

2006 LCHRA Compensation Position Descriptions

<b>JOB TITLE</b>	<b>DUTIES</b>
Accountant	Under general direction, performs a variety of accounting functions to properly record, interpret, and report on an organization's financial transactions and financial position. May relate to accounts payable, accounts receivable, payroll, or general accounting or some combination for a company.
Accounting Assistant	Under direct supervision, performs a variety of clerical accounting tasks. Codes and prepares entries for posting according to chart of accounts, processes payments, verifies information and accuracy, and files records. Prepares information for periodic reports. May involve accounts receivable, accounts payable and/or other accounting areas.
Accounting, Payroll Assistant / Specialist	Under direct supervision, calculates hours worked for employees from time sheets, time cards, or other records. Determines amounts of salary adjustments per policy and determines amount of deductions, withholding, etc. Enters data into payroll system. May prepare and distribute checks. Performs other related payroll and accounting duties.
Accounting/AP/AR Supervisor	Plans and directs the work of accounts receivable/payable area. Supervises a staff of accounting clerks or other nonexempt accounting personnel involved in the processing of receivables and payables and preparing financial reports.
Administrative Assistant - Executive	Performs more advanced secretarial duties, generally for two or more individuals. Handles routine matters for manager or department where appropriate. Handles confidential information. May compose correspondence, collect or research information from various sources for report or meeting preparation, etc. May direct the work of more junior secretaries.
Administrative Assistant - General	Performs a variety of secretarial duties generally for two or more individuals. Duties typically include operating a PC for word processing and spreadsheets, filing, answering telephones, taking messages, scheduling appointments, making travel arrangements, etc.
Assembler	Under direct supervision performs basic and routine assembly operations on components or sub-assemblies. Uses visual aids, wiring lists, and verbal and/or written instructions to assemble, modify, rework, or reassemble units. Receives detailed instructions on work.

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Boiler Operator	Operates automatically fired boilers to generate steam that supplies heat or power for buildings or industrial processes: Lights gas- or oil-fed burners, using torch. Starts pulverizer and stoker to grind and feed coal into furnace of boiler. Observes pressure, temperature, and draft meters on panel to verify specified operation of automatic combustion control systems, feed water regulators, stoker, pulverizer, and burners. Turns valves and adjusts controls to set specified fuel feed, draft openings, water level, and steam pressure of boiler. Observes boiler and auxiliary units to detect malfunctions and makes repairs, such as changing burners and tightening pipes and fittings. May test and treat boiler feed water, using specified chemicals. May maintain log of meter and gauge readings and record data, such as water test results and quantity of fuel consumed. May be designated according to fuel burned, type of boilers, or class of license required.
Cashier	Provides customer service relating to payment or receipt of funds on patient accounts. Cashes checks for patients and employees. Processes petty cash reimbursements and departmental expenses. Maintains receipt records and credits or charges appropriate accounts. May explain charges or answer patient questions.
Chief Executive Officer	Top executive in the organization/operating unit, responsible for establishing short and long-term goals and strategies to ensure the highest return on investment. Responsible to the Board of Directors and shareholders (owners) for growth and organizational performance. Provides overall direction to line and staff functions through senior level management.
Chief Operating Officer	Responsible for managing all hands-on operational aspects of the company. In accordance with the organization's mission and values, the COO provides the leadership, management and vision necessary to ensure that the company has the proper operational controls, administrative and reporting procedures, and support systems in place to effectively grow the organization and to ensure financial strength and operating efficiency.
Clerk, Billing	Reports and submits claims to third party payers. Answers inquiries and provides customer service in the resolution of billing issues and account balances.
Clerk, Shipping and Receiving	Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.

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Collections Specialist	Reviews open accounts for collection efforts and makes decisions on pending orders, closing accounts and extending additional credit. Makes outbound collection calls.
Controller	Develops, implements, and evaluates accounting policies, reporting procedures, and accounting controls. Analyzes and interprets financial statements and reports for the guidance of top management. Maintains relationships with banks and/or other credit sources. Participates with other members of management in planning and controlling company operations. Assures all required tax and information returns are prepared in compliance with all laws and regulations.
Custodian/Housekeeper/ Janitor	Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition.
Customer Service Representative	Under direct supervision, corresponds in-person or by telephone, with customers concerning sales or service inquiries in a manner
Customer Service Supervisor	Supervises a staff of customer service representatives and ensures customers are satisfied. Responsible for training customer service representatives, personnel actions and for developing and implementing operations and policies.
Customer Service Technician	Under general supervision provides customers with technical telephone, fax, or e-mail support and/or field support for company products in a manner that ensures good customer relations. May contribute to, write, or coordinate production of technical publications, such as service manuals and technical bulletins. May assist in technical training programs for customers and employees. Assists in evaluating and testing new products, enhancements, or changes. May provide recommendations on spare parts for new products and product changes.
Data Control Clerk	Enters customer orders into order entry system typically using a standard input form. May receive information from multiple sources including order clerks, customer service representatives, and/or sales staff. Refers incomplete orders or questions back to order taker or supervisor for clarification/resolution.
Dir/VP Finance	Top accounting official in the organization. Develops, implements, and evaluates accounting policies, reporting procedures, and accounting controls. Analyzes and interprets financial statements and reports for the guidance of top management. Maintains relationships with banks and/or other credit sources. Participates
Dir/VP Marketing	Executive under the broad direction and guidelines established by the CEO and is responsible for overseeing the activities of the marketing personnel. Develops short and long term marketing objectives. Designs and implements marketing programs. Develops sales collateral and point of sale resources.

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Drafter	Prepares detailed drawings for products or equipment for design layouts, including electrical or mechanical components, parts, and assemblies, illustrating views of all sections. Calculates necessary dimensions and determines needed quantities of materials and parts.
Driver, Delivery	Drives truck or automobile over established route to deliver and sell products or render services, collects money from customers, and makes change: Drives truck to deliver such items as beer, soft drinks, bakery products, dry cleaning, laundry, specialty foods, and medical supplies to customer's home or place of business. Collects money from customers, makes change, and records transactions on customer receipt. Writes customer order and instructions. Records sales or deliveries information on daily sales or delivery record. Calls on prospective customers to solicit new business. Prepares order forms and sales contracts. Informs regular customers of new products or services. Listens to and resolves service complaints.
Driver, Truck Long Haul	Drives truck or van more than 10,000 GVW in transporting materials, equipment, and personnel on trips. Loads and unloads materials as required. May perform in-plant duties as time permits. Requires CDL.
Driver, Truck Short Haul;	Drives light truck or van less than 10,000 GVW in transporting materials, equipment, and personnel usually on short trips. Loads and unloads materials as required. May perform in-plant duties as time permits. May or may not require CDL license.
Electrician	Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment: Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender.
Electronics/Electrical Technician	Take responsibility for maintenance of all electronic or electrical equipment. Installs, maintains, tests, and repairs electronic or electrical systems and components.
Engineer, Design	Plans, designs, and develops mechanical products or components in projects assigned, generally smaller projects. Prepares and/or directs preparation of layouts, drawings, and specifications. Defines tests to be conducted and evaluates test results. Recommends and develops design changes.
Engineer, Electrical	Designs, develops, and tests all aspects of electrical components, equipment, and machinery. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals.

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Engineer, Manufacturing	Reviews and designs manufacturing processes to ensure maximum efficiency and output. Modifies process by which products/deliverables are manufactured or assembled and assesses type of equipment used to improve production speed, quality, or safety.
Engineer, Mechanical	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products.
Engineer, Quality	Conducts investigative work to solve quality deviation problems. Develops inspection methods, instruments, and procedures. Designs laboratory test equipment. Oversees critical testing and inspection procedures.
Equipment Operator	Operates several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders, to excavate, move, and grade earth, erect structural and reinforcing steel, and pour concrete or other hard surface paving materials: Turns valves to control air and water output of compressors and pumps. Adjusts handwheels and depresses pedals to drive machines and control attachments, such as blades, buckets, scrapers, and swing booms. Repairs and maintains equipment. May operate machinery on sales lot or customer's property to demonstrate saleable features of construction equipment and be designated Demonstrator, Construction Equipment
Estimator	Develops cost estimates for manufacturing jobs/projects using standard costs for labor, materials, and equipment, working from job specifications provided by customer. Able to develop estimates on any job within the company's scope of business operations, including the larger and complex cases. Conveys estimates to customers and responds to questions, including some negotiation of details. Works under limited supervision.
Fabricator	Provide metal or steel fabrication required to construct products that meet or exceed the specifications of the customer.
Financial Analyst	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

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Financial Analyst Sr.	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree in accounting or finance and may be expected to have an advanced degree in a related area with at least 7 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.
Financial Services, Loan Officer	Manages a commercial portfolio which most commonly includes developing skills in business development and sales; analyzing financial information; designing loan structures; authorizing and/or recommending approval of loans; and monitoring portfolio to ensure compliance with all applicable standards, policies, and procedures. Other key responsibilities include performing on-site inspections of business operations; monitoring customer collateral and capital purchases, credit management activities and economic trends affecting business operations.
Financial Services, Personal Banker	Develops and maintains customer relationships, which most commonly includes selling retail banking products and services to current and potential customers; identifying customer needs for additional financial solutions; manages retail portfolios; cross-sells retail products and services.
Financial Services, Cash Mgmt Specialist	Promotes packaged cash management products and services for business clients; participates in business development activities; identifies customer needs for additional financial solutions; monitors pricing and product functionality in order to make appropriate recommendations to clients.
Financial Services, Credit Analyst	Provides analytical support to the agriculture and/or commercial department which includes analyzing financial statements and credit information; prepares and assists in the formulation of credit presentations; evaluates the results of basic financial analysis in order to make suggestions on credit limitations.
Financial Services, In-Store Banking Sales Assoc.	Within an In-Store branch location, supports customers' banking needs by completing a variety of banking transactions including; deposits, withdrawals, cashiers checks, savings bonds, travelers checks, and/or loan transactions.
Financial Services, Loan Processor	Directs the preparation of loan documents; inputs data from lender specifying loan type, terms and conditions; inputs changes to existing loans based on status changes.
Financial Services, Teller	Supports customers' banking needs by completing a variety of banking transactions including; deposits, withdrawals, cashiers checks, savings bonds, traveler checks, and/or loan transactions.

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Financial Services, Teller Supervisor	Directs the activities of the Teller function including; directing the work flow, monitoring cash levels and transaction accuracy, performing audit functions, maintains adequate staff levels, and performance management.
Food Service, Cook	Provides large, quality food products for employees, the general public and hospital patients. Participates in the preparation and cooking of a variety of food produced in large quantities and special diet foods. Reads and adjusts recipes.
Food Service, Worker/Dietary Aide	Works in the cafeteria kitchen, dish room or tray line.
Food Services Manager	Top position in Nutrition Services. Plans, organizes and directs all activities of dietary and food service functions for patients, staff and visitors. Supervises the department staff.
Food Services Supervisor	Supervises the serving or production activities of a food service operation, main food service, unit services or cafeteria. Oversees the daily operation including food preparation, tray-line service, food service and / or catered functions. Supervises employees. Estimates daily food and supply requirements and prepares inventory records.
Grant Writer	Develops and coordinates grant-funded programs for agencies, institutions, local government, or units of local government, such as school systems or metropolitan police departments. Reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.
Graphic Artist	Creates graphic design and layout for printed materials as well as electronic media by utilizing current graphic design software. May assist with graphic design for Web pages.
Healthcare, Activities Asst.	Organizes such activities as sports, dramatics, games, and arts and crafts to assist patients to develop interpersonal relationships, to socialize effectively, and to develop confidence needed to participate in group activities. Regulates content of program in accordance with patients' capabilities, needs and interests.
Healthcare, Activities Coordinator	Coordinates and directs the activity and adult day care departments.
Healthcare, Addiction Counselor	Performs as a focal therapist with an assigned caseload. Provides chemical dependency rehab services, acts as a member of a multi-disciplinary team, following prescribed policies, objectives and organizational philosophy. Handles more complex cases.
Healthcare, Admitting Registrar	Interviews patients to obtain personal information. Identifies person's or agency to be financially responsible for patient care and records insurance information. Establishes or activates patient files.

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Healthcare, Clinical Dietitian	Plans therapeutic diets and implements preparation and service of meals for patients in hospital, clinic, or other health care facility: Formulates menus for therapeutic diets based on medical and physical condition of patients and integrates patient's menus with basic institutional menus. Instructs patients and their families in nutritional principles, dietary plans, food selection, and preparation.
Healthcare, Dietetic Technician (Registered)	Works with registered dietitian. Helps patients to select nutritious diets according to age / specific needs. Consults with and instructs patients concerning their diets. Screens and / or assesses patient' nutritional status. Develops and implements plan of care and completes documentation. Collects and corrects patient menus. Processes therapeutic diet changes, reviews and maintains records and enters data into computer.
Healthcare, Director of Apartments	Directs operation of apartments. This includes coordinating apartment rentals and determining eligibility of prospective tenants. Performs record keeping and other activities affecting the operation of apartments.
Healthcare, Emergency Medical Technician	Provides basic life support care to the sick and injured in accordance with standard operating procedures. Safely transports patients to a medical facility. Provides concise and accurate information pertaining to the initial condition, history and treatment of patient.
Healthcare, Home Health Aide (Registered)	Provides personal and housekeeping services to patients in their home.
Healthcare, Imaging - MRI Technologist	Operates magnetic resonance imaging equipment to produce cross-sectional images (photographs) of patient's body for diagnostic purposes
Healthcare, Imaging - Nuclear Medicine Technologist	Conducts therapeutic and diagnostic procedures using radioactive isotopes in accordance with physician orders. Administers and documents isotope dosages. Observes patients during procedures and reports unusual occurrences. Position requires independent judgment and understanding of equipment to produce optimum diagnostic results.
Healthcare, Imaging - Ultrasound Technologist	Performs a variety of diagnostic ultrasound procedures utilizing ultrasonic equipment. Position requires independent judgment and understanding of anatomical positioning to produce optimum diagnostic results.
Healthcare, Imaging -CT Scan Technologist	Performs diagnostic CT imaging of designated anatomical areas in accordance with established practices and procedures. Prepares and maintains records and files. May perform other radiology procedures as needed.
Healthcare, Imaging -Radiological Technologist	Operates radiologic equipment to produce radiographs (x rays) of body for diagnostic purposes. Prepares and maintains records and files as directed.
Healthcare, Insurance Biller	Responsible for the timely and accurate billing of all Patient charges by submitting these charges to Third Party Payer or to the Patient as directed. The employee will work closely with the patient to answer questions, audit charges, and follow up on accounts. The employee will work with a computer system to audit and submit claims to the appropriate Third Party Payers.

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Healthcare, Licensed Practical Nurse (LPN)	Performs assigned nursing duties. These include taking vital signs, dressing wounds, administering prescribed drugs, assembling equipment, and observing and reporting patients' progress.
Healthcare, Medical Coding Specialist (ART)	Codes medical records using ICD-9 & CPT coding classifications to ensure data integrity and proper DRG & APC assignments. Determines appropriateness of record documentation to support the reporting of services rendered. Accurate reimbursement and compliance with government regulations.
Healthcare, Medical Lab Technician (MLT)	Performs lab tests and procedures according to approved protocols. Evaluates results for accuracy. Operates and maintains lab equipment. Obtains specimens from patients.
Healthcare, Medical Records Clerk	Answers phone, files information and pulls medical record charts. May handle information requests of insurance company representatives, attorneys and their representatives.
Healthcare, Medical Technologist	Performs lab procedures and test of varied complexity, verifying accuracy and correlating results with patient's condition. Evaluates and reports lab results. May perform work direction and audits work of Medical Lab Technicians.
Healthcare, Medical Transcription	Transcribes patient information from physician's notes or dictation.
Healthcare, Nursing Assistant	Assists with nursing care programs such as administering treatments, handling the charting, weighing, taking temperatures, rehabilitative care, etc. Provides patient care under direct supervision of RN or LPN.
Healthcare, Occupational Therapist	Coordinates, plans and implements occupational therapy programs to ensure quality patient care. Provides occupational services to assist patients attain their highest level of performance in daily life skills.
Healthcare, Occupational Therapy Assistant- Certified (COTA)	Under the direction of an Occupational Therapist, provides assessment, planning and implements an occupational therapy care plan for the patients.
Healthcare, Paramedic	Provides advanced life support care to the sick and injured in accordance with standard operating procedures. Safely transports patients to a medical facility. Provides concise and accurate information pertaining to the initial condition, history and treatment of patient.
Healthcare, Pharmacist	Prepares and dispenses medications and solutions from prescription in accordance with pharmacy laws, protocols and established procedures. Monitors all aspects of pharmaceutical therapy in consultation with the Pharmacy Director / Manager and other health providers.

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Healthcare, Pharmacist Technician	Performs any combination of following duties to assist PHARMACIST in hospital pharmacy or retail establishment: Mixes pharmaceutical preparations, fills bottles with prescribed tablets and capsules, and types labels for bottles. Receives and stores incoming supplies. Counts stock and enters data in computer to maintain inventory records. Processes records of medication and equipment dispensed to hospital patient, computes charges, and enters data in computer. Prepares intravenous (IV) packs, using sterile technique, under supervision of hospital pharmacist. Cleans equipment and sterilizes glassware according to prescribed methods.
Healthcare, Physical Therapist	Evaluates, plans and provides effective physical therapy services to clients. Methods are used to relieve pain or develop / restore muscular functions and include exercise, massage, heat, water and / or electricity.
Healthcare, Physical Therapy Assistant	Administers physical therapy treatments to patients, working under direction of and as assistant to PHYSICAL THERAPIST
Healthcare, Physician	Diagnoses patients' health conditions and directs and coordinates the treatment process for those conditions. Responsibilities include assessing the patient, administering a treatment plan, prescribing medications, completing documentation, and collaborating with team members to ensure quality care.
Healthcare, Physician Credentialing Specialist	Processes physician credentialing and re-credentialing privileging applications to ensure compliance with Medical Staff Bylaws and JCAHO and NCQA accreditation standards.
Healthcare, Registered Nurse (RN)	Develops nursing care plans consistent with existing physician orders. Provides nursing care according to plans, administers treatment, medications, etc. Prepares charts / records and is responsible for admission, transfer and discharge responsibilities.
Healthcare, Respiratory Therapist	Provides respiratory care to patients in accordance with physician orders. Conducts diagnostic and therapeutic treatment, utilizing oxygen and various types of gases and mist inhalation equipment.
Healthcare, Scheduler/Staffing	Arranges nursing coverage for shifts, ensuring enough nursing coverage for each shift. This is a non-RN job.
Healthcare, Social Worker BSW	Assists patients and their families with medical and social issues including assessment, evaluation, support, discharge planning, counseling, education, medication and advocacy. Makes referrals to appropriate community resources and provides crisis intervention as needed.
Healthcare, Social Worker MSW	Provides a full range of social treatment modalities for patients, families and other customers regardless of complexity.
Healthcare, Social Worker/Case Manager	Assists patients and their families with a range of medical and social issues (see Social Worker BSW position description). Makes referrals to appropriate community resources and provides crisis interventions as needed. May provide direction to Social Workers with Bachelor's Degrees.

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Healthcare, Surgical Technician	Performs technical assistance to the physician during surgical and diagnostic procedures. Provides patient care to surgical patients in the operating room under supervision of the registered nurse.
Healthcare, Trained Medication Aide	Performs initial and ongoing data collections on patients. Implements plan of care. Provides direct patient care. Provides appropriate pain management. Documents patient care. All under the direction of an LPN or RN.
Healthcare, Unit Clerk	Prepares, compiles and maintains patient and operational records of the nursing unit. Transcribes physician orders. Performs receptionist and general clerical duties for the unit.
Healthcare, Utilization Review Specialist	Analyzes, identifies and rectifies utilization problems to ensure compliance with accreditation and federal regulations. May make coverage determinations and design new cost containment programs.
HR, Recruiter/Staffing Specialist	Achieves staffing objectives by recruiting and evaluating job candidates; advising managers; managing relocations and intern program.
Human Resources and/or Benefits Specialist	Provide HR support with most company benefits. Resolves and answers employee complaints and questions. Administers, processes, and maintains company benefits programs. Functions as a liaison between vendors and employees.
Human Resources Assistant	Entry-level generalist position or specialist position, i.e., Job Analyst, Employment Interviewer, Training Assistant, etc.. Recruits, screens, and recommends candidates for exempt and non-exempt positions. Participates in the administration of human resources programs within established guidelines. Implements selected human resources programs concerning training, safety, employee
Human Resources Generalist	Administers a small segment of the organization's human resources programs, often for exempt or executive level employee groups. Administers some employment, compensation, bonus, benefits, or training programs. Makes recommendations for improvement to human resources programs and keeps management informed of work status. Assists as needed in the development of policy formulation.
Human Resources Mgr	Administers a large segment of the organization's human resources programs, often for exempt or executive level employee groups. Administers employment, compensation, bonus, benefits, and training programs. Makes recommendations for improvement to human resources programs and keeps management informed of work status. Assists in the development of policy formulation
Human Resources Trainer/Training and Development Specialist	Develops and or selects internal and/or external training curriculums for employees at all levels of the organization. Monitors and reports the effectiveness of training on employees and for career development. May be involved in initial plan design and existing plan enhancements.

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Inventory Control Specialist	Tracks work-in-process, records number and/or value of materials, labor, and utilities or other overhead used in each step, and monitors machine production levels. Collects and monitors information on a particular production process to ensure product costing is according to standard.
IT, Computer Operator	Under general supervision, monitors and operates computers, peripheral equipment, and printers. Prepares the equipment for the running of programs according to established routine or direction; including start up of systems and programs, reassigning or rearranging of jobs in queue, performing back-ups, and diagnosing or correcting problems.
IT, Database Applications Developer/Programmer	Designs logical and physical data bases and coordinates data base development as part of project team, applying knowledge of data base design standards and data base management system: Reviews project request describing data base user needs. Estimates time and cost required to accomplish project. Determines if project requires creating series of new programs or modifying existing programs that access data stored in data bases.
IT, Help Desk/Technical Support Representative	Works with users having problems using computer software and hardware or inquiring how to use specific software, such as statistical, graphics, data base, printing, word processing, programming languages, electronic mail, and operating systems. Talks to user to learn procedures followed and source of error. Answers questions, applying knowledge of computer software, hardware, and procedures. May uses diagnostic procedures. Determines whether problem is caused by hardware, such as modem, printer, cables, or telephone. Researches problem and finds solution.
IT, Information Technology Manager	Develops and implements the objectives and priorities of a part of the information systems department that may include data entry, computer operations, programming, and/or telecommunications. Initiates and supervises feasibility studies on new or improved data processing applications. Evaluates the capabilities and limitations of hardware and software for present use and recommends necessary changes.
IT, Network/Systems Administrator/Programmer	Performs systems and/or programming duties of a broad and complex nature. Provides work direction for lower-level programmers on assigned projects. Often has contact with other departments concerning the design of new or revised information systems applications. Independently carries out highly technical or complex programming assignments. Plan & perform analysis of major company functions. Guide the subsequent design & implementation or improvement of existing data processing-based business systems applications.

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IT, Programmer/Analyst (entry level)	Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems: Evaluates user request for new or modified program, such as for financial or human resource management system, clinical research trial results, statistical study of traffic patterns, or analyzing and developing specifications for bridge design, to determine feasibility, cost and time required, compatibility with current system, and computer capabilities.
IT, Web Administrator/Developer	Maintains Web environment by identifying system requirements; installing upgrades; monitoring system performance. Establishes Web system specifications by analyzing access, information, and security requirements; designing system infrastructure. Establishes Web system by planning and executing the selection, installation, configuration, and testing of server hardware, software, and operating and system management systems; defining system and operational policies and procedures. Maintains Web system performance. Secures Web system. Upgrades Web system. Updates job knowledge.
Laundry Aide	Prepares soiled clothing and linen for delivery to laundry and verifies contents of returned bundles: Ties articles in bundle for transporting to laundry. Receives returned bundles and checks contents against lists, noting and reporting shortages. Stores clean linen on shelves and issues item on presentation of soiled articles for exchange.
Machinist - Lead/Setup Person	Coordinates and leads the work flow of personnel in work area. Organizes work flow to assure that work is progressing. Set ups machines without supervision and troubleshoots independently.
Machinist I	Operates a CNC metal/material removing machine tools such as milling machines, lathes, screw machines, grinders, drill presses, and chuckers. Work is performed on a number of different machines or materials. Operations may be somewhat repetitive. Operator is responsible for quality of work.
Machinist II	Sets up and operates a CNC metal/material removing machine tools such as milling machines, lathes, screw machines, grinders, drill presses, and chuckers. Work is performed on a number of different machines or materials. Operations may be somewhat repetitive. Operator is responsible for quality of work.
Maintenance Supervisor	Provides direct supervision to maintenance staff in the various facilities functions.
Maintenance Worker	Performs cleaning and housekeeping duties in the office or plant. Cleans lavatories and disposes of waste paper. May sweep, mop, and wax floors. May operate industrial cleaning equipment or machinery in performing assigned duties. This is an unskilled position requiring three to six months experience.
Maintenance, Buildings and Ground Supervisor	Supervises and coordinates the work of employees who repair and maintain buildings/facilities. Prepares work schedules, assigns work, and oversees the work product. May be involved in new construction or modification of existing properties. Provides positive and effective leadership to the building and ground staff.

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Maintenance, Buildings and Ground Tech	Maintains and repairs physical structures and utility systems of buildings and maintaining grounds; paints and performs structural repairs to masonry, woodwork, and furnishings of buildings and maintaining and repairing building utility systems, such as electrical wiring and controls, heating and ventilating systems and water distributing and plumbing systems. Performs ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse. Requisitions tools, equipment, and supplies.
Maintenance, Machine Repair	Performs routine and non-routine maintenance and repair of buildings, machines, and facilities where skills of the building trades are involved. Duties may include carpentry, plumbing, concrete work, roof repair, yard and parking lot maintenance, painting, boiler repair and maintenance, and snow removal, requiring electrical, mechanical, plumbing, or carpentry skills. Refers work to outside vendors when required by size of project or where specific skills are required.
Marketing/Communications Coordinator	Coordinates the activities associated with developing marketing campaigns of the products and services of the organization. Activities may include coordinating and developing technical support programs and product training, in addition to product marketing,
Mechanic	Under general supervision performs routine and non-routine preventive, maintenance, and repair work on mechanical equipment. Ensures that all equipment is functioning satisfactorily and makes repairs or reports equipment problems.
Office Manager	Coordinates and provides general supervision to support staff activities, including secretarial and word processing functions. Maintains adequate level of office supplies, coordinates copy/duplicating equipment maintenance and repairs, and may conduct new employee interviews and orientation. Conducts clerical level training and performance reviews. May supervise clerical staff for such functions as copy/duplicating, mailroom, file room, etc.
Operations Manager/Manufacturing	Develops plant policies consistent with company policies and objectives. Coordinates schedules based on sales levels and production capacity. Develops and maintains plant budgets. Oversees utilization and maintenance of buildings and equipment, and directs facilities changes, and equipment acquisitions. Participates in facilitating industrial and labor relations. Directs all the activities of the operating unit, including a variety of key functions such as production, engineering, sales and marketing, human resources, purchasing, and accounting.
Operations Manger/Non-Manufacturing	Manages and directs an organization's operational policies, objectives, and initiatives in a non manufacturing environment.
Packaging Worker	Packs product or parts into shipping cartons as described on order forms/instruction sheets. Uses packaging materials as necessary to prevent breakage or damage. Closes, seals and accurately labels cartons for shipping.

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Painter	Works in paint booth, using manual spraypaint gun to paint parts as they move past on conveyor system.
Print Center/Press Operator I	Operates offset-duplicating machine or small printing press to reproduce single or multicolor copies of line, drawings, graphs, or similar materials. Inspects printed material to verify specified color and clarity of print. Sets up and operates bindery equipment to cut, assemble, staple, or bind materials. Maintains machinery and equipment in operating condition.
Print Center/Press Operator II	Operates and maintains print equipment. Verifies size, color, and type of paper and color of ink from job order. Cleans inking rollers with solvent and replaces them in press, using handtools. Adjusts controls to regulate volume of ink. Packs impression cylinder with tissue or folio. Adjusts delivery tapes, and positions and locks form (type setup or plate) on bed or cylinder of press. Responsible for maintenance.
Production Worker I	Accurately and efficiently learns and performs standard production duties. Assembles parts at floor stations. May test parts and mechanisms to meet tolerances and product specifications. Uses hand tools and power tools to assemble units according to product specifications. 0-1 year of experience.
Production Worker II	Accurately and efficiently performs standard production duties. Assembles parts at floor stations. May test parts and mechanisms to meet tolerances and product specifications. Uses hand tools and power tools to assemble units according to product specifications. More than 1 year experience.
Production Worker, Lead	Performs more complex standard and non-standard production duties. May test parts and mechanisms to meet tolerances and product specifications. Uses hand tools and power tools to assemble units according to product specifications. May be considered Lead worker and provide training to Production Worker I and II. Handles routine problems on the production floor.
Public Relations Coordinator	Plans and directs development and communication of information designed to keep public informed of employer's programs, accomplishments, or point of view. Arranges for public relations efforts in order to meet needs, objectives, and policies of individual, special interest group, business concern, nonprofit organization, or governmental agency, serving as in-house staff member or as outside consultant. Prepares and distributes fact sheets, news releases, photographs, scripts, motion pictures, or tape recordings to media representatives and other persons who may be interested in learning about or publicizing employer's activities or message. Purchases advertising space and time as required. Arranges for and conducts public-contact programs. Promotes goodwill. Represents employer during community projects and at public, social, and business gatherings.

2006 LCHRA Compensation Position Descriptions

Purchasing Agent	Works with vendors and suppliers to obtain critical, complex, or difficult to acquire supplies or equipment that are of substantial importance to the organization. Generally adheres to established policies and procedures and buys at lowest cost consistent with required quality, quantity, and availability. Executes purchase orders and follows up as needed. Actively researches and develops new sources of supply and/or recommends possible substitute materials and/or suppliers. Develops and maintains necessary files and records. Negotiates and recommends appropriate settlement for defective shipments or other errors or delays.
Purchasing Assistant/Buyer	Purchases simpler, repetitive materials, supplies, parts, or equipment when purchasing routines and sources of supply have been established. Places orders and follows up to expedite delivery. Maintains department files and provides clerical assistance to higher-level department members.
Purchasing Manager	Directs the acquisition of materials and oversees materials inventory. Oversees and coordinates traffic services. May coordinate planning and scheduling of production. Directly supervises employees in the purchasing function.
Quality Control Inspector	Performs routine testing on quality of in-process or finished goods according to company standards, customer specifications, and any applicable regulatory standards. Collects samples and performs assigned inspection tasks using various types of equipment. Ensures documentation is complete and accurate. May also inspect production machines and work areas, and perform packaging sampling or testing.
Quality Control Manager	Plans and coordinates the participation of quality engineers in product design, review, and approval. Plans and supervises studies aimed at improving product quality and reliability. Establishes plans to audit and approve vendors for key parts, commodities, and services. Organizes inspection processes to assure that defects are detected at the earliest point in the manufacturing cycle.
Quality System Coordinator (Baldrige, ISO, QS)	Plans and coordinates the participation of all in quality initiatives. Establishes plans to audit and approve systems, processes, and procedures.
Receptionist/Switchboard Operator	Operates the company's telephone system. Takes and relays messages appropriately. Acts as a receptionist to greet and direct visitors to the organization or departments within the organization. May do incidental typing or clerical tasks as assigned.

2006 LCHRA Compensation Position Descriptions

Safety Manager	Plans, implements, and manages programs to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Develops accident-prevention and loss-control systems and programs for incorporation into operational policies of organization. Manages and coordinates, through subordinate supervisory personnel, activities of safety program. Identifies and appraises conditions that 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. Directs and coordinates, through subordinate supervisory personnel, activities of operations department to obtain optimum use of equipment, facilities, and personnel.
Safety Specialist	Organizes and/or conducts various internal safety or training programs and evaluates programs success, including supervisor training, management development, technical training, etc. Most programs are developed by outside vendors or have been already developed in-house.
Sales Associate - Retail	Duties include selling goods and assisting with customer's inquiries. May operate a cash register.
Sales Representative/Account Executive	Responsible for selling a specific line or lines of products or services. May be responsible for a specific territory or dollar volume. Is typically responsible for finding and developing new clients as well as maintaining existing clients. Communicates with credit, inventory, service provider, or other company representative to ensure efficient delivery.
Scheduler/Production	Plans and develops the master production schedule or job cost support for manufacturing products to meet delivery dates and/or achieve inventory levels or other distribution goals. Utilizes knowledge of production specifications, manufacturing processes, materials availability, and application of mathematical planning tools to develop plan. Monitors status of production results and prepares reports on results against plan.
Security Guard	Secure company facilities, parking lot and grounds. Checks buildings and offices for security problems such as checking doors and windows to ensure they are locked and functional. Watch over parking lots for parking violations, speeding, safe driving, vandalism and theft.
Sewer	Operates or tends sewing machines to join, reinforce, or perform related sewing operations in the manufacture of garment or nongarment products.
Supervisor/Foreman	First level of supervision of operations in assigned department. Reviews production orders and ensures that production schedules are met. Organizes assigned work, and supervises and assists employees in daily work performance. Anticipates production and personnel problems, and resolves problems to minimize their effect on production. Maintains good housekeeping and enforces safe work practices.

2006 LCHRA Compensation Position Descriptions

Tool and Die Maker	Builds machine tools and parts, dies, jigs or fixtures to extremely close tolerances. Lays out and operates bench or machine tools to construct, alter, and repair dies, jigs, fixtures, or special tools.
Tool Crib Attendant	Works in tool crib to receive, store, issue, and maintain hand tools, dies, and other machine pieces and equipment. Keeps records of tool crib inventory and of tools and equipment issued. Inspects tools and equipment for defects, makes minor repairs, and prepares repair tickets.
Volunteer Coordinator	Organizes, implements and maintains volunteer programs. Interviews, recruits and orients employees to volunteer department.
Warehouse Worker/Forklift Driver	Performs general warehouse work that may involve receipt of incoming material/product, using material moving/handling equipment to store materials in designated areas, and/or retrieving materials/product from warehouse locations to supply production operations or support customer shipment of company products. Has knowledge of warehouse layout and the safe operation of material moving and handling equipment including 2-wheeler, lift truck, pallet jack, or motorized forklift. Skilled in reading company work orders and shipping documents and determining appropriate action from it.
Welder	Performs complex wire, stick, gas, or heliarc welding on varied operations where considerable experience is required. Considers type and gauge of material to be welded and makes adjustments for proper heat. Places metal parts to be welded on fixtures, attaches jigs, clamps, etc., as needed to hold parts in proper position.