

List of All Positions Surveyed
In the 2015 Nonexempt Wage Survey Questionnaire

Accounting

Job Code

10.030	Accounting Clerk III (Advanced)
10.031	Accounting II – (Experienced)
10.040	Accounting Clerk I (Junior)
10.050	Accounting Clerk – Multi Function (for small companies)
10.060	Accounts Payable Clerk
10.070	Accounts Receivable Clerk
10.080	Bookkeeper (Small Company)
10.090	Bookkeeper - Junior
10.100	Credit and/or Collection Clerk
10.110	Credit and/or Collection Specialist

Banking and Insurance, see page 8 of this appendix

Cost Accounting

11.060	Cost Estimator – Senior
11.070	Cost Estimator – Junior

Data Processing / Information Systems

12.010	Computer Operator – Senior
12.020	Computer Operator – Junior
12.040	Data Entry Operator II (Experienced)
12.050	Data Entry Operator I (Entry)
12.070	Equipment Technician
12.080	Help Desk III (Advanced)
12.081	Help Desk II (Experienced)
12.082	Help Desk I (Entry)
12.090	Internet Designer
12.100	Network Technician
12.110	Personal Computer Specialist
12.120	Programmer – Senior
12.130	Programmer – Junior

Payroll and Timekeeping

Job Code

13.010	Payroll Clerk – Unit Leader
13.020	Payroll Clerk III
13.030	Payroll Clerk II
13.040	Payroll Clerk I

Human Resources and Employee Services

*(For nursing and healthcare positions, see **Clinical** job family)*

14.010	Benefits Assistant
14.030	Human Resource Assistant
14.040	Human Resource Clerk
14.050	Wellness Coordinator

Sales, Advertising, Order and Billing

15.010	Advertising Assistant
15.040	Billing Clerk
15.050	Customer Service Representative I (Entry-Level)
15.051	Customer Service Representative II (Experienced)
15.060	Customer Service Representative III (Technical Advisor)
15.079	Events Coordinator
15.080	Export Coordinator
15.090	Sales / Marketing Assistant
15.100	Order Analyst - Senior
15.110	Order Analyst - Junior
15.120	Order Clerk
15.130	Photographer
15.160	Sales Correspondent – Senior
15.170	Sales Correspondent – Junior
15.190	Telemarketing Sales Representative
15.200	Telemarketing Sales Representative – Junior
15.210	Telephone Order Processing Representative
15.211	Telephone Sales Representative

Administrative and Secretarial

Job Code

16.010	Administrative Assistant III
16.011	Administrative Assistant II
16.020	Administrative Assistant I
16.030	Paralegal
16.040	Administrative Assistant to Chief Executive Officer
16.050	Secretary – Executive
16.080	Legal Secretary II (Experienced)
16.081	Legal Secretary III (Advanced)

Purchasing

17.010	Buyer I
17.020	Buyer II
17.030	Expediter – Outside
17.040	Invoice Clerk – Senior
17.050	Invoice Clerk – Junior
17.060	Purchasing Clerk

Production Control

18.010	Dispatcher
18.020	Expediter
18.030	Production Clerk – Senior
18.040	Production Clerk – Intermediate
18.050	Production Clerk – Junior
18.060	Production Planner / Scheduler I
18.070	Shipping Clerk
18.080	Shipping & Receiving Clerk
18.089	Traffic Dispatcher
18.090	Traffic Clerk

Stores and Inventory Control

19.010	Inventory Control Clerk / Clerk Counter
19.020	Inventory Record Clerk – Senior
19.030	Inventory Record Clerk - Junior
19.040	Material Control Coordinator
19.050	Receiving Clerk
19.060	Stores Keeper

General Clerical and Office Service

Job Code

20.010	General Clerk III (Advanced)
20.020	General Clerk II (Experienced)
20.030	General Clerk I (Entry Level)
20.040	Records Specialist (Advanced)
20.050	File Clerk – Senior
20.060	File Clerk – Junior
20.070	Office Janitor
20.080	Mail Clerk
20.090	Messenger / Courier
20.100	Office Person – Multi Function (Small Company)
20.110	Receptionist
20.120	Security Guard – Unarmed
20.121	Security Guard – Armed
20.130	Telecommunications Network Coordinator
20.140	Telephone Operator
20.160	Telephone Operator / Receptionist / Secretary

Manufacturing and Industrial Engineering

21.010	Machine Inventory / Preventative Maintenance Coordinator
21.020	Methods and Standards Technician – Senior
21.030	Methods and Standards Technician – Junior
21.040	Programmer – Senior (N.C. / C.N.C.)
21.050	Programmer – Junior (N.C. / C.N.C.)

Designing, Drafting and Technical

22.010	Blueprint Machine Operator
22.020	Design Drafter – Senior (Product)
22.030	Design Drafter – Junior (Product)
22.040	Design Drafter – Senior (Tools)
22.050	Design Drafter – Junior (Tools)
22.060	Drafter – Unit Leader
22.070	Drafter, Detailer – Senior
22.080	Drafter, Detailer – Junior
22.090	Drafter, Layout – Senior
22.100	Drafter, Layout – Junior
22.110	Electronic Technician – Senior
22.120	Electronic Technician – Junior
22.130	Engineering Technician – Senior (R & D)
22.140	Engineering Technician – Junior (R & D)
22.150	Environmental Technician
22.160	Field Service Technician III (Advanced)
22.170	Field Service Technician II (Experienced)
22.171	Field Service Technician I (Entry)
22.172	Inside Service Technician

Designing, Drafting and Technical (cont'd)

Job Code

22.180	File Clerk (Drawings)
22.200	Hazardous Waste Technician
22.210	Installer
22.220	Laboratory Technician – Senior (Elec.-Mech.)
22.230	Laboratory Technician – Junior (Elec.-Mech.)
22.240	Laboratory Technician – Senior (Met.-Chem.)
22.250	Laboratory Technician – Junior (Met.-Chem.)
22.260	Quality Control Technician – Senior
22.270	Quality Control Technician – Junior
22.290	Surveying Technician
22.300	Surveyor – A (Certified)
22.310	Surveyor – B
22.320	Technical Illustrator
22.330	Technical Inspector
22.340	Technical or Specifications Clerk
22.350	Technical Writer (Manuals, etc.)

In-House Graphics and Printing

23.010	Graphic Artist
23.011	Graphic Artist - Senior
23.020	Copy Center Operator
23.030	Operator, Desktop Publishing – Senior
23.040	Operator, Desktop Publishing – Junior
23.050	Press Operator – One or Two Color
23.060	Press Operator – Multi-Color
23.070	Digital Press Operator
23.090	Web Press Operator

Service Sector

24.010	Child Care Teacher
24.020	Cook
24.030	Retail Sales Clerk

Banking and Insurance

25.010	Loan Processor
25.020	New Account Rep / Personal Banker
25.030	Teller
25.040	Teller Supervisor / Head Teller
25.050	Mortgage Loan Processor
25.060	Mortgage Underwriter
25.070	Claims Customer Service Rep.
25.080	Claims Examiner

Clinical / Office Support

Job Code

26.010	Clinic Office Support
26.020	Insurance Clerk
26.030	Medical Assistant
26.040	Medical Records Clerk
26.050	Patient Account Representative
26.060	Scheduler

Clinical

27.010	Licensed Practical Nurse (LPN)
27.020	Registered Nurse (RN)
27.030	Occupational Therapy Assistant, Certified (COTA)
27.040	Physical Therapy Aide (Clinic Aide)
27.050	Pharmacy Technician