web sites running on proprietary intranets.

*Insufficient data***JOB # 337 SYSTEMS MANAGER**

Salaried Exempt

Plans and directs the design and maintenance of systems applications development activities within all operational or functional support areas of the company; supervises and coordinates the activities of major project teams or individual Systems Analysts engaged in the development of integrated production, inventory control, financial management, sales analyses, marketing, and other functional areas. Confer with end users involved to ascertain specific input and output requirements and to design the most effective information processing systems possible.

*Insufficient data*

**JOB # 338 HEAD OF MIS**

Salaried Exempt

This position is accountable for all MIS functions, including operations, systems, programming, and related administrative support areas within the department. Plans and oversees the procurement of hardware and the internal development or external purchase of systems applications to effectively support the production and business functions within the organization.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	2	103,169.00	109,294.00	115,419.00	87,392.00	109,294.20
4	Pee Dee	2	2	79,888.00	89,888.00	94,888.00	73,750.00	89,888.50
A	Columbia	2	2	103,169.00	109,294.00	115,419.00	87,392.00	109,294.20
D	Florence	2	2	79,888.00	89,888.00	94,888.00	73,750.00	89,888.50
<b>Statewide</b>		6	6	117,069.23	123,444.23	128,152.56	96,565.46	123,444.23

**JOB # 339 CHEMIST A**

Salaried Exempt

Perform laboratory chemical analysis of a range of company products, including materials and product improvement tests. Test for chemical and physical characteristics, analyze findings and compile reports. Write testing procedures and assure proper procedures are followed. Run pilot tests for product improvement or development, determine characteristics, analyze and record results, write reports for management review. Coordinate work with other departments on product problems, quality and product improvement.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	4	44,270.00	59,387.00	82,800.00	45,960.00	56,653.50

**JOB # 340 CHEMIST B**

Salaried Exempt

Plan and perform laboratory chemical analysis of company's products, including materials and product improvement tests. Establish basis for chemical testing of raw material and finished product. Conduct pilot operations and research. Draft report of analytical results for submission to regulatory agencies or company management. Confer with other departments on product problems, quality, suggestions, remedial actions, product improvements etc. Exercise normal supervisory functions over laboratory projects and technicians.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
6	Upstate	3	4	78,707.00	83,940.00	89,040.00	78,707.00	89,130.69
G	Rock Hill	3	4	78,707.00	83,940.00	89,040.00	78,707.00	89,130.69
<b>Statewide</b>		4	5	75,280.68	85,455.68	90,530.68	75,280.68	89,304.55

**JOB # 341 ENGINEER A**

Salaried Exempt

Entry professional engineering level requiring a Bachelor's Degree in Engineering. Performs routine engineering duties involving design, design analysis and simple tests. Following standardized procedures, responsible for routine parts or minor phases of an engineering project. Works under close direction of the Project Leader.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
2	Coastal	2	2	53,350.00	53,350.00	53,350.00	41,650.00	53,350.00
3	Piedmont	3	18	54,661.00	58,008.00	74,866.00	53,145.00	61,304.91
B	Charleston	2	2	53,350.00	53,350.00	53,350.00	41,650.00	53,350.00
C	Greenville	2	6	53,050.00	54,677.00	72,800.00	53,500.00	54,569.33
<b>Statewide</b>		7	25	56,886.41	58,351.48	65,667.85	51,641.51	60,204.92

**JOB # 342 ENGINEER B**

Salaried Exempt

Professional engineering level requiring a Bachelor's Degree in Engineering and two to four years of experience in the company's specific discipline area. Performs more complex engineering duties involving product design, design analysis and product testing. Generally responsible for the more complex aspects of assigned engineering projects. Works under general direction from the Project Leader.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	96	87,886.00	93,090.00	99,159.00	70,630.00	88,964.26
3	Piedmont	2	10	65,222.00	73,974.00	83,152.00	60,457.00	81,158.94
A	Columbia	4	96	87,886.00	93,090.00	99,159.00	70,630.00	88,964.26
<b>Statewide</b>		7	110	78,125.93	83,633.37	89,917.98	65,919.64	87,387.73

**JOB # 343 PROJECT ENGINEER**

Salaried Exempt

Plans, schedules, and coordinates detailed phases of the engineering activities within a phase of a major project or in a total project of moderate scope. Devises new approaches to problems encountered. Performs work which involves conventional engineering practice but includes a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May direct or lead 2 to 5 personnel, including Engineers and Technicians.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	8	65,560.00	73,493.00	78,213.00	57,877.00	71,098.97
2	Coastal	2	9	62,650.00	66,150.00	70,150.00	62,650.00	66,244.44
3	Piedmont	6	16	76,810.00	90,334.00	102,998.00	73,734.00	92,294.38
A	Columbia	4	8	65,560.00	73,493.00	78,213.00	57,877.00	71,098.97
B	Charleston	2	9	62,650.00	66,150.00	70,150.00	62,650.00	66,244.44
C	Greenville	4	13	76,461.00	86,258.00	99,642.00	74,019.00	90,924.22
F	Greenwood	2	3	77,509.00	98,486.00	109,712.00	73,166.00	98,231.76
<b>Statewide</b>		14	40	70,839.42	80,973.23	89,606.50	65,341.62	80,426.15

**JOB # 344 ENGINEER, ENVIRONMENTAL**

Salaried Exempt

Perform a variety of engineering activities in designing, installing, operating and maintaining equipment and apparatus required to determine the level of pollutants in air, land or water. Determine levels of pollution and recommend proper action to management to assure conformance to federal, state and municipal regulations. Assist in the planning and installation of equipment modifications or revisions. May represent the company or serve as liaison between the organization and regulatory agencies involved with environmental controls regulations.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	3	69,276.00	73,042.66	76,809.33	61,149.33	73,042.67

**JOB # 345 INDUSTRIAL ENGINEER**

Salaried Exempt

Performs detailed time/motion studies designed to establish optimum production standards for varied, complex manufacturing operations. Introduces techniques for the development, installation and maintenance of production incentive plans, work simplification and cost reduction. Analyze plant layout, work plan productions methods, as required, from a human factor standpoint to achieve optimal plant efficiency. Investigate/recommend alternative approaches for manufacturing methods, processes/equipment, and prepare and maintain study data and documentation.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	5	83,637.28	84,629.61	85,621.95	80,823.95	82,041.17

**JOB # 346 MANUFACTURING ENGINEER**

Salaried Exempt

Plans, directs, and coordinates manufacturing processes in industrial plant. Develops, evaluates, and improves manufacturing methods. Analyzes and plans work force utilization, space requirements, and workflow, and designs layout of equipment and workspace for maximum efficiency. Confers with planning and design staff concerning product design and tooling to ensure efficient production methods. Confers vendors to determine product specifications and arrange for purchase of equipment, materials, or parts, and evaluates products according to specifications and quality standards. Estimates production times, staffing requirements, and related cost to provide information for management decisions. Confers with management, engineering, and other staff regarding manufacturing capabilities, production schedules, and other considerations to facilitate production processes. Applies statistical methods to estimate future manufacturing requirements and potential.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	6	20	59,591.00	72,716.00	88,458.00	58,218.00	71,739.55
4	Pee Dee	2	7	53,500.00	54,062.00	55,224.00	47,524.00	53,625.00
C	Greenville	5	16	62,389.00	75,218.00	88,030.00	59,642.00	74,622.26
D	Florence	2	7	53,500.00	54,062.00	55,224.00	47,524.00	53,625.00
<b>Statewide</b>		11	33	63,300.52	71,913.71	81,727.61	60,573.88	69,106.48

**JOB # 347 PRODUCT DEVELOPMENT ENGINEER**

Salaried Exempt

Responsible for product research and development activities, including the design of new product models, problem resolution, and related assignments. Projects could involve the application of one or more diverse technologies based upon pneumatic, electric, electronic, hydraulic, refrigeration, optics, chemical or mechanical principles. Coordinate project development and design activities with research engineering, tooling and manufacturing. Prepare design drawings and estimates of development costs, and establish related specifications and standards. Consult with sales, service or customers concerning product requirements and specifications.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	6	27	66,854.00	79,629.00	94,470.00	64,599.00	82,702.99
C	Greenville	4	23	71,606.00	84,220.00	99,501.00	69,164.00	85,455.39
F	Greenwood	2	4	57,350.00	70,448.00	84,407.00	55,468.00	66,876.66
<b>Statewide</b>		8	30	67,637.43	78,712.73	91,336.75	63,872.94	82,431.78

**JOB # 348 ELECTRICAL ENGINEER**

Salaried Exempt

Design, develop, test or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	6	73,843.00	81,865.00	88,090.00	70,009.00	81,135.02
C	Greenville	3	6	73,843.00	81,865.00	88,090.00	70,009.00	81,135.02
<b>Statewide</b>		4	7	67,382.87	75,399.07	81,818.12	64,507.25	77,544.30

**JOB # 349 HEAD OF ENGINEERING**

Salaried Exempt

Plan and manage all engineering functions within the organization relating to product design, testing, manufacture, and modification. May also oversee research and development activities in some organizations.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	8	8	90,559.00	102,516.00	115,151.00	88,876.00	102,516.06
C	Greenville	6	6	87,637.00	98,771.00	109,093.00	89,801.00	98,771.16
F	Greenwood	2	2	99,324.00	113,750.00	133,324.00	86,100.00	113,750.76
<b>Statewide</b>		9	9	101,100.47	111,728.94	122,960.47	92,904.53	111,728.94

**JOB # 350 INDUSTRIAL NURSE**

Salaried Exempt

Provides nursing service and first aid to employees or persons who become ill or injured on premises of commercial or industrial establishment. Takes patient's vital signs, treats wounds, and evaluates physical condition of patient. Contacts Physician and hospital to arrange for further medical treatment, when needed. Maintains record of persons treated, and prepares accident reports and insurance forms. Develops employee programs such as health education, accident prevention, alcohol abuse counseling, curtailment of smoking, and weight control regimens. Assists Physician in employee medical examinations.

*Insufficient data*

**JOB # 351 HR GENERALIST A**

Salaried Exempt

Provides technical/professional services to support one or more human resources management functions, such as recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, or other areas. May work in a variety of these areas within a smaller organization. Typically works under the direction of a functional Manager for a specific HR area.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	6	52,210.00	54,964.00	57,158.00	43,122.00	57,757.93
3	Piedmont	4	5	50,925.00	57,179.00	77,150.00	53,275.00	55,543.99
4	Pee Dee	2	2	36,428.00	39,678.00	42,928.00	36,428.00	39,678.00
6	Upstate	2	2	57,300.00	57,300.00	57,300.00	57,300.00	57,300.00
A	Columbia	3	6	52,210.00	54,964.00	57,158.00	43,122.00	57,757.93
C	Greenville	3	4	52,700.00	57,906.00	72,666.00	54,000.00	55,680.00
D	Florence	2	2	36,428.00	39,678.00	42,928.00	36,428.00	39,678.00
G	Rock Hill	2	2	57,300.00	57,300.00	57,300.00	57,300.00	57,300.00
<b>Statewide</b>		11	15	49,798.84	53,415.47	61,866.40	48,174.90	54,548.23

**JOB # 352 HR GENERALIST B**

Salaried Exempt

Provides more senior professional services to support one or more specialized human resources management functions, such as recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, or other areas. May supervise or oversee one specialized area, or work in multiple areas within a smaller organization. Typically works under the direction of a functional Manager of a specific HR area, or may report to the Head of HR.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	13	63,187.00	65,617.00	67,816.00	49,174.00	73,009.10
A	Columbia	3	13	63,187.00	65,617.00	67,816.00	49,174.00	73,009.10
<b>Statewide</b>		4	14	58,310.52	60,133.06	61,782.50	47,280.63	70,914.16

**JOB # 353 SENIOR HUMAN RESOURCES REPRESENTATIVE**

Salaried Exempt

Plans and carries out policies relating to all phases of personnel activity: Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations. Meets with supervisors to resolve grievances. Writes separation notices for employees separating with cause and conducts exit interviews to determine reasons behind separations. Prepares reports and recommends procedures to reduce absenteeism and turnover. Represents company at personnel-related hearings and investigations. Contracts with outside suppliers to provide employee services, such as canteen, transportation, or relocation service. May prepare budget of personnel operations, using computer terminal. May administer manual and dexterity tests to applicants. May supervise clerical workers. May keep records of hired employee characteristics for governmental reporting purposes.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	5	50,437.66	56,169.05	65,945.33	48,979.00	58,402.86



**JOB # 354 SAFETY MANAGER**

Salaried Exempt

Plans, implements, and coordinates program to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses: Identifies and appraises conditions which could produce accidents and financial losses and evaluates potential extent of injuries resulting from accidents. Conducts or directs research studies to identify hazards and evaluate loss producing potential of given system, operation or process. Develops accident-prevention and loss-control systems and programs for incorporation into operational policies of organization. Coordinates safety activities of unit managers to ensure implementation of safety activities throughout organization. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports for information of personnel concerned. Maintains liaison with outside organizations, such as fire departments, law enforcement, mutual aid societies, and rescue teams to assure information exchange and mutual assistance. Devises methods to evaluate safety program and conducts or directs evaluations. Evaluates technical and scientific publications concerned with safety management and participates in activities of related professional organizations to update knowledge of safety program developments. May store and retrieve statistical data, using computer. May have plant EPA and Security responsibilities.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	5	5	63,980.00	65,380.00	66,980.00	54,845.00	65,380.16
2	Coastal	2	2	75,525.00	75,525.00	75,525.00	66,950.00	75,525.00
3	Piedmont	4	4	68,313.00	78,541.00	90,185.00	63,905.00	78,541.77
4	Pee Dee	4	4	60,472.00	65,284.00	67,847.00	53,875.00	65,284.75
A	Columbia	5	5	63,980.00	65,380.00	66,980.00	54,845.00	65,380.16
B	Charleston	2	2	75,525.00	75,525.00	75,525.00	66,950.00	75,525.00
C	Greenville	2	2	53,418.00	61,249.00	67,661.00	54,645.00	61,249.50
D	Florence	4	4	60,472.00	65,284.00	67,847.00	53,875.00	65,284.75
F	Greenwood	2	2	83,209.00	95,834.00	112,709.00	73,166.00	95,834.04
<b>Statewide</b>		16	16	68,130.96	72,328.55	76,380.15	61,203.05	72,328.56

**JOB # 355 H/R SECTION SUPERVISOR**

Salaried Exempt

Manages one or more specialized human resources management functions, such as recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, or other areas. May supervise multiple areas within a smaller organization. Typically supervises a small technical or possible professional staff in assigned areas of responsibility.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	3	64,599.00	69,980.00	73,880.00	64,131.00	69,980.25
C	Greenville	2	2	61,739.00	69,810.00	75,661.00	61,739.00	69,810.37
<b>Statewide</b>		3	3	64,599.33	69,980.24	73,880.66	64,131.00	69,980.25

**JOB # 356 TRAINING MANAGER**

Salaried Exempt

Plans, coordinates, and directs personnel training and staff development programs for industrial, commercial, service, or governmental establishment: Confers with management and supervisory personnel in order to determine training needs. Compiles data and analyzes past and current year training requirements to prepare budgets and justify funds requested, using calculator or computer. Formulates training policies and schedules, utilizing knowledge of identified training needs, company production processes, business systems, or changes in products, procedures, or services. Designates training procedures, utilizing knowledge of effectiveness of such methods as individual training, group instruction, lectures, on-the-job training, demonstrations, conferences, meetings, and workshops. Organizes and develops training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials. Trains assigned instructors and supervisors in effective techniques for training in such areas as those concerned with new employee orientation, specific on-the-job training, apprenticeship programs, sales techniques, health and safety practices, public relations, refresher training, promotional development, upgrading, retraining, and leadership development. Updates records and compiles statistical reports on interviews, transfers, performance rating, and promotions to evaluate performance of instructors and monitor progress of trainees. May coordinate established courses with technical and professional courses offered by community schools. May screen, test, counsel, and recommend employees for educational programs or for promotion or transfer. May write applications and proposals to submit to fund-granting authorities, such as government and foundations.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	2	2	56,550.00	57,394.00	76,300.00	53,500.00	57,394.00
C	Greenville	2	2	56,550.00	57,394.00	76,300.00	53,500.00	57,394.00
<b>Statewide</b>		3	3	62,585.33	63,148.00	75,752.00	55,000.00	63,148.00

**JOB # 357 BENEFITS MANAGER**

Salaried Exempt

Manages employee benefit plans for organization. Plans and directs implementation and administration of employee benefit programs such as health insurance, disability insurance, life insurance, workers compensation, employee assistance, retirement, and other plans. Prepares and communicates information to employees and former employees about benefit programs, procedures, changes, and government-mandated disclosures. Maintains employee benefits data in automated human resources information systems. Prepares and submits government-mandated reports. Analyzes benefits experience for cost-control and risk-assessment factors.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	78,323.00	81,656.00	84,990.00	63,890.00	81,656.90
A	Columbia	3	3	78,323.00	81,656.00	84,990.00	63,890.00	81,656.90
<b>Statewide</b>		4	4	71,742.67	75,242.67	81,492.67	60,918.17	75,242.68

**JOB # 358 COMPENSATION MANAGER**

Salaried Exempt

Manages compensation program of organization to attract, retain, and motivate employees. Develops and implements salary structure and administrative guidelines in accordance with compensation policy. Directs preparation of job descriptions for positions in organization. Conducts job analysis to determine appropriate salary level according to compensation guidelines and policy. Reviews and approves salary increases permitted within budgetary limits and according to established compensation policies. Advises management on compensation actions for employees. Participates in development and administration of performance review system to ensure compliance with salary administration guidelines.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	2	80,721.58	80,721.58	80,721.58	62,934.00	80,721.58

**JOB # 359 HR MANAGER**

Salaried Exempt

Supervises and oversees all human resources management functions for a smaller company, to include recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, personnel records, and other areas. May supervise a small clerical or technical staff, and reports to the General Manger of the Facility.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	5	5	70,692.00	79,472.00	80,192.00	60,262.00	79,472.60
3	Piedmont	5	5	71,620.00	99,706.00	108,760.00	74,318.00	99,706.49
4	Pee Dee	4	4	58,186.00	61,830.00	65,473.00	50,625.00	61,830.00
6	Upstate	2	2	70,440.00	70,440.00	70,440.00	65,294.00	70,440.79
A	Columbia	5	5	70,692.00	79,472.00	80,192.00	60,262.00	79,472.60
C	Greenville	4	4	72,300.00	96,796.00	101,725.00	73,598.00	96,796.50
D	Florence	4	4	58,186.00	61,830.00	65,473.00	50,625.00	61,830.00
G	Rock Hill	2	2	70,440.00	70,440.00	70,440.00	65,294.00	70,440.79
<b>Statewide</b>		17	17	69,134.09	80,834.53	84,566.44	63,405.35	80,834.53

**JOB # 360 HEAD OF HUMAN RESOURCES**

Salaried Exempt

Plans and manages all human resources management functions for a medium to large company, to include recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, and other areas. Typically supervises professionals and other technical staff dedicated to the various functional HR areas. May report to the General Manager, a Vice President, or the CEO.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	151,162.00	156,409.00	161,656.00	133,254.00	156,409.37
3	Piedmont	3	3	128,597.00	139,390.00	153,178.00	115,106.00	139,390.79
4	Pee Dee	2	2	64,000.00	84,000.00	94,000.00	59,000.00	84,000.00
A	Columbia	3	3	151,162.00	156,409.00	161,656.00	133,254.00	156,409.37
C	Greenville	2	2	125,160.00	141,350.00	162,031.00	125,160.00	141,350.08
D	Florence	2	2	64,000.00	84,000.00	94,000.00	59,000.00	84,000.00
<b>Statewide</b>		10	10	113,928.03	122,740.04	131,950.23	103,508.48	122,740.05

**JOB # 361 PRODUCTION SUPERVISOR A**

Salaried Exempt

Responsible for supervising a production or service unit, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and layout work, assign, instruct, direct and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects and causes for delays. Maintain discipline, morale and personnel relations and adjust primary grievances. Interview screened applicants, pass or termination, transfers and promotions, recommend wage adjustments. Typically supervises 5 to 10 production employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	9	61,177.00	67,786.00	72,040.00	56,090.00	64,771.58
2	Coastal	3	21	53,977.00	62,156.00	68,488.00	46,878.00	59,035.95
3	Piedmont	3	10	47,611.00	55,792.00	61,046.00	47,611.00	60,137.66
A	Columbia	3	9	61,177.00	67,786.00	72,040.00	56,090.00	64,771.58
B	Charleston	3	21	53,977.00	62,156.00	68,488.00	46,878.00	59,035.95
C	Greenville	3	10	47,611.00	55,792.00	61,046.00	47,611.00	60,137.66
<b>Statewide</b>		11	55	51,336.32	59,818.32	65,440.32	48,012.76	57,753.78

**JOB # 362 PRODUCTION SUPERVISOR B**

Salaried Exempt

Responsible for supervising a larger or more highly technical production unit, with full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Plan and lay out work, assign, instruct, direct and assist employees. Maintain equipment work areas and eliminate safety hazards. Check material shortages, machine or equipment defects and causes for delays. Maintain discipline, morale and personnel relations and adjust primary grievances. Interview screened applicants, pass on terminations, transfers and promotions, recommend wage adjustments. Typically supervises 15 to 25 production employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	2	13	42,934.00	57,692.00	65,837.00	40,273.00	59,278.07
2	Coastal	3	14	55,254.00	66,168.00	81,047.00	51,453.00	62,498.64
3	Piedmont	7	33	58,797.00	70,064.00	81,816.00	55,858.00	73,160.02
4	Pee Dee	3	31	44,222.00	56,491.00	64,963.00	43,333.00	57,167.84
A	Columbia	2	13	42,934.00	57,692.00	65,837.00	40,273.00	59,278.07
B	Charleston	3	14	55,254.00	66,168.00	81,047.00	51,453.00	62,498.64
C	Greenville	5	18	60,440.00	70,588.00	80,157.00	55,969.00	76,040.39
D	Florence	3	31	44,222.00	56,491.00	64,963.00	43,333.00	57,167.84
F	Greenwood	2	15	54,690.00	68,753.00	85,964.00	55,580.00	69,703.58
<b>Statewide</b>		16	95	53,732.42	65,175.77	75,947.95	51,234.50	64,295.59

**JOB # 363 PROJECT LEADER**

Salaried Exempt

Leads project teams to improve critical business processes that drive financial results. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline workplan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies. Skills are equivalent to and/or may require 6 Sigma Black Belt status.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		2	2	98,201.22	98,201.22	98,201.22	75,772.07	98,201.22

**JOB # 364 PRODUCTION SUPERINTENDENT A**

Salaried Exempt

Supervises/manages a production or service department, to include all units within one shift of operation. The position has full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically supervises 3 to 5 production supervisors, with a total of approximately 30 to 75 hourly employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
6	Upstate	2	6	63,500.00	73,372.00	84,504.00	57,500.00	68,126.68
G	Rock Hill	2	6	63,500.00	73,372.00	84,504.00	57,500.00	68,126.68
<b>Statewide</b>		4	20	65,675.00	82,607.25	99,177.00	64,210.00	64,649.00

**JOB # 365 PRODUCTION SUPERINTENDENT B**

Salaried Exempt

Supervises/manages a major production or service department, to include one highly specialized area of production technology within one shift of operation, or all shifts in a more generalized production technology. The position has full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically supervises 5 to 10 production supervisors, with a total of approximately 50 to 150 hourly employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		3	6	72,233.33	84,776.66	88,366.66	62,233.33	87,388.33

**JOB # 366      PRODUCTION MANAGER**

Salaried Exempt

Manages a major production area of the company, to include all departments within one highly specialized area of production technology within one shift of operation, or all shifts within a more generalized production technology. The position has full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically supervises 10 to 20 production supervisors, with a total of approximately 200 to 300 hourly employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	7	70,712.00	84,589.00	97,478.00	60,702.00	88,509.94
3	Piedmont	7	14	90,329.00	113,128.00	129,961.00	88,024.00	112,824.69
4	Pee Dee	2	3	84,180.00	85,680.00	89,180.00	76,533.00	83,120.00
6	Upstate	2	2	97,768.00	97,768.00	97,766.00	85,267.00	97,768.12
A	Columbia	4	7	70,712.00	84,589.00	97,478.00	60,702.00	88,509.94
C	Greenville	5	10	91,316.00	105,090.00	121,644.00	88,793.00	104,263.70
D	Florence	2	3	84,180.00	85,680.00	89,180.00	76,533.00	83,120.00
F	Greenwood	2	4	87,864.00	133,225.00	150,752.00	86,100.00	134,227.17
G	Rock Hill	2	2	97,768.00	97,768.00	97,766.00	85,267.00	97,768.12
<b>Statewide</b>		16	28	85,693.48	99,471.01	110,641.00	78,404.96	101,170.41

**JOB # 367      GENERAL MANAGER**

Salaried Exempt

Provides overall leadership for the Business Unit, developing strategic and tactical plans and objectives for the growth and financial performance of the Business Unit. ESSENTIAL FUNCTIONS: Develops strategic and tactical plans and objectives for growth and financial performance of the Business Unit. Directs the marketing/sales, product development, manufacturing, engineering, finance and accounting, purchasing, and logistics functions of the unit with the Group General Manager. Represents the Business Unit to industry groups, key customers, representatives of government and regulatory agencies, community and business groups, and the general public. Ensures division effectively utilizes analysis to maximize profitability. Ensures Business Unit adheres to corporate financial policies and is compliant with all financial reporting requirements. Directs the selection, termination, development, measurement, motivation and compensation of key Business Unit personnel. QUALIFICATIONS: BS degree required, MBA or graduate degree preferred with at least 10 years progressive experience in the related industry.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
<b>Statewide</b>		4	4	149,120.75	182,860.75	184,860.75	143,157.75	182,860.75

**JOB # 368 HEAD OF MANUFACTURING**

Salaried Exempt

Plans and manages all functions of the manufacturing facility, with the full accountability for production methods, the accurate application of company technology, production planning and control, product quality, and the ultimate success of the facility in meeting total production schedules and targets. This position has the total responsibility for facility results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically manages one to three production superintendents, with total of about 500 or more hourly employees.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	136,001.00	144,334.00	152,667.00	115,117.00	144,334.37
3	Piedmont	5	5	116,405.00	124,429.00	134,417.00	108,376.00	124,429.98
6	Upstate	2	2	107,135.00	121,635.00	122,135.00	82,836.00	121,635.56
A	Columbia	3	3	136,001.00	144,334.00	152,667.00	115,117.00	144,334.37
C	Greenville	4	4	112,105.00	122,135.00	134,619.00	108,347.00	122,135.74
G	Rock Hill	2	2	107,135.00	121,635.00	122,135.00	82,836.00	121,635.56
<b>Statewide</b>		12	12	117,843.17	128,853.26	136,181.26	103,575.63	128,853.26

**JOB # 369 QUALITY CONTROL TECHNICIAN**

Salaried Exempt

Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products. Interprets engineering drawings, schematic diagrams, or formulas, and confers with management or engineering staff to determine quality and reliability standards. Records test data, applying statistical quality control procedures. Evaluates data and writes reports to validate or indicate deviations from existing standards. Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	3	6	49,371.00	56,532.00	65,329.00	43,915.00	51,078.17
C	Greenville	3	6	49,371.00	56,532.00	65,329.00	43,915.00	51,078.17
<b>Statewide</b>		5	15	49,436.92	54,928.40	61,412.84	44,729.12	47,226.07

**JOB # 370      QUALITY CONTROL ENGINEER**

Salaried Exempt

Plans and directs activities concerned with development, application, and maintenance of quality standards for industrial processes, materials, and products. Develops and initiates standards and methods for inspection, testing, and evaluation. Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data. Establishes program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities. Develops and implements methods and procedures for disposition of discrepant material, and devises methods to assess cost and responsibility. Interfaces with procurement, engineering, manufacturing, customer, or vendors to coordinate and resolve quality-related problems.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
3	Piedmont	8	20	62,809.00	73,072.00	83,523.00	57,626.00	78,434.84
4	Pee Dee	3	5	57,632.00	59,483.00	60,468.00	46,666.00	57,070.60
C	Greenville	6	17	64,980.00	73,813.00	85,098.00	58,308.00	79,547.12
D	Florence	3	5	57,632.00	59,483.00	60,468.00	46,666.00	57,070.60
F	Greenwood	2	3	56,298.00	70,847.00	78,798.00	55,580.00	72,131.96
<b>Statewide</b>		14	28	64,252.60	70,513.64	76,696.60	56,804.64	74,221.80

**JOB # 371      METALLURGIST**

Salaried Exempt

Degreed Engineer - Responsible for operation and quality of Heat Treat process. Conducts metallurgical analysis of in-process product and returned product. Analyzes data obtained from investigation of physical and chemical properties of metals, or processes used in recovering metals from their ores to select method, standards, and procedures of examination and testing and conducts tests: Analyzes operating records and test reports, or by personal observation and investigation, determines conformance to established procedures, methods, and standards. Conducts physical, chemical, and process examinations, using metallurgical equipment and instruments for routine, special, and experimental investigations. Writes report indicating deviations from specifications and recommends corrective measures for approval.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	3	61,705.00	77,205.00	86,705.00	56,000.00	81,803.67
D	Florence	2	3	61,705.00	77,205.00	86,705.00	56,000.00	81,803.67
<b>Statewide</b>		4	5	70,877.75	81,452.75	93,027.75	62,480.00	83,362.20



**JOB # 372 HEAD OF QUALITY CONTROL**

Salaried Exempt

Establish and maintain basis for quality control, quality standards, inspection and test methods and procedures for the organizations. Determine and recommend necessary inspection and test equipment required for incoming and in-process inspection, sampling, vendor and final testing and inspection of finished products. Supervise various inspection and test procedures, and establish and maintain records necessary for quality control, including charts, statistical analyses and reports. Plan work in conjunction with subordinates, assist in determining causes for faulty work, failure to maintain quality, scrap or rejects, and work with department supervisors on quality problems.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	4	4	75,623.00	76,873.00	79,123.00	62,399.00	76,873.50
3	Piedmont	8	9	96,661.00	111,717.00	126,791.00	94,322.00	116,437.11
4	Pee Dee	2	2	86,785.00	105,285.00	109,285.00	86,785.00	105,285.00
A	Columbia	4	4	75,623.00	76,873.00	79,123.00	62,399.00	76,873.50
C	Greenville	6	7	98,669.00	113,053.00	127,510.00	97,062.00	118,931.51
D	Florence	2	2	86,785.00	105,285.00	109,285.00	86,785.00	105,285.00
F	Greenwood	2	2	90,635.00	107,706.00	124,635.00	86,100.00	107,706.72
<b>Statewide</b>		17	18	85,044.88	95,247.54	103,576.76	79,636.84	98,522.56

**JOB # 373 GROUNDS FOREMAN**

Salaried Exempt

Under limited supervision performs all assigned duties related to ground maintenance. Maintain safe and attractive grounds and landscaping. Supervises and reviews the work of subordinates for completeness and accuracy.

*Insufficient data*

**JOB # 374 MAINTENANCE SUPERVISOR**

Salaried Exempt

Supervises a crew of maintenance personnel in general plant and equipment maintenance activities, to include the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, and other systems within a relatively small facility. May also oversee janitorial services and the general maintenance of grounds. Typically supervises 3 to 6 general maintenance technicians and helpers.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	6	10	57,363.00	59,697.00	65,771.00	50,694.00	60,069.53
2	Coastal	2	4	52,057.00	52,724.00	53,149.00	46,450.00	58,086.00
3	Piedmont	5	7	65,741.00	73,565.00	91,378.00	65,092.00	70,960.75
4	Pee Dee	3	11	51,563.00	56,090.00	62,276.00	48,682.00	54,767.18
6	Upstate	2	2	75,468.00	79,108.00	81,708.00	75,468.00	79,108.77
A	Columbia	6	10	57,363.00	59,697.00	65,771.00	50,694.00	60,069.53
B	Charleston	2	4	52,057.00	52,724.00	53,149.00	46,450.00	58,086.00
C	Greenville	5	7	65,741.00	73,565.00	91,378.00	65,092.00	70,960.75
D	Florence	3	11	51,563.00	56,090.00	62,276.00	48,682.00	54,767.18
G	Rock Hill	2	2	75,468.00	79,108.00	81,708.00	75,468.00	79,108.77
<b>Statewide</b>		18	34	60,146.02	64,330.22	72,670.24	56,639.53	61,482.97

**JOB # 375 HORTICULTURIST**

Salaried Exempt

**375 HORTICULTURIST** – Performs a variety of horticultural duties involved in the preparation, maintenance, planning, and design of landscape enhancements. Researches and analyzes landscape problems and provides advanced technical support and assistance to grounds and maintenance personnel. This also includes watering and fertilizing and pruning along with the ability to recognize and correct disease and pest problems. Ability to identify plants by their name and know their basic water and lighting requirement.

*Insufficient data*

**JOB # 376 MAINTENANCE MANAGER**

Salaried Exempt

Supervises multiple crews of maintenance personnel in general plant and equipment maintenance activities, to include the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, and other systems within a generally large or complex facility. May also oversee janitorial services and the general maintenance of grounds. Typically oversees multiple supervisors, with a total of about 10 to 20 specialized maintenance technicians, general maintenance workers, and helpers.

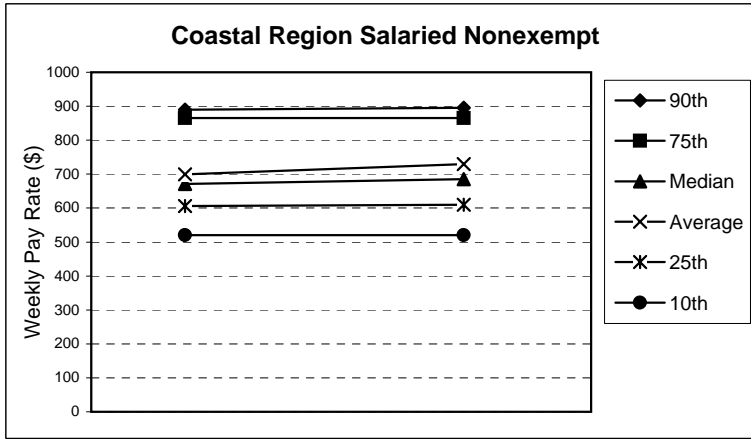
Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
1	Midlands	3	3	74,211.00	78,211.00	82,211.00	63,770.00	78,211.75
2	Coastal	2	2	82,840.00	82,840.00	82,840.00	78,150.00	82,840.00
3	Piedmont	3	3	63,913.00	53,493.00	93,066.00	66,379.00	53,493.00
6	Upstate	2	2	104,366.00	104,366.00	104,366.00	104,366.00	104,366.35
A	Columbia	3	3	74,211.00	78,211.00	82,211.00	63,770.00	78,211.75
B	Charleston	2	2	82,840.00	82,840.00	82,840.00	78,150.00	82,840.00
C	Greenville	3	3	63,913.00	53,493.00	93,066.00	66,379.00	53,493.00
G	Rock Hill	2	2	104,366.00	104,366.00	104,366.00	104,366.00	104,366.35
<b>Statewide</b>		12	12	77,386.91	77,865.24	90,841.99	73,790.15	77,865.25

**JOB # 377 HEAD OF PLANT ENGINEERING (MAINTENANCE)**

Salaried Exempt

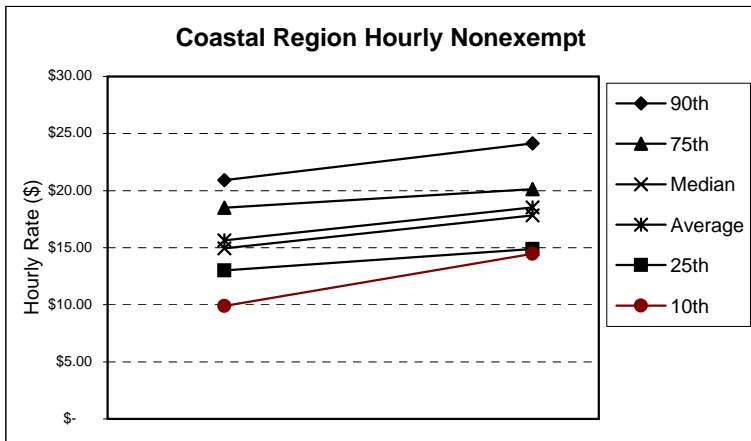
Plan and direct physical plant and general equipment maintenance. Supervise department personnel in the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, and fire sprinklers or other systems. Oversee the operation of building equipment and facilities, plant janitorial service and the maintenance of grounds. Plan the physical layout of new and modified facilities and coordinate and monitor construction activities utilizing outside architects and contractors as needed.

Market Code	Market Area	# of Co's	# of EE's	Average Minimum	Average Midpoint	Average Maximum	Average Hire	Weighted Average
4	Pee Dee	2	2	72,500.00	85,000.00	92,500.00	69,000.00	85,000.00
D	Florence	2	2	72,500.00	85,000.00	92,500.00	69,000.00	85,000.00
<b>Statewide</b>		5	5	82,421.60	100,374.45	110,310.00	79,084.00	100,374.46



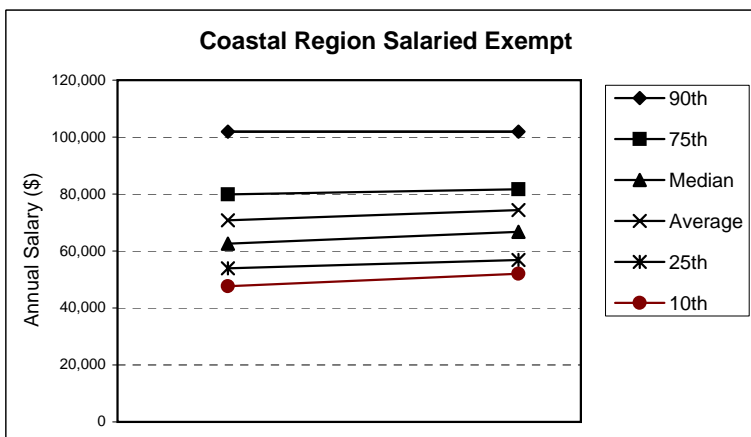
**Company Count**  
3

**Sum of EEs**  
56



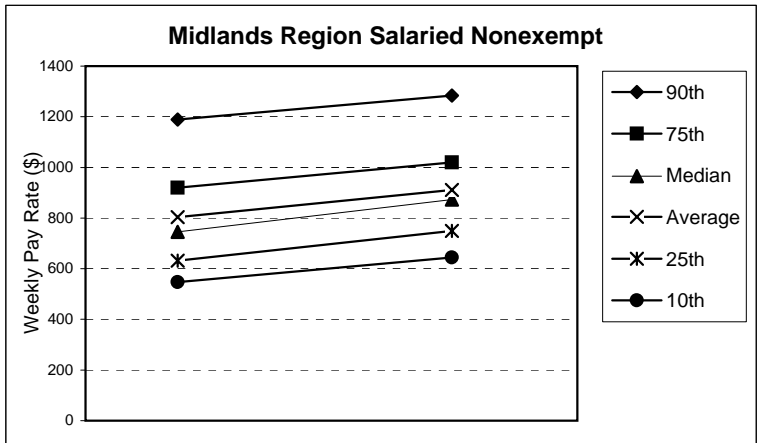
**Company Count**  
5

**Sum of EEs**  
534



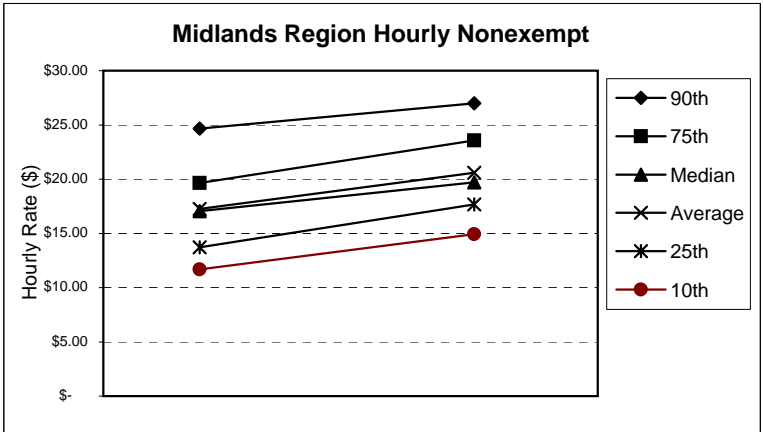
**Company Count**  
5

**Sum of EEs**  
135



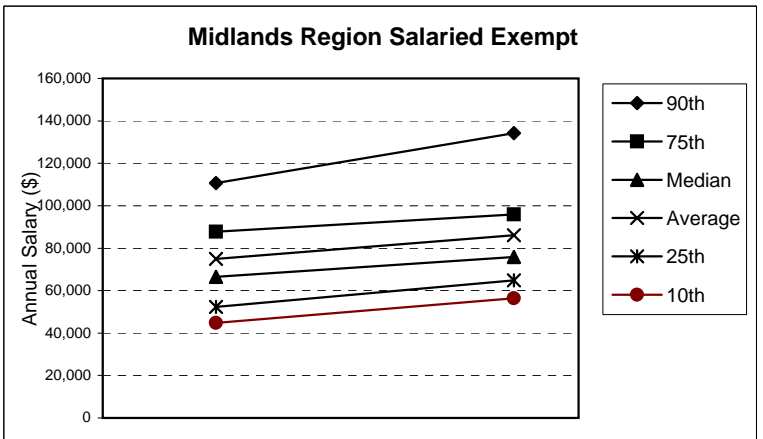
**Company Count**  
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**Sum of EEs**  
796



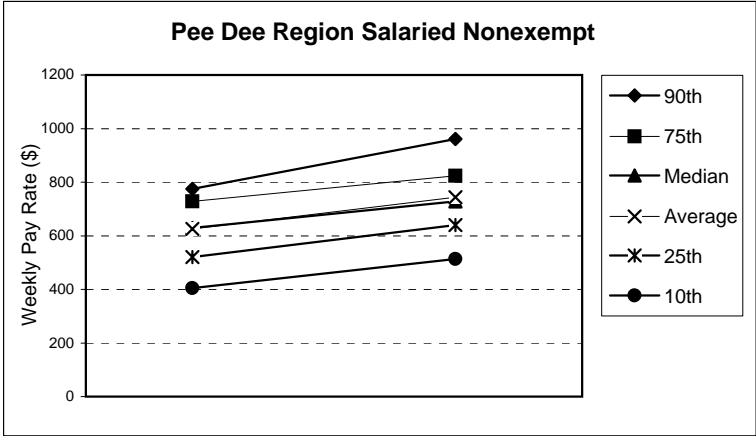
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8

**Sum of EEs**  
871



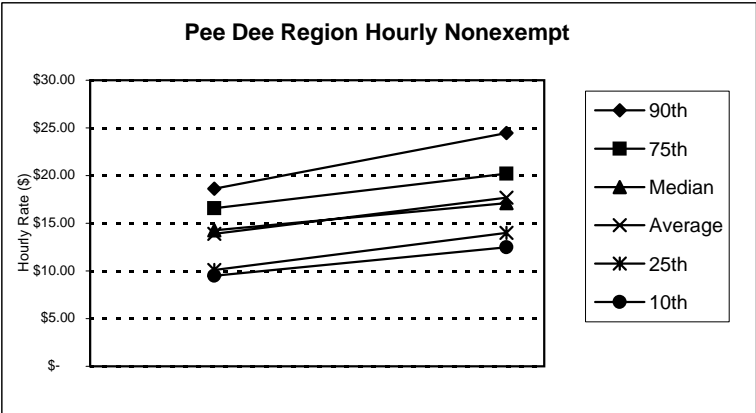
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**Sum of EEs**  
312



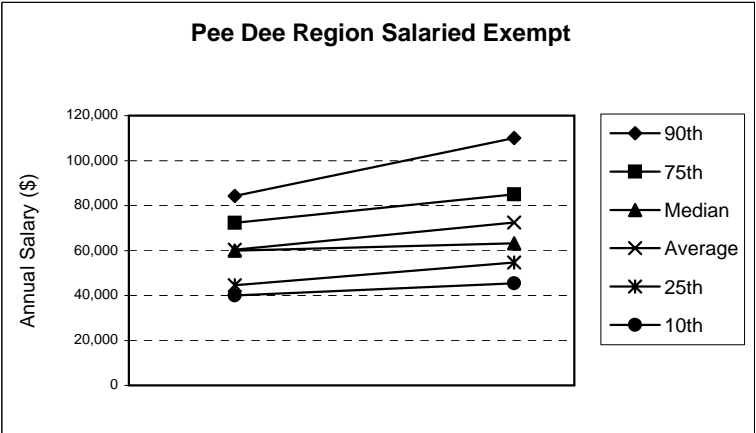
**Company Count**  
7

**Sum of EEs**  
150



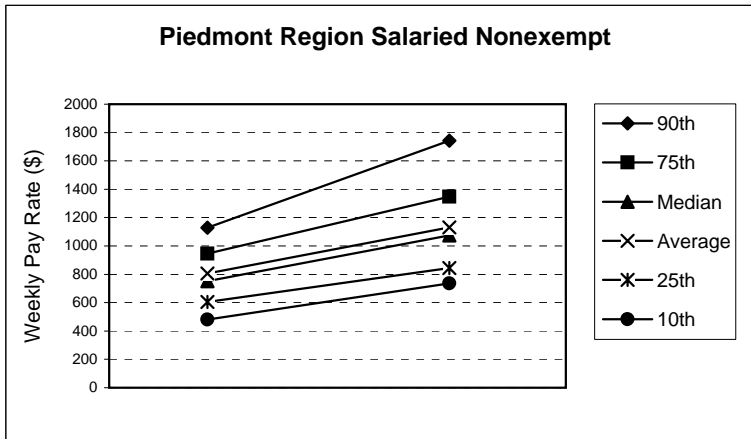
**Company Count**  
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**Sum of EEs**  
1,484



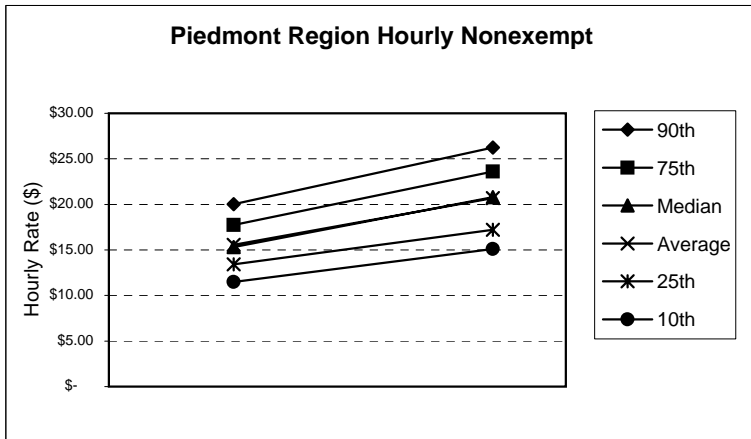
**Company Count**  
6

**Sum of EEs**  
165



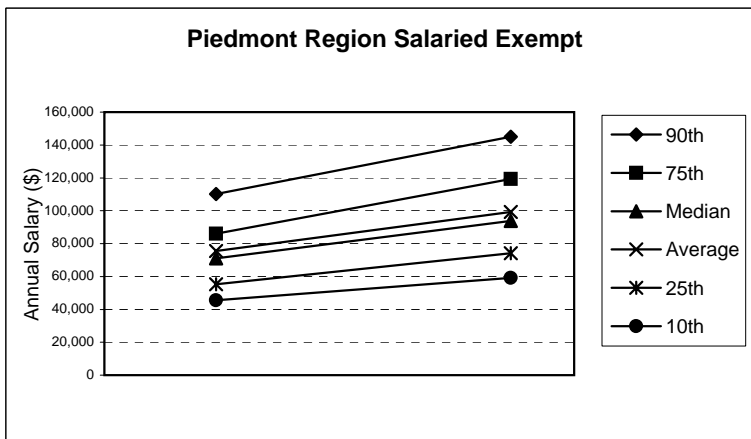
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**Sum of EEs**  
199



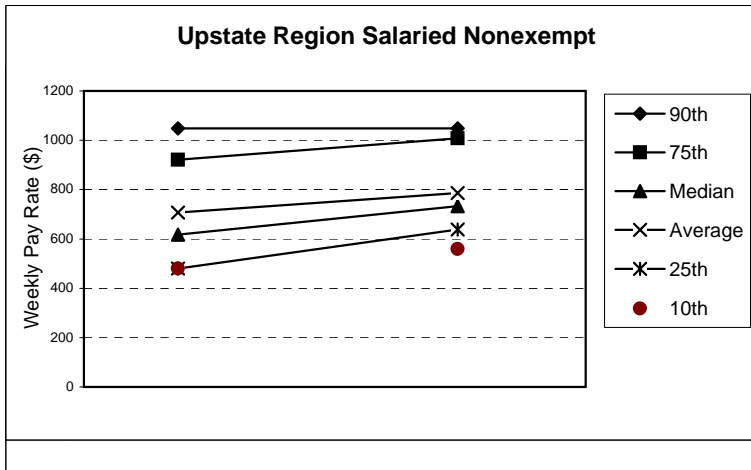
**Company Count**  
9

**Sum of EEs**  
1,543



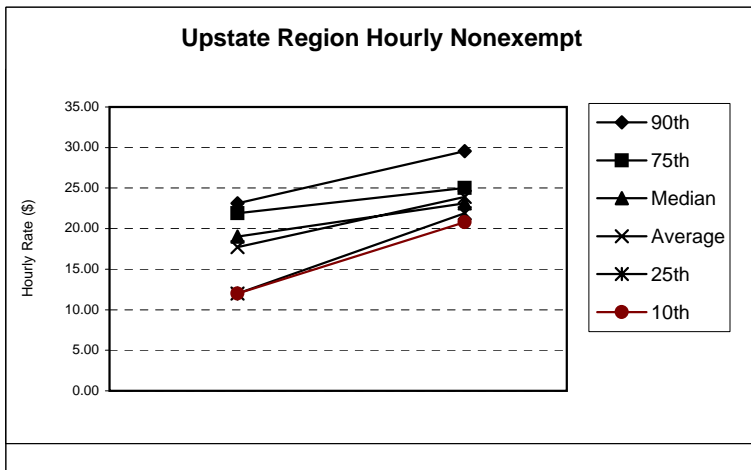
**Company Count**  
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**Sum of EEs**  
374



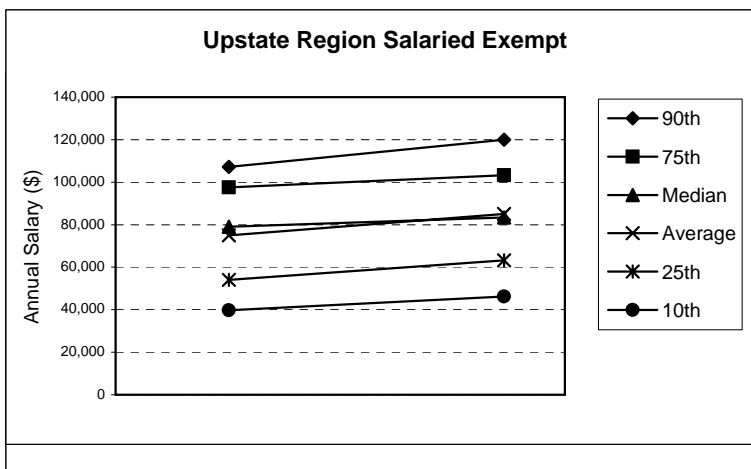
**Company Count**  
4

**Sum of EEs**  
37



**Company Count**  
4

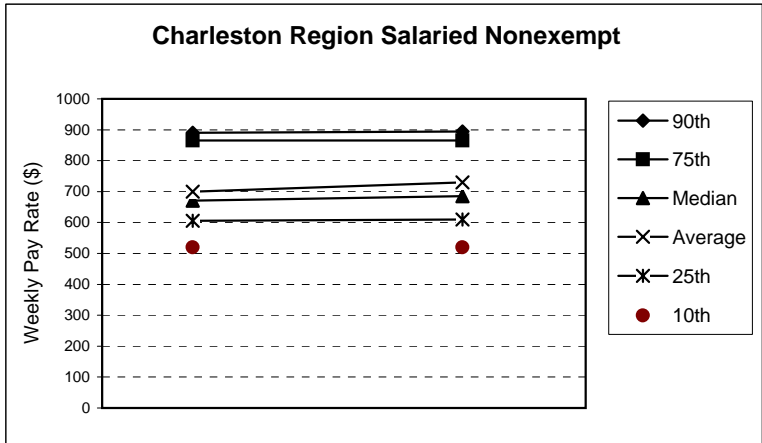
**Sum of EEs**  
120



**Company Count**  
4

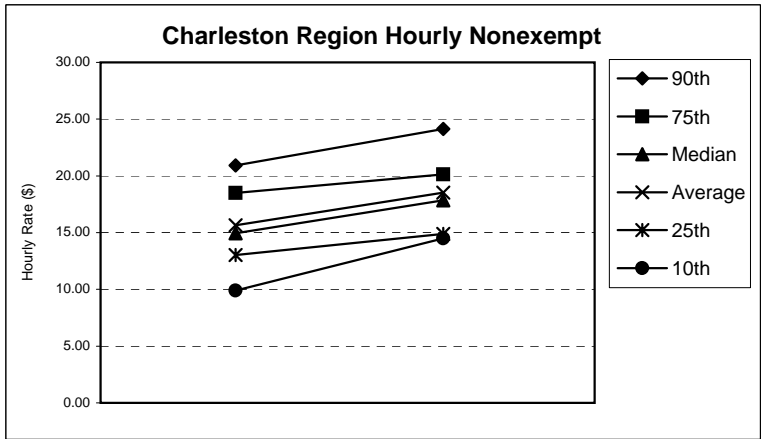
**Sum of EEs**  
66





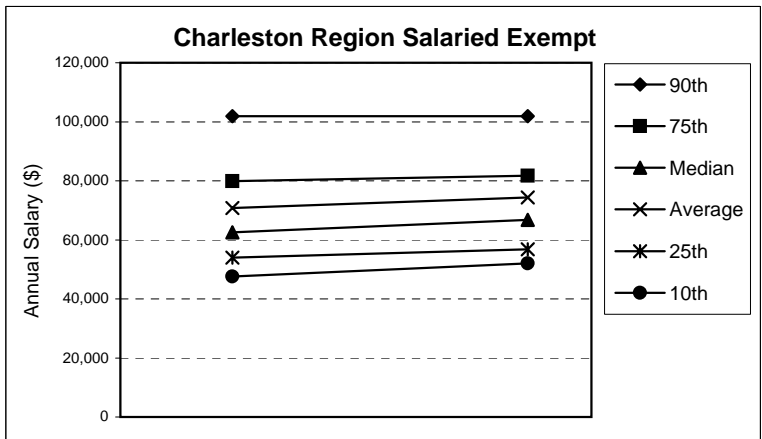
**Company Count**  
3

**Sum of EEs**  
56



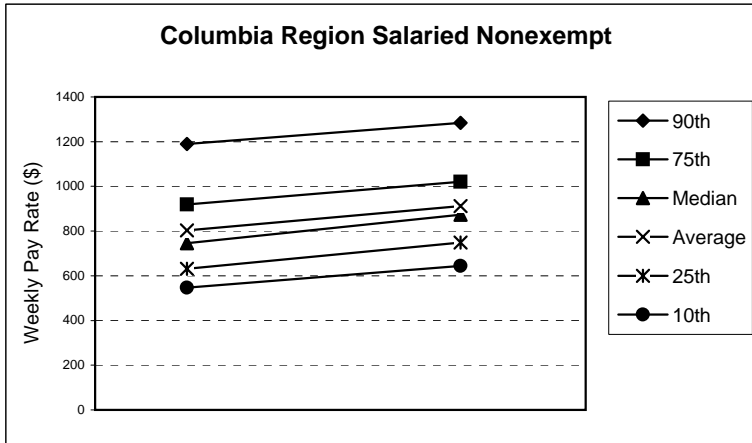
**Company Count**  
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**Sum of EEs**  
534



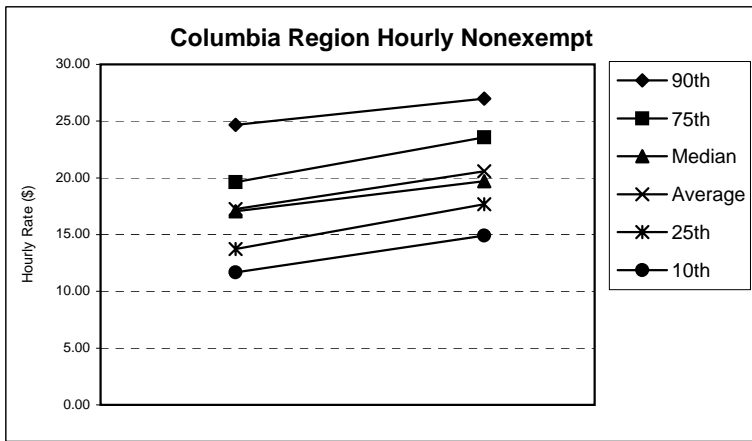
**Company Count**  
5

**Sum of EEs**  
135



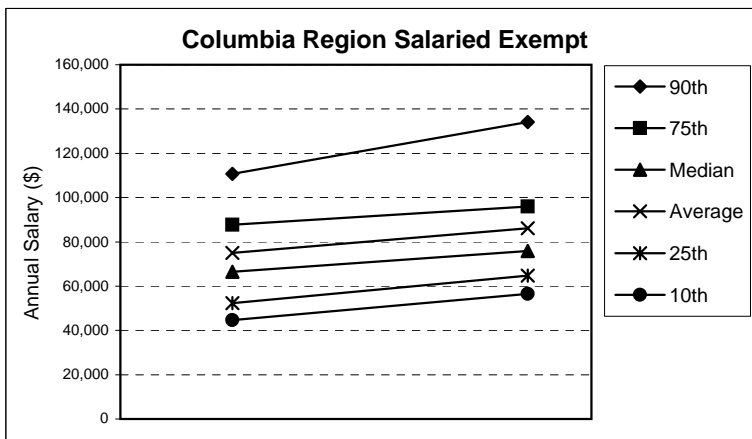
**Company Count**  
8

**Sum of EEs**  
796



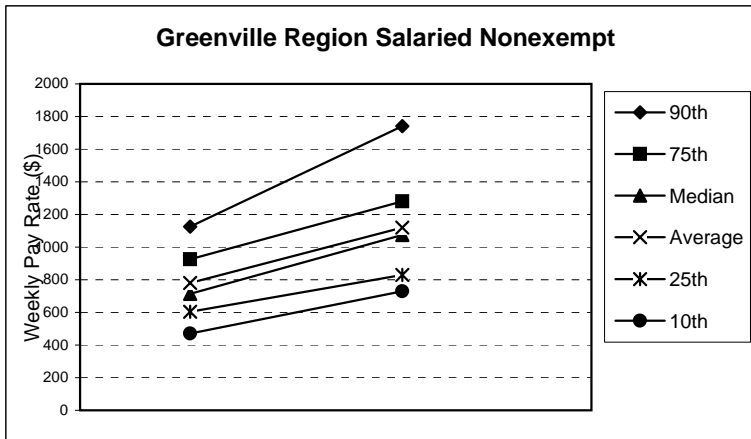
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9

**Sum of EEs**  
871



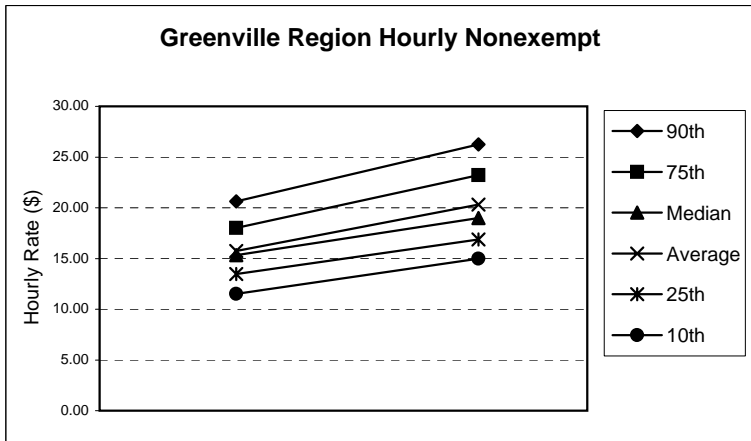
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**Sum of EEs**  
312



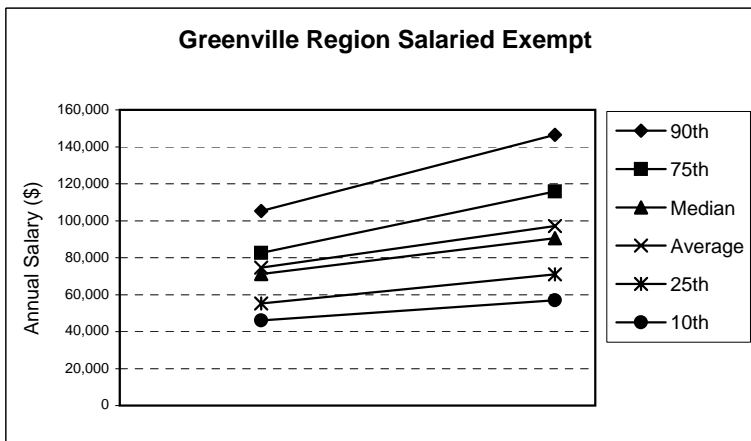
**Company Count**  
6

**Sum of EEs**  
69



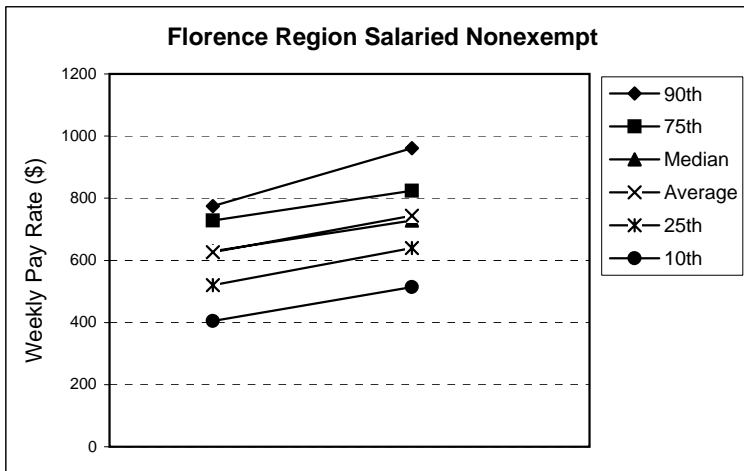
**Company Count**  
7

**Sum of EEs**  
946



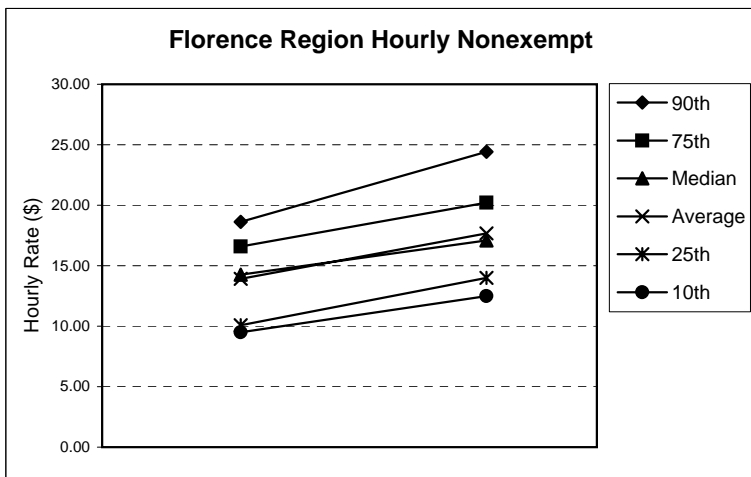
**Company Count**  
7

**Sum of EEs**  
286



**Company  
Count**  
7

**Sum of  
EEs**  
150



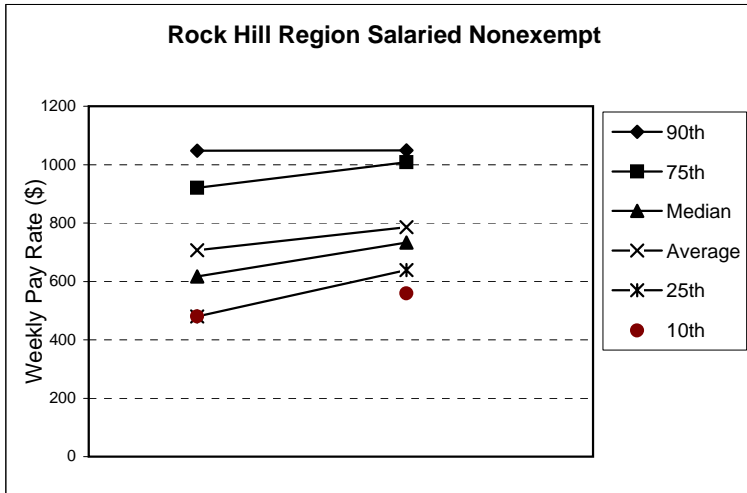
**Company  
Count**  
7

**Sum of  
EEs**  
1,484



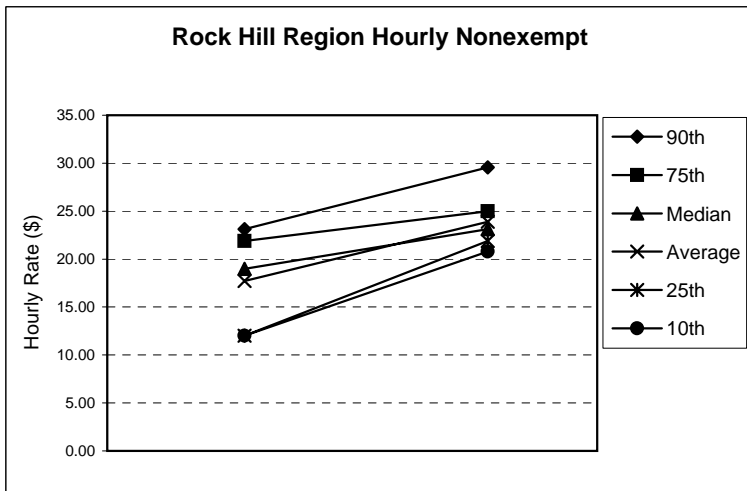
**Company  
Count**  
6

**Sum of  
EEs**  
165



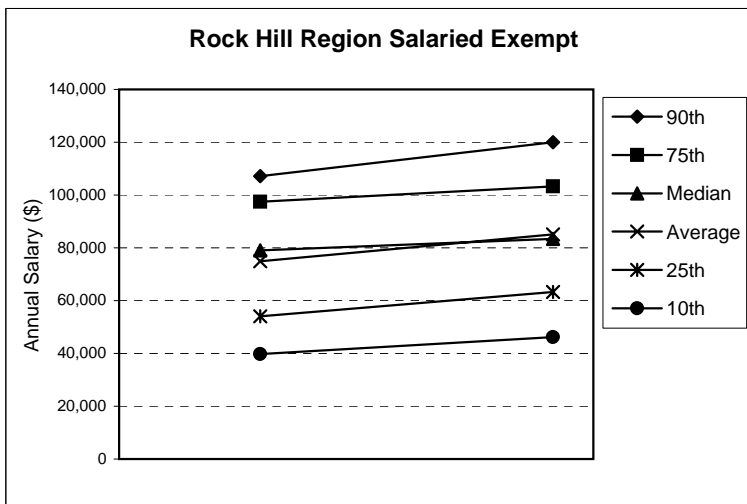
**Company Count**  
4

**Sum of EEs**  
37



**Company Count**  
4

**Sum of EEs**  
120



**Company Count**  
4

**Sum of EEs**  
66

# BENCHMARK JOB DESCRIPTIONS

## *SALARIED NONEXEMPT*

### OFFICE/CLERICAL SUPPORT

**101 GENERAL CLERK A** – Perform a variety of basic office support duties such as routine typing, copying data, filling in reports, checking and posting orders, record and follow-up changes in orders and data. Miscellaneous duties including filing, preparing and typing periodic schedules reports. Exercise some judgment and make minor decisions within clearly prescribed standard practices.

**102 GENERAL CLERK B** – Perform routine clerical and typing duties of some diversity, requiring the application of various standard procedures and the preparation or use of several types of forms, reports, or records. May post data direct to record cards or other media from information furnished; or posting may involve some intermediate operation such as cross-checking comparison or ordinary calculations. Break down or build up data from standardized reports for various purposes according to established procedures. May prepare reports, orders or other forms, such as requisitions, schedules or control records of various types.

**103 GENERAL CLERK C** – Perform more diversified duties requiring the use of various forms and procedures as in posting data to record cards, or preparing standard report forms. Post figures or other data and perform such additional operations as checking against information from other sources, keeping running totals or net figures and preparation of additional more complex forms and reports.

**104 GENERAL CLERK D** – Performs responsible clerical duties requiring independent analysis, exercise of judgment, and a detailed knowledge of company and/or department procedures related to the work performed. Work may include lead responsibilities over other clerical staff, for the purpose of providing guidance, training, and general oversight for work schedules or production.

**105 TELLER** – Receives and pays out money, and keeps records of money and negotiable instruments involved in financial transactions: Receives checks and cash for deposit, verifies amount, and examines checks for endorsements. Cashes checks and pays out money after verification of signatures and customer balances. Enters customers' transactions into computer to record transactions, and issues computer-generated receipts. Places holds on accounts for uncollected funds. Orders daily supply of cash, and counts incoming cash. Balances currency, coin, and checks in cash drawer at end of shift, using calculator, and compares totaled amounts with data displayed on computer screen. Explains, promotes, or sells products or services, such as travelers checks, savings bonds, money orders, and cashier's checks. May open new accounts. May remove deposits from, and count and balance cash in, automated teller machines and night depository. May accept utility bill and loan payments. May use typewriter, photocopier, and check protector to prepare checks and financial documents.

**106 ACCOUNTING CLERK A** – Generally routine duties, following numerous and varied standardized procedures and bookkeeping practices. Assist with closing of books, taking trial balances, verifying bank accounts and reconciling statements. Prepare regular and special reports, post or check various items or details from original sources. Post invoice data to sales sheets, petty cash entries. May perform any related clerical work assigned. Works under direct supervision.

**107 ACCOUNTING CLERK B** – Performs more diversified duties using simple accounting procedures. Keep accounts payable and draw checks as instructed. Keep files of invoices. May assist with petty cash, checking and miscellaneous duties. May type balance sheets, other reports, and statistical information.

**108 ACCOUNTING CLERK C** – Processes non-repetitive, clerical accounting transactions which require familiarity with accounting office practices and procedures as well as specific knowledge of a wide variety of prescribed accounting codes and classifications. Work could involve responsibilities relating to accounts payable, accounts receivable, payroll, or other areas.

**109 ACCOUNTING CLERK D** – Keeps a complete set of accounting records in a small office, or in larger departments keeps one or more sections of a complete set of books or records relating to one phase of a company's business transactions. May have contacts inside and outside the company, and may have lead responsibilities over other Accounting Clerks.

**110 PAYROLL ADMINISTRATOR** – Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using computer or calculator: Compiles payroll data, such as hours worked, sales or piecework, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records. Prepares computer input forms, enters data into computer files, or computes wages and deductions, using calculator, and posts to payroll records. Reviews wages computed and corrects errors to ensure accuracy of payroll. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records. Records data concerning transfer of employees between departments. May prorate expenses to be debited or credited to each department for cost accounting records. May prepare periodic reports of earnings, taxes, and deductions. May keep records of leave pay and nontaxable wages. May prepare and issue paychecks.

**111 TELEPHONE OPERATOR** – Operate main switchboard or multiple line telephone console to receive incoming and place outgoing calls. May place international calls on behalf on company representatives. May also perform other limited clerical duties.

**112 RECEPTIONIST** – Provides the initial contact with individuals entering an office location in order to receive visitors and direct to proper party or department. Provide general information services and direction to callers and announcement of callers to proper office or location. Register individuals and issue visitor badges as required. Perform other clerical duties as assigned to support general office functions.

**113 SECRETARY A** – Serves as secretary to a unit or department. General dictation, typing, correspondence, clerical work and miscellaneous semi-routine duties. Compose letters from outline notes, verbal instructions, or independently from knowledge of circumstances and policy. Maintain private files. Arrange and schedule interviews, meetings and appointments. Operates word processing and peripheral equipment in the preparation of correspondence, reports, and other materials.

**114 SECRETARY B** – Serves as secretary to a major unit or department. Take dictation and transcribe from shorthand notes or from dictating machine. Compose letters or memoranda from outline information received verbally, from incoming letters and other written data. Keep executive files having material available as needed for reference or follow-up. Meet callers and answer phone. Record conversations, discussions, minutes of meetings as required. Make and schedule appointments and itineraries; remind executives of appointments and meetings. Operates word processing and peripheral equipment in the preparation of correspondence, reports, and other materials.

**115 SECRETARY C** – Serves as Executive Secretary to a member of top management. Performs standard equivalent administrative functions. Takes and transcribes shorthand/machine dictation, often of a technical and/or highly confidential nature. Composes/types routine letters and memoranda. Edits correspondence. Prepares special reports, gathering and summarizing data. Organizes, expedites, initiates work and follow-up actions. Screens calls, letters and visitors, answers routine questions when possible. Schedules and coordinates appointments itineraries, meetings and conferences. Operates word processing and peripheral equipment in the preparation of correspondence, reports, and other materials.

**116 SECRETARY D/ADMINISTRATIVE ASSISTANT** – Typically provides administrative support for the CEO. Aids executive in a staff capacity in performing or supervising the performance of a variety of support functions. Maintains the executive's calendar and scheduling appointments, itineraries, and conferences, performing liaison duties as necessary between the executive and others. Receive and distribute incoming mail and prepare replies, arranging for recording of proceedings of conferences, channeling and reviewing outgoing mail, maintaining records and files. May undertake special projects to research data and conduct studies on behalf of the executive.

**117 MAIL CLERK** – Performs routine services associated with receipt, sorting and delivery of mail. Opens and provides primary sort on incoming mail. Provides secondary sort, Wraps, seals, weighs, and post s outgoing mail. Operates postal machines.

**118 MESSENGER/DRIVER** – Drives automobile or light truck to deliver or pick up items for the company at scheduled times and places. May transport individuals to desired locations. May maintain log of route followed, and time and location of items picked up and delivered. May perform minor preventive maintenance such as ensuring proper fuel, oil and water levels and tire pressure.

**119 CASHIER** – Receive cash or credit card from customers. Recompute or compute bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Make change, cash checks and issue receipts or tickets to customers. Record amounts received and prepare reports of transactions. Read and record totals shown on cash register tape and verify against cash on hand.

### **DATA PROCESSING**

**120 DATA ENTRY OPERATOR A** – Keys data from source documents using data entry devices following generally standardized procedures. Little or no selecting, coding, or interpreting of data to be entered is required. Work tends to be highly repetitive and is highly production oriented. May verify own work or that of others by using verifying procedures prescribed by supervisor.

**121 DATA ENTRY OPERATOR B** – Keys more complex data from source documents using data entry devices following generally standardized procedures, but additionally applies coding skills. Sometimes has to decipher illegible documents and assists in preparing new ones. Extracts information from several documents. Verifies work of others by using prescribed verifying procedures. May perform lead responsibilities over other Operators.

**122 COMPUTER OPERATOR** – Perform routine duties to operate a computer console and peripheral equipment for a small to medium system. Input commands, start up and monitor system operation. Respond to and correct error messages, following specified instructions. Back up files and change forms in printer. Order supplies and maintains operating records. Perform data entry input as time permits.

**123 PROGRAMMER** – Develop and modify a variety of computer programs which are less complex in nature for a small to medium size system to meet the specific needs of company departments. Assist in phases of programming projects and modifying purchased software as assigned. Analyze requirements for business, statistical, technical, mathematical or scientific problems, where standard practices apply. Write, detail and code program instructions. Prepare flow charts and other documentation. Test and debug programs to correct program errors. May guide Operators.

### **ENGINEERING**

**124 DESIGNER, C.A.D.** – Perform complex and difficult design tasks requiring the operation and application of Computer Aided Design software packages and output equipment such as digitizers, plotters, and associated peripheral equipment. Requires extensive skill and knowledge of software capabilities, application techniques and design limitations. Maintain technical coordination with Engineering and design staff members. Work assignments are typified by their complexity and non-routine nature where established techniques and procedures may not exist.

**125 DRAFTING TECHNICIAN** – Working under close supervision, traces or copies finished drawings, making clearly indicated revisions. Uses appropriate templates to draw curved lines. Assignments are designed to develop increasing skill in various drafting techniques. Work is spot-checked during progress and reviewed upon completion.

**126 ENGINEERING TECHNICIAN** – Entry level for associate degree level or equivalent. Applies working technical knowledge to perform simple or routine tasks in support of product engineering functions, following detailed instructions, which cover virtually all procedures. Work typically involves tasks to assist higher level technicians in the performance of prescribed engineering related product design, operation and testing activities. Receives technical guidance, as required, from supervisor or higher level Technician. Work is typically spot-checked, but is given detailed review when new or advanced assignments are involved.



**127 SR. ENGINEERING TECHNICIAN** – This is the most advanced level of the Technician career path, approaching and in some cases equaling the knowledge of theory and principles applied by a junior level Engineer. Provides leadership and guidance to Technician project teams and may serve as a lead over individuals or teams. Applies advanced technical knowledge to solve unusually complex engineering related problems in working on product design, operation, and testing equipment. Work involves an exceptionally detailed understanding of the engineering principles applied within these areas. Receives technical guidance, as required, from supervisor or engineering project staff, with work being reviewed for conformity with accepted practices and principles of specific project assignments.

**128 LABORATORY TECHNICIAN A** – Perform a limited variety of laboratory tests relating to the analysis of chemical and biological elements of raw materials used for the manufacturing process, general research, competitor products, or for finished products of the company, Record analysis and test data for evaluation by other higher-level laboratory staff. This is typically the entry point for associate degree level or general equivalent.

**129 LABORATORY TECHNICIAN B** – Perform a wide variety of more difficult and critical chemical or biological laboratory tests on assigned projects for complex and involved prototypes, competitor products and spot testing of manufactured products or components. Plan, construct and set up test equipment and products in proper sequence in order to obtain accurate results in analysis or research projects. Analyze results and provide interpretations of findings relating to projects. May assist and instruct other laboratory Technicians. May recommend laboratory test equipment and facility requirements.

### **HUMAN RESOURCES**

**130 PERSONNEL ASSISTANT** – Provides general support for the Human Resources function, in one or more areas. Typically responsible for interviewing, verifying qualifications, notification of candidates of hiring decisions, and orientation of production and office employees. Provides initial screening in the selection process and refer to department head for final approval. Maintain and develop recruiting sources, investigate references as required, explain company policies and assist in orienting new employees. Maintain personnel records and files and prepare related reports.

**131 BENEFITS CLERK** – Coordinate the more routine administrative details of employee benefit programs, following standard or accepted practices. May act as liaison between employees and representatives of companies managing such programs as health and life insurance, pensions and tax deferred annuities. May explain general benefits to new employees at periodic orientation meeting. Provide general advice to employees about problems, claims, beneficiaries and similar matters. Answer question, provide information requested and check with insurance representatives for additional information. Maintain records of employee participation.

### **PURCHASING**

**132 BUYER A** – Prepare and place purchase orders for a very limited group of commodities, supplies and materials where standard prices are usually quoted. Work from requisitions with established quality and quantity requirements, apply knowledge of vendor sources, consider suitability of materials offered, and delivery possibilities. Follow up on orders.

**133 BUYER B** – Place purchase orders for a variety of commodities, materials and supplies. Work from requisitions, drawings, specifications and memos. Check quantities required, when required and probable consumption. Locate sources of supply, check reliability of supplier. Obtain quotations, make quotation comparison. Consult departments involved when substitutions may be advantageous, secure samples, arrange for tests when necessary, place order, follow up delivery.

**134 PURCHASING CLERK** – Maintain up to date order files for follow up on materials purchased, note promise dates and check materials received against purchase orders. Write to or wire vendors as urgency dictates on delayed deliveries, following standardized forms, or makes contacts by telephone. Check overdue items on schedules from material control department and provide requested information and comments. Type purchase orders as required and perform miscellaneous clerical assignments. May operate computer terminal to input data.

### **PRODUCTION CONTROL**

**135 INVENTORY CONTROL CLERK** – Maintain and monitor manual or computerized inventory control system for raw materials and finished stock. Furnish data used by others to forecast goods in process estimates and schedules or future production needs and to prepare budget reports. Notify appropriate individual when stock reaches designated order point. Compute unit value if required.

**136 PRODUCTION CLERK** – Perform clerical duties in connection with expediting of orders through production, such as posting delivery promise dates, location of parts and status of work-in-process as obtained from Expeditors. Assist scheduling personnel in the preparation of monthly schedule of parts requirement from breakdown of product orders. Perform other miscellaneous duties as required.

**137 SHIPPING/RECEIVING CLERK** - Prepare bills of lading or receipts for products, parts and miscellaneous materials for shipments and route following standard procedures or customer instruction. Record quantities and check to insure that order is complete. Maintain departmental files and records. Handle routine correspondence with agents and carriers relative to damages, losses, and delays.

**138 GRAPHICS COORDINATOR** – Responsible for reviewing the written information form from the customer service and the customer, organizing the material specifications, process flow (operation) and material requirements for the printed finished goods and completing the following required information in SAP – system: BOM for cylinder sets, color sets and finished goods. Receives, reviews, processes and maintains orders for services from individuals or departments. Provides, estimates on completion time of requested service. Performs minor repairs and preventative maintenance for each type of reprographic tools and equipment. Performs quality control checks on all reproductions together with the Process Engineer and the Quality Manager. Receives artwork and specifications from the customer, customer service or cylinder supplier. Approves proofs of files prior to engraving and cylinder proofs after engraving. Responsible for press approval of all new jobs with or without the customer together with the Process Engineer Printing. Manages cylinder inventory working closely with the Process Engineer Printing and the Press Area Leader to insure efficient use of obsolete cylinders and timely repairs of cylinders. Maintains file for each finished good including standards, samples artwork, proofs, etc. Works together with cylinder suppliers to improve print quality, accuracy of orders and on time delivery of cylinders.

**139 MASTER SCHEDULER** – Schedule major products into master schedule based on plant capacity and component availability. Expedite purchased and manufactured components. Provide delivery dates to Sales upon request. Distribute Assembly shop orders. Coordinate activities for production, rework and department orders.

**140 PRODUCTION PLANNER/SCHEDULER** – Plan and schedule production orders and detailed assemble and parts schedules for product lines. Calculate and record estimated processing time. Plan and schedule tooling, parts and subassemblies to meet schedules. Adjust plans as required to provide for control of engineering changes, schedule revisions etc. Analyze and update plans and schedules to meet marketing forecasts. Report on progress, establish assembly for sizes, prepare schedule for assembly work order release, test and stock dates. Coordinate schedule changes with appropriate departments. Adjust plan and schedules to accommodate scrap replacements, spares, customer demands, engineering changes, etc. Prepare inputs to data processing for detailed parts lists required. Analyze shortage conditions and delays and recommend corrective action.

### **MARKETING AND SALES**

**141 CUSTOMER SERVICE REPRESENTATIVE A** – Respond to the more routine customer telephone or written inquiries regarding product selection, placement of orders for standard products and services, requests for prices and quotations, complaints, to include returns, shortages and adjustments, expediting and requests for literature. Respond to individual customer needs as appropriate. Provide necessary follow up and issues from correspondence. Process customer orders and issue credits. Access customer computer data base and manual record keeping systems. for individual accounts.

**142 CUSTOMER SERVICE REPRESENTATIVE B** – Respond to the more complex customer telephone or written inquiries regarding product selection, placement of orders for standard products and services, requests for prices and quotations, complaints, to include returns, shortages and adjustments, expediting and requests for literature. Analyze individual solutions and take appropriate action to ensure that customer needs are met. Coordinate activities with internal company department, vendors and common carriers. Provide necessary follow up and initiate correspondence. Process customer orders and issue credits. Access, update and maintain customer computer data base and manual record keeping systems for individual accounts. Prepare quotations for standard products as required. May serve as a lead over other Representatives.

**143 ART TECHNICIAN** – Generates proofs and positives to customer requirements and Specification Development form. Maintain Art Department equipment and fill out applicable paperwork. Ensure that materials used to perform job are in stock. Ensure quality of work; such as exactness, neatness and conformance to customer requirements.

**144 TELEMARKETER** – Initiate telephone calls to customers to generate sales and follow up on sales leads to sell products or services. Respond to call backs to book business requests, services, products needs, or answer specific inquiries. Process accepted orders and provide accepted orders and quotes. Perform other telemarketing projects designated by supervisor such as customized programs or special promotions. Maintain contacts with customers, sales personnel, general public, sales, travel, and product representatives. Access, update and maintain customer computer database and manual record keeping systems for individual accounts.

## ***HOURLY NONEXEMPT***

### **GENERAL PRODUCTION**

**201 ASSEMBLER A ELECTRICAL** – Assemble minor units with a small number of details. Uses standardized products and methods. Requires simple (minor) adjusting, soldering, wiring, testing, checking and fitting. Tolerances usually liberal. Use hand and/or simple power tools.

**202 ASSEMBLER B ELECTRICAL** – Assemble a limited variety of products with small, light or medium weight parts. Assemble various standard electronic components, sub-assemblies, or finished products. Perform repetitive operation(s) such as soldering wire to terminals and plugs, installing relays, wiring or stuffing circuit boards, components preparation, building cables and harnesses, etc. Follow established procedure in assembly operations and work under close supervision using simple assembly and wiring instructions. May perform incidental mechanical assembly work.

**203 ASSEMBLER A MECHANICAL** – Assemble minor units with a small number of details following standardized procedures. Assemble various mechanical components, sub-assemblies or finished products following established assembly procedures. Typically operations would include attaching mechanical parts, bolts or nuts, installing brackets or gear mechanisms, or building chassis, tuner assemblies, etc. May perform incidental electronic assembly work.

**204 ASSEMBLER B MECHANICAL** – Assemble a limited variety of products/sub-assemblies of small, light or average weight parts and fit parts to close tolerances. Align, fit, and adjust parts to meet operating requirements of product. Use hand and/or power tools. Work from drawings, diagrams and blueprints.

**205 ASSEMBLER C MECHANICAL** – Assemble a variety of sub-assemblies and bench or floor erect complete units having light and average weight parts. Assembly tasks involve adjusting and fitting parts to very close tolerances and working with parts which require special care in handling. Work from complex drawings, diagrams or blueprints with minimum supervision. May make minor procedural decisions and work with established guidelines. May perform incidental electronic assembly work.

**206 HELPER OR UTILITY WORKER (PRODUCTION)** – Assist production operators. Move material, assist in loading machines, positioning work and setting up jobs. Make adjustments or operate machines under immediate direction. Perform minor hand operations, such as filing, burring, cleaning, disc grinding, etc.

**207 OPERATOR A, N/C MACHINE** – Set up, and operate numerically controlled machine tools to perform a series of progressive machining operations on repetitive work to close and exacting tolerances and finishing specifications. Requires a general knowledge of machining techniques and methods, and familiarity with numerical control machine tool operational procedures. Works under supervision for set-up and operating difficulties.

**208 OPERATOR B, N/C MACHINE** – Set up and operate numerically controlled machines to perform a complex series of progressive and diverse machining operations on a variety of parts and tools to exacting tolerances. Operate automatically or manually. Work from blueprints, process plans, program sheets, holding fixture location diagrams, etc. May manually program machining operations for jobs not tape programmed. Use precision measuring instruments to setup machine and check machined items. Take corrective action and reposition as required. May instruct lower-graded employees.

**209 CNC PROGRAMMER** – Must be able to read and write CNC programs, be competent in machining, have good communication skills and the ability to work with people from several areas, be proficient in the use of PC's for writing tool path programs and have the ability to deal effectively with continuously changing goals, structures and techniques. Revise existing tool path programs as necessary to improve productivity and accuracy. Must be able to calculate efficient feeds and speeds for aluminum. Direct preparation and maintenance of tool library. Assist engineers with proper tool sequence as well as other general machining information to improve machining tool paths. Work with manufacturing in the development of work holding fixtures and cutting tools for CNC machining. Assessing which equipment would be best suited to run a program. Must have competent knowledge of CNC machining functions, options, capabilities, etc. from an operational standpoint to maximize equipment use in programming. Must maintain ISO standards through continuous improvement activities.

**210 PRODUCTION MACHINE OPERATOR A** – Operate one or two production machines such as spot welders, punch presses, rivet machines, drill presses, notches, grinders, etc. Operate only. Setups made by others. Duties involve simple, repetitive operations under specific detailed instructions and direction.

**211 PRODUCTION MACHINE OPERATOR B** – Operate a limited number of production machines such as spot welders, punch presses, rivet machines, external grinders, rough grinders, drill presses. Duties on these machines include operate only. Setups made by others. Repetitive operations done under detailed instructions.

**212 PRODUCTION MACHINE OPERATOR C** – Operate various production machines, spot welders, automatic screw machines, milling machines, lathes, punch presses, drill presses, under general direction.

**213 PRODUCTION MACHINE OPERATOR D** – Perform setups and operate various production machines, spot welders, automatic screw machines, milling machines, lathes, punch presses, drill presses, etc. Work performed under general direction.

**214 PARTS WASHER** – Assists in performing required support for the press and coater. Maintain the parts washing machine, clean and wash parts. Troubleshoot equipment. Disassemble trolleys and parts before cleaning and Assemble trolleys and parts after cleaning. Disassemble doctor blades before cleaning and Assemble doctor blades after cleaning. Maintain all parts in good condition. Perform appropriate PM and cleaning on equipment.

**215 DIE CUTTER OPERATOR** – Responsible for the safe and efficient operation of the Die Cutter. Ensures the material being formed and cut meets the customer's specifications through quality testing. Assist in training new team members. Understand order schedules and work orders for current and upcoming jobs.

**216 CASTING OPERATOR** - Casts molten aluminum as instructed. Proficient in a number of disciplines, for example: fills in and interprets S.P.C. charts as required, operates all work stations in the team, performs simple preventative maintenance / servicing tasks on machines /workstations to ensure that safety and quality standards are maintained, operates forklift trucks when required. Executes tasks which assist in the efficient running of the section, for example: strives for continuous improvement, moves batches of components / trade items over short distances, stores tooling, gauges, components and operation sheets in readiness for use, monitors stock levels in the immediate work area and highlights potential shortages to team leader, participates in meetings and group sessions related to problem solving issues, highlights safety concerns as they arise, performs housekeeping duties. Liaises with other departments where necessary. Complies with all safety policies and procedures. May be required to train others. Perform other duties as requested.

**217 SLITTER OPERATOR** – Operate one or all slitters and rewinders. Proficient at process trouble shooting including visual defect detection. Provide training to the packer or new employees on all equipment and processes. Read and understand work orders for current jobs and upcoming jobs including specifications. Maintain accurate paperwork, SAP / PDC functions for jobs. Perform all quality checks and makes slitter and rewinder adjustments during start-up. Perform all initial quality checks throughout the run and adjust the slitter accordingly to ensure zero defects to the customer. Monitor product quality, obtain and measure samples. Responsible for all measurements, identifying and resolving visual defects and finish rolls that do meet customer quality specifications.

**218 WASTE WATER SPECIALIST** – Maintain pH and conductivity levels for paint daily. Prepare and dispose of waste water according to environmental codes. Report labor and job data accurately. Perform equipment maintenance as needed, clean filters, heat exchangers, oven lifts, etc.

**219 COATER LAMINATOR OPERATOR** – Operate coater/laminator. Demonstrate expertise on all coating and laminating equipment and processes. Demonstrate knowledge of product structures including webs and wets. Demonstrate expertise on coating and adhesive mixing operations. Demonstrate coating and laminating expertise during job start-ups and perform all quality checks. Demonstrate ability to set-up all jobs (includes CTR/LAM settings and trolley set-up). Demonstrate expertise on curing room process for various structures. Read and understand work orders for current jobs and upcoming jobs. Perform all quality checks and make process adjustments accordingly.

**220 INJECTION MOLDING OPERATOR** – Tends injection-molding machines that form plaster or rubber products, such as typewriter keys, phonograph records, and luggage handles: Dumps plastic powder, preformed plastic pellets, or preformed rubber slugs into hopper of molding machine. Starts machine that automatically liquefies pellets, slugs, or powder in heating chamber, injects liquefied material into mold, and ejects molded product. Observes gauges to ensure specified molding temperature and pressure are maintained. Examines molded product for surface defects, such as dents and cracks. May heat plastic material over steamtable or in oven to prepare material for molding. May remove product from mold, using handtools. May trim flash from product, using shears or knife. May place product in cold water or position it on cooling fixture to prevent distortion.

**221 INJECTION MOLDING TECHNICIAN** – Sets up and adjusts automatic compression, injection or transfer machines used to mold plastic materials to specified shape, following blueprints, and utilizing knowledge of machine functions: Reads specifications to determine machine setup and prescribed temperature and time settings. Positions, aligns, and secures assembled mold or mold components, and machine accessories, onto machine press bed according to guide marks, using hoist, power tools, and handtools. Attaches connecting lines, such as air, oil or water to mold, and adjusts controls to regulate specified machine forming pressure and plastic curling time in mold. Starts machine to produce sample product. Measures and visually inspects sample products for surface and dimensional defects, using microscope, micrometer, and gauges, and adjusts machine setup to eliminate defects. May repair and maintain machines and auxiliary equipment, using handtools and power tools. May be designated according to type of machine set up as Compression-Molding-Machine Setter. (plastic prod.).

**222 PAINTER** – Mix standard coating materials to proper consistency, adding solvents for efficient gun operation or brush painting. Prepare surfaces and apply coating to variety of parts or products using standard methods. Touch-up marred surfaces.

**223 PRODUCTION LEADER** – Provides lead direction and guidance to other employees within a singular, typically less complex production area, including electrical or electronic assembly, mechanical assembly, machine operation, and other functions. Ensures that production schedules and quality standards are met, and provides training and some oversight for employee performance. Typically serves as a lead over 2 to 3 production employees.

## **QUALITY CONTROL/INSPECTOR**

**224 INSPECTOR A** – Follow standardized methods in repetitive sampling, operational or final bench or crib mechanical or electrical inspection. Visually inspect and check variety of parts using direct reading and adjustable gauges. Make reports on rejects. May perform 100 % inspection or statistical sampling of assembled parts or sub-assemblies.

**225 INSPECTOR B (PROCESS)** – Diversified first piece, process, sampling or final floor or bench inspection of parts or products. Check parts or processes for conformity to drawings or specifications. Inspection procedures standardized and allowable variations prescribed. Devise ordinary gauging or measuring setups or make adaptations to inspection equipment or fixtures. Responsible for stopping production or notifying supervisor in case of excessive defects. Use precision measuring instruments, micrometers, gage blocks, veneer calipers, meters, indicators.

**226 PRODUCT TESTER** – Perform a variety of semi-routine tasks to insure production quality standards are met. Work under limited supervision. Perform the set-up, calibration, testing and troubleshooting of circuits, components, instruments, and assemblies on standard products or apparatus. Perform mechanical, electrical, electronic or hydraulic performance tests. Use a variety of test equipment, oscilloscopes, pulse generators, meters, power supplies and special test fixtures. Prepare written reports on test results.

**227 CHIEF INSPECTOR** – Responsible for inspection and quality control involving incoming inspection, in process, sampling, vendor and final test and inspection of finished products to meet specification requirements in quality standards. Plan and lay out work, devise or adapt inspection equipment as necessary, assist in difficult problems involving inspection, set-ups, layouts or procedures. Suggest changes in inspection procedures, quality control standards, equipment and gauges to facilitate work and maintain quality. Responsible for preparation of inspection reports and records. Determine causes for delays, faulty work. Investigate consistently recurring rejects, consult with production supervisors on causes. Make suggestions for correction.

## **SKILLED TRADES/MAINTENANCE**

**228 ATTENDANT, TOOL-CRIB** – Responsible in general for large tool crib or departmental tool cribs through assistants. Maintain inventory record of tools and supplies, issue purchase requisition when stock is low. Count, weigh or check incoming tools and supplies, select storage spaces. Investigate excessive consumption of supplies, damage or loss of tools, and tool repair costs. Follow up repairs to tool, jigs, fixtures and gauges. Lay out work for tool grinders and tool crib attendants, instruct as required.

**229 ELECTRICIAN (MAINTENANCE) A** – Install, repair, wire and maintain a variety of electrical and electronic equipment and controls related to production and building equipment, including motors, relays, circuit breakers, machine and process controls and circuits, alarm and communication systems. Diagnose trouble, replace or repair worn or defective parts.

**230 ELECTRICIAN (MAINTENANCE) B** – Plan, layout, install and repair a wide variety of complex electrical equipment including automatic machine and process controls, switch boards, control centers and panels, relays, circuit breakers, electronic controls including alarm and communication systems, tape actuated controls, or other equipment involving tube or transistor circuits. Establish secondary distribution centers, diagnose trouble, replace or repair parts, detect and replace defective control modules, test and make adjustments. Prepare wiring diagrams to record changes. Plan and lay out work for one or two lower class electricians or electronic maintenance technicians.

**231 TOOL GRINDER** – Setup and operate a variety of tool grinders. Grind all types of milling cutters, taps, reamers, form tools, etc. Select wheels, dress to shape. Maintain angles, clearances and close tolerances. Exercise care in grinding carbide tipped tools to avoid chipping.

**232 TOOL AND DIE MAKER** – Layout, construct alter and repair a variety of tools, dies, jigs, fixtures, and gauges to close tolerances. Perform development work and difficult tool room machine operations. Work out mechanism details, fit and assemble parts, correct trouble in ordinary dies and tools.

**233 MACHINIST (MAINTENANCE)** – Install, maintain and repair a variety of machine tools, e.g., engine lathes, milling machines, radial drills, etc. Layout and perform difficult machining operations on replacement parts. Diagnose and remedy trouble, determine necessary repairs, tear down and reassemble machines. Skilled fitting of bearings, spindles, ways, machine slides and alignment required.

**234 PRODUCTION MECHANIC** – Perform routine maintenance and make mechanical/electrical adjustments/repairs to production line machines. When more difficult or sophisticated jobs/equipment trouble develops, usually turns to more experienced Mechanic. Requires some direct supervision.

**235 MILLWRIGHT** – Installs machinery and equipment according to layout plans, blueprints, and other drawings in industrial establishment, using hoists, lift trucks, handtools, and power tools: Reads blueprints and schematic drawings to determine work procedures. Dismantles machines, using hammers, wrenches, crowbars, and other handtools. Moves machinery and equipment, using hoists, dollies, rollers, and trucks. Assembles and installs equipment, such as shafting, conveyors, and tram rails, using handtools and power tools. Constructs foundation for machines, using handtools and building materials, such as wood, cement, and steel. Aligns machines and equipment, using hoists, jacks, handtools, squares, rules, micrometers, and plumb bobs. Assembles machines, and bolts, welds, rivets, or otherwise fastens them to foundation or other structures, using handtools and power tools. May operate engine lathe to grind, file, and turn machine parts to dimensional specifications. May repair and lubricate machines and equipment. May install robot and modify its program, using teach pendant. May perform installation and maintenance work as part of team of skilled trades workers.

**236 MECHANIC A, GENERAL MAINTENANCE** – Install and repair production and building equipment and special purpose machines; high pressure steam, water, air and gas lines, electrical and electronic controls, piping and tubing. Repair floors, tile and perform general carpentry and repair of plant facilities. Inspect equipment for proper lubrication and perform other preventative maintenance duties. Check out problem areas, make repairs and adjustments. Refer complex situations to supervisor or higher-classified mechanics. Operate machine tools, perform welding/sheet metal operations as required.

**237 MECHANIC B, GENERAL MAINTENANCE** – Setup, plan procedures, install and repair production and building equipment special purpose machines; high pressure steam, water, air and gas lines, electrical and electronic controls, piping and tubing. Repair floors, tile, and perform general carpentry and repair of plant facilities. Inspect equipment for proper lubrication and perform other preventative maintenance duties. Diagnose trouble, disassemble, determine extent of repairs, estimate labor time for outside repairs or make repairs and adjustments. Operate machine tools, perform welding and sheet metal operations as required.

**238 HEAVY EQUIPMENT MECHANIC** – Perform complete range of first/second echelon repairs on heavy equipment or heavy vehicles in the field; requires knowledge of motors and engines, including accessories, and the ability to diagnose and repair or replace existing parts and systems. Must be able to bypass systems as necessary; inspect equipment for trade-in and start-ups. Use equipment, power tools, welding equipment to repair or rebore and rebuild engines and transmissions.

**239 AUTOMOTIVE MECHANIC** – Repair gasoline powered automobiles and trucks. Disassemble and overhaul engines, transmissions, clutches, rear ends and other assemblies. Replace worn or broken parts, grind valves, adjust or replace brakes, tighten body bolts and align wheels. Lubricate vehicles and perform other duties in connection with maintenance and operation of motor vehicles.

**240 BODY REPAIR MECHANIC** – Repair damaged bodies and body parts of automobiles and trucks; remove parts or assemblies to gain access to damaged sections. Use special tools to repair damage; cutting torches and welding equipment where necessary. Refinish surfaces by sanding and applying primer. May apply final paint coats.

**241 MECHANIC, HEATING & AIR CONDITIONING** - Install, maintain and repair air conditioning, heating and refrigeration equipment. Inspect and check equipment for proper operating condition, make necessary adjustment, replace defective breaker controls, thermostats, switches, fuses, electrical, wiring, etc. Maintain and repair compressors, motors, pumps, blowers, fans and controls. Check boiler systems, water systems, sprinklers and related equipment for leaks or other failures. Keep required records and logs for such data as pressure, temperature, air flow and relative humidity.

**242 WELDER A** – Perform ordinary hand welding operations in all positions, for mechanical strength and high pressures on diversified assemblies and products. Care required in blocking, clamping or holding parts in relative position to avoid distortion. Operate machine, regulate current voltage for proper fusion of metals, select electrode type and size.

**243 WELDER B** – Perform difficult and unusual horizontal and vertical welding operations on a wide range of metals and alloys for complex precision assemblies involving a considerable amount of welding to high strength and pressure requirements. Plan welding sequence; select electrode type and size, current and voltage. Regulate current and voltage for proper penetration and fusion of dissimilar metals, obtain maximum weld strength, avoid distortion.

**244 HEAT TREATER** – Controls one or more furnaces to heat treat metal objects according to specifications: Places parts in racks, trays, or baskets, and places objects on conveyor or loads objects directly into furnace. Adjusts furnace temperature and observes pyrometer to heat metal to prescribed temperature. Sets speed of conveyor for prescribed time cycle, or records removal time of parts to ensure objects attain specified temperature for a specified time. Removes parts after prescribed time and quenches parts in water, oil, or other bath, or allows parts to cool in air. May test hardness of parts [HARDNESS INSPECTOR (heat treating)]. May feed die-quenching machine to prevent parts from warping. May degrease or remove scale from parts. May draw wire or sheet metal through furnace and attach metal to winding mechanism that pulls metal through furnace.

**245 SHEET METAL WORKER** – Set up various types of sheet metal working machines such as power shears, bending brakes, punches, nibblers, skitters, etc. in performing operations in forming, welding and riveting. Develop details, layout work on sheet metal products where standard methods or procedures exist. Layout sheets for economical use of material.

**246 ELECTRONICS TECHNICIAN** – Applies working technical knowledge to perform simple or routine tasks in working on electronic equipment, following detailed instructions which cover virtually all procedures. Work typically involves such tasks as: Assisting higher level Technicians by performing such activities as replacing components, wiring circuits, and taking test readings; repairing simple electronic equipment; and using tools and common test instruments (e.g., multimeters, audio signal generators, tube testers, oscilloscopes). Is not required to be familiar with the interrelationships of circuits. This knowledge, however, may be acquired through assignments designed to increase competence (including classroom training) so that worker can advance to higher level Technician levels. Receives technical guidance, as required, from supervisor or higher level Technician. Work is typically spot-checked, but is given detailed review when new or advanced assignments are involved.

**247 INSTALLER/REPAIRER** – Install and repair telephone and telegraph lines, poles and related equipment according to diagrams. Dig holes, using power auger or shovel. Hoist poles upright in holes, using truck-mounted winch. Ascend poles or enter tunnels and sewers to cut in feeder lines. Attach appliances, such as terminal boxes and repeaters, and repair or replace defective lines and auxiliary equipment. Unroll and string line form pole to pole and from pole to building. Install hardware, such as conduit and insulators, and attach appliances on lines. Pull lines through ducts by hand or with use of winch.

**248 LINE TECHNICIAN** - Responsible for performing the more diversified and complex work in the erection and maintenance of utility distribution lines of all classes including energized lines, and on all structures and equipment involved in distribution. Repair and replace transmission and/or power lines between stations, substations, and consumer locations.

### **WAREHOUSE/MATERIALS HANDLING**

**249 DRIVER, TRUCK (TRACTOR TRAILER)** – Drive tractor-trailer to make long distance and/or inter-city pickups and deliveries of a wide variety of products, materials or supplies. Check motor, brakes, lights, tires for proper operating conditions and safety. Check and/or assist in loading or unloading of trailer. Obtain proper authorizations for all deliveries and pickups.



**250 DRIVER, TRUCK (LOCAL)** – Make pickups and deliveries between plants, railroad sidings or express depots, usually within city/ suburban areas. Check or assist in the loading or unloading of trucks. Check quantities of goods received, obtain proper signature for deliveries.

**251 SECURITY GUARD** – Make periodic tours around buildings and grounds or patrol fixed post as assigned. Guard premises against fire, theft, unlawful entry and sabotage. Check windows, doors and gates to see that they are properly fastened and watch for any irregularity. Usually armed.

**252 HANDLER, MATERIAL** – Unload, move/store a variety of materials, parts/products. Unload incoming materials, check, report shortages/damaged materials, move to storage area, store, stack and arrange for possible first-in/first-out use. Move materials between departments, following routing, delivery tickets/orders. Fill orders from storage areas/warehouse stock and deliver to department designated. Operate power lift truck in moving materials, stacking loaded pallets making frequent trips out of doors to storage areas/storage buildings. Operate walking crane/hoist in unloading/storing materials, if required.

**253 JANITOR** – Sweep floors and remove chips in factory departments. Scrub or mop floors, sweep and dust factory offices, and stairways and remove scrap paper or waste. Clean drinking fountains and washrooms; replenish supplies. May clean windows.

**254 FORKLIFT OPERATOR** – Operate gas or electric truck in and between department, building and yard areas. Collect and deliver a variety of materials, semi-finished and finished products. Keep designated work areas supplied with material, pile or stack materials safety in designated locations.

**255 PACKER/CRATER A** – Pack a variety of parts or products in standard boxes, crates or other containers and from specified details as to excelsior, pads and other packing materials. Use care in blocking to eliminate shifting of product in transit.

**256 ORDER PICKER/SELECTOR** – Work from order sheets. Select merchandise items to be shipped to customers. Select/stage items, check orders for accuracy, add-ons, special items. May weigh items, load trucks, etc. Maintain pick records of items selected for shipment.

**257 SHIPPER** – Assemble orders, check against shipping/customer orders, report shortages and follow up to locate items/incomplete orders. Make out bills-of-loading, following standard procedures. Plan transfer of product to shipping dock, loading cars and trucks. Specify method of crating, boxing or skidding of large, heavy or bulky products. Route shipments involving a wide variety of classifications requiring thorough knowledge of freight rates, classifications, interstate commerce laws and regulations for most economical transportation. Arrange for carrier pickup.

**258 SHIPPER/RECEIVER** – Count, weigh and check a wide variety of incoming materials and supplies. Make out receiving report. Report shortages and damaged materials. Arrange for movement to work or storage areas. Assemble orders for shipment. Count, weigh and check against shipping order; report shortages. Select shipping containers for material not packed. Specify types of crates or skids for bulky material. Select routing and carrier when not specified by customer. Arrange for pickup by carrier.

**259 STOCKKEEPER** – General responsibility for a medium-size stockroom with one or two assistants. Check incoming material and supplies, report shortages or damaged materials. Assign bin locations or other storage locations for large or bulky materials, or products. See that material is piled or stacked properly. Maintain stock records, post receipts and withdrawals. Report shortages. See that requisitions and orders are filled promptly and accurately. Count or direct counting of material for inventory.

### **CHEMICAL AND PLASTICS**

**260 GRANULATOR** – Change over, adjust and operate diverse equipment for large batch processing of a range of chemical or pharmaceutical products, where processes and setups selected are standardized. Check product during process to detect any obvious imperfections and make adjustments as directed. Load and unload equipment, move material or containers and clean machines.

**261 GRINDER, CHEMICAL** – Operate grinding equipment to size and blend a variety of chemical ingredients, where speeds, feeds and roll adjustments are prescribed or set by others. Weigh and record raw material or processed items. Identify containers, segregating by batch or log numbers. Clean equipment. Move material or containers as required.

**262 MOLDER-PLASTIC** – Operate automatic injection molding machine to produce a variety of parts. Constantly check and clean mold, check machine cycle, temperature and pressure gauges and weigh feeder. Visually inspect parts for various defects. Notify setter or supervisor of difficulties in operation.

**263 COMPOUND MIXER** – Weigh/measure specific quantities of varying types of ingredients, mix ingredients in proper sequence and proportions, tend mixing/compounding equipment and maintain desired control over time, heat, pressure, color or other variables. May perform blending, filtration, drying, grinding or other related operations. May test according to prescribed procedures/specifications. Maintain batch, time, weight, color, pressure, heat, production and/or other records as required.

**264 EXTRUDER OPERATOR** – Set up and operate extruder line using materials in pellets or sheets to produce thermoplastic sheets meeting specifications, dimensions and specified weight. Install or change dies, screens, line up takeoffs, skitter, trim scrap collector or grinder, sheet winder and pellet grinder; adjust dies, speed and temperature for sheet uniformity and quality. Visually check sheets for defects, check dimensions with micrometer and rule; make necessary adjustments. Arrange raw material feeding system and containers. Perform routine maintenance; replace worn or defective parts; make minor electrical repair; clean motor and commutator; make ordinary electrical connections. Remove and wrap finished tools. Maintain records of material use and production.

**265 CHEMICAL PROCESSOR** – Operate a wide variety of chemical process equipment to process or manufacture liquid or solid chemicals. Set up equipment to allow proper flow of chemicals. Plan and perform operations in long or short cycle processing of a wide variety, custom and standard, of liquid or solid chemicals, setting up, cleaning and operating such equipment as grinders, heating and cooking kettles or vats, stills, vacuum containers, extractors and filtration units, drying and cleaning units. Weigh, measure, proportion and mix ingredients. Test for conformance to specifications and adjust equipment, temperature, pressure and time cycles to maintain quality standards. Assist in developing changes in present processing procedures or in working out methods on new products. Notify superior of process deviations and raw material or finished product difficulties.

**266 CHEMICAL LAB TECHNICIAN** – Test samples from production batches for physical characteristics, including viscosity, fineness of grind, weight per gallon, flow, gloss, drying time, brushing or spraying characteristics and color, to compare with standards. Maintains related records. Works under close supervision/restricted tests.

### **PRINTING AND PUBLISHING**

**267 PRESS OPERATOR** – Set up and operate, without assistance, both simple and fairly complex printing equipment. Print line, halftone, and color work; performing the necessary make-ready, press adjustments and inspection of finished work. Mix inks and make minor repairs to presses.

**268 MULTI-COLOR OFFSET PRESS OPERATOR** – Set up and operate large offset presses to produce a wide variety of complex multi-color items which require screening and use of halftone plates to obtain precise wet and dry impressions. Change plates to mechanisms such as guides, grippers and elevator for size and type of stock. Clean inking roller, wipe and lubricate press parts and pack impression cylinder. Mix own color inks. Load press with specified type, size and color of paper stock. Check dot clarity of proof under magnifier. Maintain multiple color registration, regulate ink volume and adjust press during run to prevent off level areas or poor offset. Bridge output when required by stock to avoid ink pickup or smearing. Perform preventive maintenance and minor machine repairs.

**269 WEB-ROTARY PRESS OPERATOR** – Set up/operate multi-unit, web-fed rotary press to print a wide variety of items according to written specifications. Lock printing plates on printing cylinder and thread loose end of paper supply roll through/around rollers to cutter/folder. Adjust compensators, inspect printed sheets visually after registration or position printing to rectify spacing errors. Adjust feed controls to rotate cylinder into position. Unlocks plates and replaces with make-over plates according to directions marked on plate regarding location and time of printing. Inspect printed material visually during production and readjust controls to correct irregular ink

distribution, faulty cuts/folds. Replace cutting blades, worn/damaged ink rolls, and fills inkwells. Clean, inspect, and lubricate moving parts of press.

**270 PHOTOCOMPOSITOR** – Operate computerized tape conversion photocomposition and data transmitting equipment. Change computer program as necessary. Prepare compositor tape from perforated tape original. Receive original tape data from and transmit photocompositor tapes to other locations as required. Diagnose photocomposing machine problems from defective film image. Check and repair tape punches. Request computer maintenance. Change character discs to meet typographic needs. Load and unload film magazines. Develop, cut and dry film, mix solutions as specified and operate camera to enlarge solutions as specified and operate to enlarge, reduce and mask photographs for printing plates.

**271 PHOTOLITHOGRAPHER** – Set up and operate camera to photograph illustrations and printed material and produce film or glass negatives or positives used in the preparation of lithographic printing plates. Select and place screen over negative or positive to break up shadings in object for halftone printing. Place color filters over film to produce four-color separation, halftone separation, and process prints for multi-color printing. Focus lens, adjust lights, and exposes film to copy for specified period of time. Immerse film in series of chemical baths to develop image on film or mounts film in machine that automatically develops film. Prepare original layouts for halftone or color prints, utilizing copy drawing, paste-up, stripping, or inking techniques.

**272 PRINTER** – Set up and operate a variety of printing and reproduction equipment, including offset presses, multi-lith, duplicating, collating, binding, padding, precision blade and die cutting machines and typesetting and photographic processes, to product single or multi-page items requiring close attention to proofreading and register. Check proofs make operating adjustments and visually check work during run for color, register and impression to meet quality specifications per standard practice. Make up press forms, where layouts have been made by others, mount in press, adjust ink and feed, stack and segregate finished work and estimate spoilage. Lubricate equipment, notifying supervisor of malfunctions or difficulties with material/supplies.

**273 SCREEN MAKER** –Coats screens for use in screen printing process. Checks screen for tension with tensiometer and adjust to specifications. Inspects screens for defects and conformance before coating screens. Coats screens with UV sensitive emulsion. Dries coated screens in horizontal drying rack. Stores coated and dried screens in appropriate rack. Reclaim screens. Maintains adequate inventory of films and emulsions.

### **HEALTH CARE**

**274 NURSE'S AIDE/PATIENT ASSISTANT** - Under direction and supervision of professional nursing and medical staff, assist in care of patients. Answer signal lights and bells to determine patients' needs. Bathe, dress and undress patients. Serve and collect food trays, feed patients who require help. Transport patients to treatment areas. Dust and clean patient rooms, change bed linens. Take and record temperature, pulse and respiration rate of patient as well as food and liquid intake and output. Perform other comparable, related duties as directed.

**275 LICENSED PRACTICAL NURSE** - Receive and admit patients to hospital room and assist them in adjusting to new environment. Take patient's vital signs and records various items on chart. Give total patient care to selected patients. Administer prescribed treatments and procedures. Assist Physicians with special treatments such as paracentesis, thoracentesis, lumbar puncture, etc. Administer prescribed medications, orally and by injection under supervision of a Registered Nurse or Physician; observe, discontinue, and change intravenous fluids as directed. Observe patients for adverse reactions to drugs and treatments and report these to Supervisor. Collect a variety of specimens in containers under the supervision of a Registered Nurse or Physician; label containers and send to the laboratory for analyses with appropriate requisitions. Provide routine comfort measures for assigned patients, and perform general housekeeping duties essential to patients' environmental health.

**276 STAFF NURSE (RN)** – Under the supervision of Nurse Team Leader (RN), function as a Nursing Team Member and administer nursing care to patients in assigned area. Participate in planning, directing, and coordinating patient care. Evaluate continuously total needs of the patient, interpret them to all personnel participating in patient services. Administer medications and assist the doctor with dressings and treatments or perform them independently. Start intravenous infusions after adequate teaching supervision. Give total nursing care to acutely ill patients; assist with others. Maintain records of patients' conditions, medications, treatments administered and patients' reaction to them. Apply knowledge of drugs, therapeutic methods and diagnostic tests,

based on a thorough understanding of principles and procedures. Teach/direct nonprofessional nursing personnel. Participate in in-service education programs.

**277 MEDICAL TECHNOLOGIST (MT-ASCP)** – Obtain blood samples from patients and make red and white cell counts, differential cell counts, bleeding and coagulation time, hemoglobin determination, sedimentation rates and color index. Perform biochemical examinations including blood sugar, nonprotein nitrogen, urea nitrogen, uric acids, and cholesterol. Make visual examination of urine to determine color, specific gravity, albumin sugar and acetone; make microscopic examination for identification of elements. Prepare and examine smears, cultures, and sputum for the location and identification of microorganisms. Use spectrophotometer and other instruments to obtain readings. Perform sophisticated tests with minimal supervision to obtain data for use in diagnosis and treatment of diseases; guide lower level technicians in the performance of their tasks.

**278 RADIOLOGIC TECHNICIAN (REGISTERED)** – Operates x-ray equipment to make quality radiographs of designated portions of the body in accordance with radiation safety procedures; positions and instructs patient during procedures. Prepares and maintains related files and records of patients and procedures.

**279 PHARMACIST (LICENSED)** – Review all individual in-patient medication orders and check for errors in dosage, incompatibilities with other drugs. Prepares and dispenses drugs and medications in accordance with physician's written prescriptions and provides drug information to patients and health professionals. Order drugs and other items used in the pharmacy. Closely supervises nonprofessional employees.

**280 PHYSICAL THERAPIST (LICENSED)** – Administer various types of physical therapy treatments and programs such as: infrared, sonic heat, paraffin baths, gait training (including crutch, parallel bars, and prosthetic devices), hydrotherapy, bandaging, mat exercises, postural drainage, active/passive and restrictive exercises, muscle strengthening and conditioning, ultraviolet lamp, tilt table, and highboard tub. Independently make changes in the treatment plan or proceeds to the next part of the plan without direct supervision. Administer physical therapy treatments designed for patients with complex physical and/or mental problems. Plan and evaluate treatment programs and design special adaptive equipment. Instruct patients in activities of daily living such as moving from bed to chair, chair to walker, eating and personal hygiene. Prepare schedule for patient treatments. Direct assistants in carrying out therapy programs. Record progress notes in patients' unit charts and departmental treatment book. Attend and participate in meetings to exchange information with Physicians, ward and unit personnel.

## ***SALARIED EXEMPT***

### **OFFICE ADMINISTRATIVE/FINANCE**

**301 CREDIT / COLLECTION ANALYST** – Responsible for posting cash and collection calls; create and maintain and insures accurate and reliable customer account information and filing; records information of collection status of customers; releases credit hold for shipments according to established procedures; research and resolve payment discrepancies and reconciliation; respond to customers calls, disputes, and provide support; reconciliation of freight bills for payments; verifying shipping documents invoicing; distribute invoices to CSR, also mailing and filing invoices; process credit applications, other duties as needed.

**302 ADMINISTRATIVE ASSISTANT** – Provides direct administrative support for the CEO, with latitude in the use of discretionary judgment for the company. Aids executive in a staff capacity in performing or supervising the performance of a variety of support functions. Maintains the executive's calendar and scheduling appointments, itineraries, and conferences, performing liaison duties as necessary between the executive and others. May undertake special projects to research data and conduct studies on behalf of the executive.

**303 OFFICE MANAGER** – Supervise general office support services, including dictation, filing, mail and office equipment, maintenance and repair services, and may supervise billing and/or sales service functions as required. Supervise a staff of about 3 to 5 personnel.

**304 ACCOUNTANT (COST)** – Compilation of parts and manufacturing costs, inventory accountability, distribution of factory labor, verification of actual costs/computation of variances, etc. Prepare cost estimates of new/special products for establishing selling prices, production costs with standard/estimated costs; check, investigate/prepare reports on variances. Prepare/responsible for preparation of cost reports, statements and analyses of costs. Prepare journal entries for accounting on all cost figures affecting general books of account. Under general direction as to facts, reports, general policies.

**305 ACCOUNTANT (GENERAL)** – Prepare computations, analyses, and reports relating to fiscal management systems within the company. Duties involve a large variety of accounting functions, such as calculating and checking work sheets preparatory to closing general ledger, posting and balancing general ledger when requested and reconciling general ledger accounts. Prepare profit and loss statement and balance sheets and compute required financial statements and statistical reports. Compute, check and file tax returns. Assist in analyzing group insurance reports to determine fluctuations in premium rates and total benefits on claims.

**306 CREDIT MANAGER** – Planning, evaluating, implementing and continuously improving all aspects of credit and collection functions and processes. Develop and standardize written policy documentation related to the credit and customer set up process. Interface with sales organization to communicate credit decisions and ensure timely review of new customers. Make credit decisions within assigned authority; credit analysis and reports; and establishing credit lines and monitoring. Deduction tracking & reconciliation. Working closely with Director of Finance to respond to credit and collection concerns with existing and potential clients.

**307 SENIOR ACCOUNTANT** – Prepare computations, analyses, and reports relating to the more complex fiscal management systems of company. Responsible for preparation of cost ledger and monthly reports on manufacturing costs. Check all data on labor and material costs, expense items, inventory, work-in-progress, etc. Investigate and determine cause of cost variations. Make comparisons of stated intervals. Prepare monthly and special reports. Perform similar related duties typical to this classifications requiring judgment in analysis of facts in situations to determine proper action, usually within limits of standard accounting practices. May assist/direct lower level accountants within the departments.

**308 ACCOUNTING SUPERVISOR** – General responsibility for supervising the accounting functions of the organization. Assign and audit work of accountants and accounting clerks engaged in accounting procedures. Direct the timely preparation of accounting records, reports and special analyses. Personally engage in the more critical and confidential aspects of accounting. Develop policies, systems and special financial studies. Exercise normal supervisory functions.

**309 PERSONAL BANKER** - Performs a variety of assignments connected with New Accounts and Teller Services. New Accounts includes opening and processing new demand and time accounts including savings accounts, IRA, certificates of deposit, money market/now account. Provides customers with information on accounts and rates. Cross-sells bank.

**310 BRANCH MANAGER** – Manages branch or office of financial institutions, such as commercial bank, credit union, finance company, mortgage company, savings bank, or trust company: Directs and coordinates activities to implement institution policies, procedures, and practices concerning granting or extending lines of credit, commercial loans, real estate loans, and consumer credit loans. Directs, through subordinate supervisors, activities of workers engaged in implementing establishment services and performing such functions as collecting delinquent accounts, authorizing loans, or opening savings account. Establishes procedures for custody and control of assets, records, loan collateral, and securities to ensure safekeeping. Contacts customers and business, community, and civic organizations to promote goodwill and generate new business. May prepare financial and regulatory reports required by law, regulations, and board of directors. May examine, evaluate, and process loan applications. May recommend securities to board or corporate officers for institution investment. May talk to customers to resolve account problems. May interview and hire workers. May evaluate data pertaining to costs to plan budget. May plan and develop methods and procedures for carrying out activities of establishment. May be designated according to type of financial institution managed, as Manager, Branch Bank (financial); Manager, Commercial Bank (financial); Manager, Credit Union (financial); Manager, Finance Company (financial); Manager, Mortgage Company (financial); Manager, Savings Bank (financial); Manager, Trust Company (financial).

**311 INVESTMENT OFFICER** – Customer bond purchases daily investment of federal funds, domestic and foreign collections, foreign wires. Balance General Ledger, cash items, cash collections, etc. BSA, OFAC.

**312 LOAN OFFICER** – Manage loan portfolio business development sales efforts.

**313 LOAN PROCESSOR** – Prepare loan documents. Prepare commitment letters, customer inquires, follow-up on past due loans, input and update customer information. File UCC's with the Secretary of State correspondence.

**314 OPERATIONS OFFICER** – Balance bank DDA Input rate changes on ITI systems. Tax Levies Research General Ledger IRS Wires, federal funds, Reg CC, Reg DD, etc.

**315 HEAD OF ACCOUNTING** – Manager or Director of the total accounting function for the organization. Manages and oversees the fiscal integrity of the company, and plans and manages the installation, maintenance, and on-going utilization of all financial systems for the company.

### **MARKETING AND SALES**

**316 SALES REPRESENTATIVE** – Outside Sales Representative for the company, typically operating independently within and assigned sales territory to promote and sell manufactured goods or products. This position generally follows established sales policy and procedures to attain pre-determined sales targets and quotas.

**317 TECHNICAL SALES / SALES ENGINEER** – Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 4 years of post-secondary education.

**318 REGIONAL SALES MANAGER** – Supervise assigned sales personnel, as well as the training and development of these individuals. Plans assignments and oversees sales performance of individuals or within designated territories. Plan and direct campaigns to secure sales in new territories and industries, to realize full market potential of products/customers and to establish product line acceptance. Provides guidance to Sales Representatives in promoting and securing new and/or major accounts. Oversees the preparation of major quotations, installations, warranty service obligations and other details such as terms of sale and delivery dates to ensure conformance with marketing policies.

**319 GOVERNMENT PROCUREMENT OFFICER** – Works as liaison between company and government contractors, particularly in technical products and services. Must be familiar with government procurement procedures and be able to analyze government specifications. Prepares bid for contracts of goods and services to be provided in most cost-effective manner within government specifications. Typically requires background in science/engineering, business and/or public administration with at least 4 years of post-graduate education and significant work experience (5+ years).

**320 MANAGER OF MARKETING** – Plan and direct the organization's advertising, promotion and publicity programs. Establish marketing program content and direction on a company-wide basis. Develop appropriate marketing vehicles, promotions and short-term and long-term strategies. Direct the internal or coordinates and approves the external preparation of advertising campaigns and promotional materials. Coordinate program activities through company function heads or vendors.

**321 HEAD OF SALES** – Plans the company's sales strategies and directs all activities of the sales work force in all product areas. This position has the accountability for the total product revenues, product acceptance, and market share for the company. Develops sales policy and procedures for the department, and monitors sales performance to ensure the successful attainment of all-sales targets and objectives. Participates in the planning and development of new products or modification of existing products to enhance company revenues.

### **MATERIALS/PURCHASING/PLANNING**

**322 PLANNER, PRODUCTION** – Plan and organize all stages of production control for the manufacture of company products to meet customer requirements, including raw materials, purchased and manufactured parts and components, building of subassemblies and complete units to meet specified shipping dates. Work from specifications, initiate orders to purchase materials, fabricate machine parts of subassemblies, recommend need to send work outside, authorize manufacturing orders, issuance by stock room of parts on orders. May review project with customer representatives in order to communicate appropriate product specification data.

**323 SUPERVISOR, WAREHOUSE-DISTRIBUTION** – Supervise and coordinate work activities of employees engaged in loading, unloading, recording, arranging, routing, transporting, stocking of material or product, order filling, shipping and maintaining stock records in warehouse or distribution center. Verify and prepare records and reports, requisition, order slips, etc. Typically supervises approximately 25 or more employees.

**324 SUPERVISOR, PRODUCTION CONTROL** – Supervise the planning, scheduling and expediting of all orders through manufacturing. Consult on engineering and manufacturing schedules, delivery promises and prepares shop schedules. Investigate production delays and difficulties, recommend alternative methods of manufacture and transfer of work between departments. Maintain proper balance of inventories, through inventory control procedures. Requisition or direct requisitioning of materials used in production. Determine future production schedules working from rough drafts and broad established procedures. Typically supervises 2 to 6 employees.

**325 PURCHASING AGENT** – Determine proper sources of supply for most economical purchases, arrange for and evaluate competitive quotations, dependability and resourcefulness of suppliers in meeting requirements and place orders to best advantage, with responsibility for prices, deliveries and the maintenance of all necessary records of purchases, prices and deliveries. Locate new sources of supply as necessary, keep abreast of changing trends in prices or availability of materials and recommend necessary action to ensure a continued flow of materials to meet production and sales requirements.

**326 MANAGER, TRAFFIC** – Supervise the effective coordination of all traffic activities. Supervise transportation methods for all of the Shipping and Receiving Departments. Plan and assign work to clerks and dock material handlers to ensure the processing and shipping of orders with a minimum of delay. Contact various transportation companies to requisition proper vehicles for shipments. Supervise processing of claims, tracers and checking of freight bills. Responsible for the proper checking, identification and records of all parts and raw stores received from outside sources on purchase orders. Requisition necessary supplies and materials required for departmental operations.

**327 PROGRAM MANAGER** – Oversee government contractual terms and conditions. Ensures schedule and delivery specs are met by company and acts as a liaison on any changes or delays with the customer.

**328 HEAD OF PURCHASING** – This position has the ultimate accountability for all purchasing functions within the company. This includes the responsibility for the procurement of raw materials for the manufacturing process, as well as general equipment, other capital expenditures, and supplies for the organization. Develops policies and procedures for purchasing activities throughout the company and oversees the monitoring of procurement activities to ensure the effective and timely performance of the purchasing function.

**329 MATERIALS MANAGER** – Typically coordinates all areas of Purchasing, Planning, Warehousing, Shipping and Receiving Departments for the company. Plan, coordinate, manage and control activities related to the procurement, receipt, scheduling, storage and inventory movement of material, parts, supplies, and services to meet production requirements and delivery schedules. Monitor purchasing, traffic, inventory control, and production control activities to keep expenditures within acceptable budget limits and provide for alternate plans in the event of unforeseen contingencies. Analyze and evaluate inventory and production capacities and plans in relation to current and long range commitments. Advise management as to potential delivery performance and problem areas.

### **EDP/INFORMATION SYSTEMS**

**330 DATABASE ADMINISTRATOR** – Coordinates changes to computer databases, test and implement the database applying knowledge of database management systems. May plan coordinate, and implement security measures to safeguard computer databases.

**331 NETWORK ADMINISTRATOR** – Monitors data communications to ensure that network is available to all system users and resolves data communications problems. Monitors modems and display screen of terminal to mainframe computer to detect error messages that signal malfunction in communications software or hardware. Enters diagnostic commands into computer to determine nature of problem, and reads codes on screen to diagnose problem. Attaches diagnostic equipment to phone line to learn if line meets specification. Instructs user to enter specified commands into computer to resolve problem. Calls service technician for service when problem cannot

be resolved. Enters operating commands into computer to restart program. Updates documentation to record new equipment installed, new sites, and changes to computer configurations. May inspect communications wires and cable.

**332 PC SUPPORT SPECIALIST** – Installs, modifies, and makes minor repairs to PC hardware and software systems and provide technical assistance and training to system users. Inspects PC equipment and reads orders sheet listing user requirements to prepare PC for delivery. Installs hardware and peripheral components, such as monitors, keyboards, printers, and disk drives on user’s premises, following design or installation specifications. Loads specified software packages, such as operating systems, word processing, or spreadsheet programs into computer. Enters commands and observes system functions to verify correct system operation. Instructs user in use of equipment, software, and manuals. Diagnoses system hardware, software, and operator problems and recommends or performs minor remedial actions to correct problems based on knowledge of system operation.

**333 PROGRAMMER/ANALYST** – Develop and modify computer programs of a high degree of complexity and scope, involving major organization activities and generally complex business problems. Establish or participate in problem analysis and system design as required, preparatory to program development. Conduct detailed analysis and study of requirements for integrated systems and more complex single application programs. Perform necessary research analysis, program development, preparation of documentation, writing of machine instructions and operating procedures and testing, debugging and implementing programs.

**334 SYSTEMS ANALYST** – Plan and design automated systems developed to support the information processing needs of various business areas of the company, including integrated production, inventory control, financial management, sales analyses, marketing, and other functional areas. Confer with end users in operating units to devise plans for obtaining and standardizing input and output data. Study current or develop new systems and procedures to devise workable sequence. Analyze alternative means of devising input data to select the most feasible and effective information processing methods to be used. Develop flow charts and prepare system specifications.

**335 SYSTEMS SUPERVISOR** – Supervises systems applications development activities within one or more major operational or functional support areas of the company; supervises and coordinates the activities of Systems Analysts or project teams engaged in the development of integrated production, inventory control, financial management, sales analyses, marketing, and other information processing needs. Confer with end users involved to ascertain specific input and output requirements and to design the most effective information processing systems possible.

**336 WEB MASTER (ADMINISTRATOR)** – Develops, organizes, and manages Web sites. Consults with design, technical, and marketing staff to plan Web site development. Develops technical architecture of Web sites including scripting, database design, and user interface design. Refreshes Web site content to ensure accuracy and timeliness of information and images. Stays abreast of industry trends and all applicable technologies, including scripting, security issues, authoring tools, graphic design tools, and new languages. Integrates new technologies into Web site. Answers or forwards to management any Web site related e-mail questions from users. Communicates with other personnel regarding technical requirements of Web site and upcoming projects or events related to Web site. Analyze traffic to Web site and recommends any necessary programming changes. Manages transfer of files and memory allocation for Web site on the server. Creates automatic systems of data and content storage on Web site. Provides technical support and participates in employee Web site training. Collaborates with external vendors on special Web site events, promotions, marketing campaigns, or specific design projects. Works with information services and other internal divisions to create internal Web sites running on proprietary intranets.

**337 SYSTEMS MANAGER** – Plans and directs the design and maintenance of systems applications development activities within all operational or functional support areas of the company; supervises and coordinates the activities of major project teams or individual Systems Analysts engaged in the development of integrated production, inventory control, financial management, sales analyses, marketing, and other functional areas. Confer with end users involved to ascertain specific input and output requirements and to design the most effective information processing systems possible.

**338 HEAD OF MIS** – This position is accountable for all MIS functions, including operations, systems, programming, and related administrative support areas within the department. Plans and oversees the procurement of hardware and the internal development or external purchase of systems applications to effectively support the production and business functions within the organization.



## **ENGINEERING/R & D**

**339 CHEMIST A** – Perform laboratory chemical analysis of a range of company products, including materials and product improvement tests. Test for chemical and physical characteristics, analyze findings and compile reports. Write testing procedures and assure proper procedures are followed. Run pilot tests for product improvement or development, determine characteristics, analyze and record results, write reports for management review. Coordinate work with other departments on product problems, quality and product improvement.

**340 CHEMIST B** – Plan and perform laboratory chemical analysis of company's products, including materials and product improvement tests. Establish basis for chemical testing of raw material and finished product. Conduct pilot operations and research. Draft report of analytical results for submission to regulatory agencies or company management. Confer with other departments on product problems, quality, suggestions, remedial actions, product improvements etc. Exercise normal supervisory functions over laboratory projects and technicians.

**341 ENGINEER A** – Entry professional engineering level requiring a Bachelor's Degree in Engineering. Performs routine engineering duties involving design, design analysis and simple tests. Following standardized procedures, responsible for routine parts or minor phases of an engineering project. Works under close direction of the Project Leader.

**342 ENGINEER B** – Professional engineering level requiring a Bachelor's Degree in Engineering and two to four years of experience in the company's specific discipline area. Performs more complex engineering duties involving product design, design analysis and product testing. Generally responsible for the more complex aspects of assigned engineering projects. Works under general direction from the Project Leader.

**343 PROJECT ENGINEER** - Plans, schedules, and coordinates detailed phases of the engineering activities within a phase of a major project or in a total project of moderate scope. Devises new approaches to problems encountered. Performs work which involves conventional engineering practice but includes a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May direct or lead 2 to 5 personnel, including Engineers and Technicians.

**344 ENGINEER, ENVIRONMENTAL** - Perform a variety of engineering activities in designing, installing, operating and maintaining equipment and apparatus required to determine the level of pollutants in air, land or water. Determine levels of pollution and recommend proper action to management to assure conformance to federal, state and municipal regulations. Assist in the planning and installation of equipment modifications or revisions. May represent the company or serve as liaison between the organization and regulatory agencies involved with environmental controls regulations.

**345 INDUSTRIAL ENGINEER** – Performs detailed time/motion studies designed to establish optimum production standards for varied, complex manufacturing operations. Introduces techniques for the development, installation and maintenance of production incentive plans, work simplification and cost reduction. Analyze plant layout, work plan productions methods, as required, from a human factor standpoint to achieve optimal plant efficiency. Investigate/recommend alternative approaches for manufacturing methods, processes/equipment, and prepare and maintain study data and documentation.

**346 MANUFACTURING ENGINEER** – Plans, directs, and coordinates manufacturing processes in industrial plant. Develops, evaluates, and improves manufacturing methods. Analyzes and plans work force utilization, space requirements, and workflow, and designs layout of equipment and workspace for maximum efficiency. Confers with planning and design staff concerning product design and tooling to ensure efficient production methods. Confers vendors to determine product specifications and arrange for purchase of equipment, materials, or parts, and evaluates products according to specifications and quality standards. Estimates production times, staffing requirements, and related cost to provide information for management decisions. Confers with management, engineering, and other staff regarding manufacturing capabilities, production schedules, and other considerations to facilitate production processes. Applies statistical methods to estimate future manufacturing requirements and potential.

**347 PRODUCT DEVELOPMENT ENGINEER** – Responsible for product research and development activities, including the design of new product models, problem resolution, and related assignments. Projects could involve the application of one or more diverse technologies based upon pneumatic, electric, electronic, hydraulic, refrigeration, optics, chemical or mechanical principles. Coordinate project development and design activities with research engineering, tooling and manufacturing. Prepare design drawings and estimates of development costs, and establish related specifications and standards. Consult with sales, service or customers concerning product requirements and specifications.

**348 ELECTRICAL ENGINEER** – Design, develop, test or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.

**349 HEAD OF ENGINEERING** – Plan and manage all engineering functions within the organization relating to product design, testing, manufacture, and modification. May also oversee research and development activities in some organizations.

### **HUMAN RESOURCES**

**350 INDUSTRIAL NURSE** – Provides nursing service and first aid to employees or persons who become ill or injured on premises of commercial or industrial establishment. Takes patient's vital signs, treats wounds, and evaluates physical condition of patient. Contacts Physician and hospital to arrange for further medical treatment, when needed. Maintains record of persons treated, and prepares accident reports and insurance forms. Develops employee programs such as health education, accident prevention, alcohol abuse counseling, curtailment of smoking, and weight control regimens. Assists Physician in employee medical examinations.

**351 HR GENERALIST A** – Provides technical/professional services to support one or more human resources management functions, such as recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, or other areas. May work in a variety of these areas within a smaller organization. Typically works under the direction of a functional Manager for a specific HR area.

**352 HR GENERALIST B** – Provides more senior professional services to support one or more specialized human resources management functions, such as recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, or other areas. May supervise or oversee one specialized area, or work in multiple areas within a smaller organization. Typically works under the direction of a functional Manager of a specific HR area, or may report to the Head of HR.

**353 SENIOR HUMAN RESOURCES REPRESENTATIVE** – Plans and carries out policies relating to all phases of personnel activity: Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations. Meets with supervisors to resolve grievances. Writes separation notices for employees separating with cause and conducts exit interviews to determine reasons behind separations. Prepares reports and recommends procedures to reduce absenteeism and turnover. Represents company at personnel-related hearings and investigations. Contracts with outside suppliers to provide employee services, such as canteen, transportation, or relocation service. May prepare budget of personnel operations, using computer terminal. May administer manual and dexterity tests to applicants. May supervise clerical workers. May keep records of hired employee characteristics for governmental reporting purposes.

**354 SAFETY MANAGER** – Plans, implements, and coordinates program to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses: Identifies and appraises conditions which could produce accidents and financial losses and evaluates potential extent of injuries resulting from accidents. Conducts or directs research studies to identify hazards and evaluate loss producing potential of given system, operation or process. Develops accident-prevention and loss-control systems and programs for incorporation into operational policies of organization. Coordinates safety activities of unit managers to ensure implementation of safety activities throughout organization. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports for information of personnel concerned. Maintains liaison with outside organizations, such as fire departments, law enforcement, mutual aid societies, and rescue teams to assure information exchange and mutual assistance. Devises methods to evaluate safety program and conducts or

directs evaluations. Evaluates technical and scientific publications concerned with safety management and participates in activities of related professional organizations to update knowledge of safety program developments. May store and retrieve statistical data, using computer. May have plant EPA and Security responsibilities.

**355 H/R SECTION SUPERVISOR** – Manages one or more specialized human resources management functions, such as recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, or other areas. May supervise multiple areas within a smaller organization. Typically supervises a small technical or possible professional staff in assigned areas of responsibility.

**356 TRAINING MANAGER** – Plans, coordinates, and directs personnel training and staff development programs for industrial, commercial, service, or governmental establishment: Confers with management and supervisory personnel in order to determine training needs. Compiles data and analyzes past and current year training requirements to prepare budgets and justify funds requested, using calculator or computer. Formulates training policies and schedules, utilizing knowledge of identified training needs, company production processes, business systems, or changes in products, procedures, or services. Designates training procedures, utilizing knowledge of effectiveness of such methods as individual training, group instruction, lectures, on-the-job training, demonstrations, conferences, meetings, and workshops. Organizes and develops training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials. Trains assigned instructors and supervisors in effective techniques for training in such areas as those concerned with new employee orientation, specific on-the-job training, apprenticeship programs, sales techniques, health and safety practices, public relations, refresher training, promotional development, upgrading, retraining, and leadership development. Updates records and compiles statistical reports on interviews, transfers, performance rating, and promotions to evaluate performance of instructors and monitor progress of trainees. May coordinate established courses with technical and professional courses offered by community schools. May screen, test, counsel, and recommend employees for educational programs or for promotion or transfer. May write applications and proposals to submit to fund-granting authorities, such as government and foundations.

**357 BENEFITS MANAGER** – Manages employee benefit plans for organization. Plans and directs implementation and administration of employee benefit programs such as health insurance, disability insurance, life insurance, workers compensation, employee assistance, retirement, and other plans. Prepares and communicates information to employees and former employees about benefit programs, procedures, changes, and government-mandated disclosures. Maintains employee benefits data in automated human resources information systems. Prepares and submits government-mandated reports. Analyzes benefits experience for cost-control and risk-assessment factors.

**358 COMPENSATION MANAGER** – Manages compensation program of organization to attract, retain, and motivate employees. Develops and implements salary structure and administrative guidelines in accordance with compensation policy. Directs preparation of job descriptions for positions in organization. Conducts job analysis to determine appropriate salary level according to compensation guidelines and policy. Reviews and approves salary increases permitted within budgetary limits and according to established compensation policies. Advises management on compensation actions for employees. Participates in development and administration of performance review system to ensure compliance with salary administration guidelines.

**359 HR MANAGER** – Supervises and oversees all human resources management functions for a smaller company, to include recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, personnel records, and other areas. May supervise a small clerical or technical staff, and reports to the General Manger of the Facility.

**360 HEAD OF HUMAN RESOURCES** – Plans and manages all human resources management functions for a medium to large company, to include recruitment and selection, compensation, benefits, training and staff development, employee relations, labor relations, and other areas. Typically supervises professionals and other technical staff dedicated to the various functional HR areas. May report to the General Manager, a Vice President, or the CEO.

## **PRODUCTION MANAGEMENT**

**361 PRODUCTION SUPERVISOR A** – Responsible for supervising a production or service unit, with full accountability for results in terms of costs, methods, quality and quantity of production, operations, and personnel. Plan and layout work, assign, instruct, direct and assist employees. Maintain equipment and work areas and eliminate safety hazards. Check material shortages, machine or equipment defects and causes for delays. Maintain discipline, morale and personnel relations and adjust primary grievances. Interview screened applicants, pass or termination, transfers and promotions, recommend wage adjustments. Typically supervises 5 to 10 production employees.

**362 PRODUCTION SUPERVISOR B** – Responsible for supervising a larger or more highly technical production unit, with full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Plan and lay out work, assign, instruct, direct and assist employees. Maintain equipment work areas and eliminate safety hazards. Check material shortages, machine or equipment defects and causes for delays. Maintain discipline, morale and personnel relations and adjust primary grievances. Interview screened applicants, pass on terminations, transfers and promotions, recommend wage adjustments. Typically supervises 15 to 25 production employees.

**363 PROJECT LEADER** – Leads project teams to improve critical business processes that drive financial results. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline workplan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies. Skills are equivalent to and/or may require 6 Sigma Black Belt status.

**364 PRODUCTION SUPERINTENDENT A** – Supervises/manages a production or service department, to include all units within one shift of operation. The position has full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically supervises 3 to 5 production supervisors, with a total of approximately 30 to 75 hourly employees.

**365 PRODUCTION SUPERINTENDENT B** – Supervises/manages a major production or service department, to include one highly specialized area of production technology within one shift of operation, or all shifts in a more generalized production technology. The position has full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically supervises 5 to 10 production supervisors, with a total of approximately 50 to 150 hourly employees.

**366 PRODUCTION MANAGER** – Manages a major production area of the company, to include all departments within one highly specialized area of production technology within one shift of operation, or all shifts within a more generalized production technology. The position has full accountability for results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically supervises 10 to 20 production supervisors, with a total of approximately 200 to 300 hourly employees.

**367 GENERAL MANAGER** – Provides overall leadership for the Business Unit, developing strategic and tactical plans and objectives for the growth and financial performance of the Business Unit. **ESSENTIAL FUNCTIONS:** Develops strategic and tactical plans and objectives for growth and financial performance of the Business Unit. Directs the marketing/sales, product development, manufacturing, engineering, finance and accounting, purchasing, and logistics functions of the unit with the Group General Manager. Represents the Business Unit to industry groups, key customers, representatives of government and regulatory agencies, community and business groups, and the general public. Ensures division effectively utilizes analysis to maximize profitability. Ensures Business Unit adheres to corporate financial policies and is compliant with all financial reporting requirements. Directs the selection, termination, development, measurement, motivation and compensation of key Business Unit personnel. **QUALIFICATIONS:** BS degree required, MBA or graduate degree preferred with at least 10 years progressive experience in the related industry.

**368 HEAD OF MANUFACTURING** – Plans and manages all functions of the manufacturing facility, with the full accountability for production methods, the accurate application of company technology, production planning and control, product quality, and the ultimate success of the facility in meeting total production schedules and targets. This position has the total responsibility for facility results in terms of costs, methods, quality and quantity of production, operations and personnel. Typically manages one to three production superintendents, with total of about 500 or more hourly employees.

### **QUALITY CONTROL**

**369 QUALITY CONTROL TECHNICIAN** – Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products. Interprets engineering drawings, schematic diagrams, or formulas, and confers with management or engineering staff to determine quality and reliability standards. Records test data, applying statistical quality control procedures. Evaluates data and writes reports to validate or indicate deviations from existing standards. Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.

**370 QUALITY CONTROL ENGINEER** – Plans and directs activities concerned with development, application, and maintenance of quality standards for industrial processes, materials, and products. Develops and initiates standards and methods for inspection, testing, and evaluation. Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data. Establishes program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities. Develops and implements methods and procedures for disposition of discrepant material, and devises methods to assess cost and responsibility. Interfaces with procurement, engineering, manufacturing, customer, or vendors to coordinate and resolve quality-related problems.

**371 METALLURGIST** – Degreed Engineer – Responsible for operation and quality of Heat Treat process. Conducts metallurgical analysis of in-process product and returned product. Analyzes data obtained from investigation of physical and chemical properties of metals, or processes used in recovering metals from their ores to select method, standards, and procedures of examination and testing and conducts tests: Analyzes operating records and test reports, or by personal observation and investigation, determines conformance to established procedures, methods, and standards. Conducts physical, chemical, and process examinations, using metallurgical equipment and instruments for routine, special, and experimental investigations. Writes report indicating deviations from specifications and recommends corrective measures for approval.

**372 HEAD OF QUALITY CONTROL** – Establish and maintain basis for quality control, quality standards, inspection and test methods and procedures for the organizations. Determine and recommend necessary inspection and test equipment required for incoming and in-process inspection, sampling, vendor and final testing and inspection of finished products. Supervise various inspection and test procedures, and establish and maintain records necessary for quality control, including charts, statistical analyses and reports. Plan work in conjunction with subordinates, assist in determining causes for faulty work, failure to maintain quality, scrap or rejects, and work with department supervisors on quality problems.

## **MAINTENANCE AND SERVICE**

**373 GROUNDS FOREMAN** – Under limited supervision performs all assigned duties related to ground maintenance. Maintain safe and attractive grounds and landscaping. Supervises and reviews the work of subordinates for completeness and accuracy.

**374 MAINTENANCE SUPERVISOR** – Supervises a crew of maintenance personnel in general plant and equipment maintenance activities, to include the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, and other systems within a relatively small facility. May also oversee janitorial services and the general maintenance of grounds. Typically supervises 3 to 6 general maintenance technicians and helpers.

**375 HORTICULTURIST** – Performs a variety of horticultural duties involved in the preparation, maintenance, planning, and design of landscape enhancements. Researches and analyzes landscape problems and provides advanced technical support and assistance to grounds and maintenance personnel. This also includes watering and fertilizing and pruning along with the ability to recognize and correct disease and pest problems. Ability to identify plants by their name and know their basic water and lighting requirements.

**376 MAINTENANCE MANAGER** – Supervises multiple crews of maintenance personnel in general plant and equipment maintenance activities, to include the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, and other systems within a generally large or complex facility. May also oversee janitorial services and the general maintenance of grounds. Typically oversees multiple supervisors, with a total of about 10 to 20 specialized maintenance technicians, general maintenance workers, and helpers.

**377 HEAD OF PLANT ENGINEERING (MAINTENANCE)** – Plan and direct physical plant and general equipment maintenance. Supervise department personnel in the installation, maintenance and repair of machine tools and equipment, electrical, gas, air and water installations, and fire sprinklers or other systems. Oversee the operation of building equipment and facilities, plant janitorial service and the maintenance of grounds. Plan the physical layout of new and modified facilities and coordinate and monitor construction activities utilizing outside architects and contractors as needed.