



2011 Compensation & Benefits Survey: Buffalo Niagara

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Provider of the Buffalo Niagara Compensation & Benefits Survey since 1999

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Instructions to Complete

- Read job description to determine match with your company's job, report if 75+% match.
- Enter **hourly wage for all jobs. For employees paid an ANNUAL salary, please convert to hourly wage based on average or assigned**
- **Report compensation based on data from August 1 this year**
- Starting rate: If you have a specific starting wage for this position (or minimum of salary range) report under column "starting rate"
- Lowest/ Highest Paid: Report the lowest paid and highest paid incumbent in this job title from your current employee pay in columns "lowest paid" and "highest paid".
 - If there is only one employee in a job title, do not complete these columns.
- Average Rate: Calculate the average wage (sum of wage for all incumbents, divided by number of incumbents).
- Employees: Report number of employees in this position.
- If job title is currently unfilled, report starting rate (if any) and "0" under employees.
- Union: Check (Click) box if job is unionized (YES) or write in "YES."
- FLSA Exempt: Fair Labor Standards Act Exemption status (for overtime purposes). Indicate YES (exempt) or NO (non-exempt), based on your organization policy.
- Comments: Enter any notes or deviations from the standard job description or explanation of data.
- Enter "your job title" for reference in the box provided.
- **Assistance**: HR Foundations provides a free phone consultation to assist you in job title matching or data compilation, contact us to set up an appointment.

Example:

1. Assembler:		Performs precision assembly operations						
Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate \$	Employees in Job	Unionized? -Click YES	FLSA Exempt	Other Comments	Your Job Title
10.00	10.50	14.00	12.75	5	YES	No		

Questions?: Diana Southall, 716-898-0720, southall@hrfoundations.com

Enter data on our website: <http://survey.HRFoundations.com>

Or Mail to: HR Foundations, PO Box 1016, Buffalo NY 14209

Deadline: Enter data online or mail report by **September 15**

Employer Information

Organization _____

Address _____

Contact Person _____

Title _____

Telephone _____

Email address _____

Last Year Sales/ budget - millions <\$1 \$1-49 \$50-99 \$100-250 \$250 -999 +\$1 Bill

Ownership Publicly traded Private ownership Not for Profit

Industry Manufacturing Wholesale Retail
 Real Estate & Construction Transportation & Distribution Financial & Insurance
 Services-Personal Services- Business Education
 Health Care & Human Services Other _____

Product/Business: _____

Total Number of Employees

WNY Erie & Niagara Co: _____

USA <50 50-99 100-249 250-499 500-999 1000-4999 5000+

% of hourly workforce unionized: _____%

Deadline: Enter data online or mail report **by September 15**

Accounting & Finance

1. Accountant, General

Prepares income and balance sheets and other related statements and reports. Reviews journal entries and provides guidance to accounting clerks and bookkeepers regarding appropriate accounting practices. Typically holds bachelors degree.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

2. Accounting Clerk

Prepares necessary journal entries, reconciles accounts, processes payments and compiles segments of monthly closings and annual reports receivables in accordance with standard procedures. Incumbents have associates degree or equivalent knowledge.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

3. Accounting Controller

Middle management position that supervises accounting managers or supervisors and reports to CFO/ VP. Directs and administers financial operations and systems, prepares budgets, financial reports and analyses; may manage one or more accounting departments

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

4. Accounting Manager

Manages general accounting functions and the preparation of reports and data concerning earnings, profits, expenses, cash balances and other significant financial measurements.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

5. Accounting Supervisor

Supervises and coordinates activities of workers engaged in calculating, posting, verifying and typing duties to obtain and record financial data for use in maintaining accounting and statistical records.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

6. Cost Accountant

Prepares cost statements and reports for management to ensure proper control of expenditures. Analyzes actual costs compared with standard costs and compiles data and analysis of variances. Classifies material, labor and overhead costs to calculate unit cost of product or service.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

7. Cost Accounting Manager

Manages cost accounting functions and the preparation of reports and data concerning material, labor, overhead, costs, variances, and other significant cost measurements. Plans and directs the implementation of cost control methods and activities.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

8. Credit analyst

Analyze current credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with this credit information for use in decision-making.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

9. Credit and Collection Manager

Manages credit and collection activities and preparation of reports and data regarding credit terms, outstanding balances and collection activities. Investigates customer/supplier credit risks. Recommends credit policies and procedures.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

10. Credit Collection Clerk

Handles a wide variety of credit and collection functions. Files customer credit applications and receives delinquent payments. Responsible for collecting information, sending standard forms to credit companies, banks and loan associations. Maintains records on credit risks and delinquent accounts. Sends follow-up letters.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

11. Director Finance

Middle management position between manager and VP levels. Implements polices and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

12. Financial Analyst

Responsible for financial reporting, forecasting and planning. May support external audits and technical accounting interpretation.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

13. Internal Auditor

Audits the accounting and statistical data of various departments in order to verify accuracy, Audits the activities of various departments for compliance with plans, policies, and procedures prescribed by management.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

14. Vice President Finance (CFO)

Top finance position responsible for financial control and planning for entire organization, reports to CEO. Directs multiple functional areas, such as finance, accounting, budgeting, tax.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Administrative

15. Administrative Assistant/ Secretary

Performs general office support such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, preparing reports, or providing information to callers.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

16. Corporate Counsel

Advises corporation regarding legal rights, obligations, and privileges. Examines legal data to determine advisability of defending or prosecuting lawsuits. May act as agent of corporation in various transactions.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

17. Director, Assistant

Reports to Executive Director, President, CEO, shared responsibility for leading organization

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

18. Executive Assistant

Supports and assists senior managers, directors, and executives. Drafts professional and confidential documents, emails, reports and letters on executives behalf. May make meeting or travel arrangements, or maintain executive's schedule.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

19. Mail Clerk

Receives, sorts, delivers and posts incoming, outgoing and interdepartmental mail.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

20. Management Analyst

Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Include program analysts and management consultants.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

21. Office Clerical

Entry level position that performs varied clerical duties requiring limited knowledge of office systems and procedures. Duties may include answering telephones, word processing, data entry, office machine operation, and filing.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

22. Office Supervisor

Supervise and coordinate the activities of clerical and administrative support workers.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

23. Paralegal

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

24. President/ CEO/ Executive Director

Top position responsible to lead entire organization, including setting and implementing strategy and short and long term goals.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Bank & Insurance

25. Bank Branch Manager

Responsible for the management of Support Team resources and activities including the supervision, scheduling and allocation of support team. Identifies process improvement opportunities and company wide best practices within the banking centers.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

26. Bank Branch Manager, Assistant

Supervises all branch personnel as directed by the branch manager. Maximize sales and profitability by assisting the Branch Manager with all aspects of the individual branch operation in accordance with Company policies and procedures including customers

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

27. Bank Teller

Services and processes customer transactions in the branch network. Listens for referrals and sales opportunities. Knowledge of bank services, policies, and procedures.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

28. Bank Teller, Head

Oversees and coaches teller activities. Meets and upholds banking performance standards in relation to customer service, operations, sales and business referrals.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

29. Commercial Account Manager

Serves as Trusted Financial Advisor to assigned client relationships. Aggressively participates in external calling prospecting effort across lines of business. Oversees attainment of new commercial loan and deposit relationships for the bank branch.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

30. Commercial Loan Representative

Provide customer service for Commercial loan support functions through telephone or written request by performing timely processing of transactions.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

31. Deposit Operations Representative

Responsible for performing basic duties in a single assigned unit of the Deposit Operations Section related to one of the following major functions; Automated Clearing House (ACH), Automated Teller Machine (ATM), Web Banking, Card Operations, Legal papers

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

32. Financial Consultant

Responsible for selling mutual funds, annuities, life insurance and investments through bank branches. Additional responsibilities include the development of personal business and branch referrals.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

33. Insurance Account Representative, Commercial

Provides Commercial Lines support in obtaining, maintaining, expanding and servicing accounts. Maintains effective working relationships with current and prospective clients, producers and agency personnel.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

34. Insurance Account Representative, Personal

Provides Personal Lines support in obtaining, maintaining, expanding and servicing accounts. Maintains effective working relationships with current and prospective clients, producers and agency personnel.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

35. Insurance Claims adjuster

Review settled claims to determine that payments and settlements have been made in accordance with company practices and procedures, ensuring that proper methods have been followed. Report overpayments, underpayments, and other irregularities. Confer with legal counsel on claims requiring litigation.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

36. Insurance Claims Representative

Provides prompt, effective assistance to clients and third parties reporting and settling claims with the agency. Acts as a liaison between the agency, carriers and insured's and maintains effective working relationships with current and prospective clients

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

37. Loan Interviewer

Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

38. Mortgage Consultant

Responsible for the sales and origination of 1-4 family residential mortgage applications within pre-determined guidelines and rates set forth by the Bank and its investors.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

39. Mortgage Servicing Representative

Provides Retail support functions by performing timely processing of Residential/Consumer loan/lease transactions, & scheduled and non-scheduled loan/lease maintenance. Acts as a resource between TSR or Retail branches and their customers.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

40. New Account Representative

Sells and services bank products for customers at branch. Meets established sales performance standards while building and maintaining positive relationships with customers.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

41. Portfolio Manager

Provides direct oversight of assigned portfolio; including timely collection of financial data, covenant compliance, monitoring delinquency, completion of line renewals, assessment of risk, resolving collateral exceptions, performing property inspections, tracking tax payments/escrow balances and completion of annual reviews.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Distribution & Warehouse

42. Auto Maintenance Technician

Perform routine repairs and maintenance to automobiles or trucks, including changing oil, tires, batteries, hoses, bulbs and fluids.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

43. Auto- Truck Mechanic

Diagnose, adjust, repair, or overhaul automotive vehicles, light or heavy duty trucks. Repair brakes, heating and cooling systems, electrical, engines, wheels and frame. Skills may include rebuilding engines, transmissions, power systems and steering.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

44. Dispatcher

Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

45. Distribution - Logistics Manager

Plans, directs, coordinates and evaluates logistics management functions, typically for multiple facilities, for all or most of the following: inventory management, warehousing, and transportation. May be involved with production, planning, procurement. Ensures adequate and timely distribution of products, parts, and accessories to attain maximum sales potential consistent with good inventory control.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

46. Distribution Supervisor

Supervises staff involved in tasks such as shipping, receiving, packing, loading trucks. Analyzes inventory to identify slow moving or surplus stock, monitors space requirements and storage of products to reflect changes in practices and product mix.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

47. Freight agent

Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

48. Import- export clerk

Computes duties, tariffs, price conversions, and weight and volume of merchandise that is imported or exported. Examines invoices, bills of landing and shipping statements. Verifies conversions of merchandise weights or volumes, converts foreign currency.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

49. Inventory Control Associate

Counts and maintains inventory level, performs a variety of related tasks. May perform regularly scheduled cycle counts, investigate and report on causes of errors.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

50. Inventory Planning Clerk

Provides data to forecast estimates and schedules of goods in process, needs for future order, stocking levels. May process shortages or coordinate with customer service.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

51. Inventory- Stockroom Clerk

Maintains stockroom inventory records, receiving and dispensing a wide variety of manufactured and purchased parts.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

52. Materials Manager

Manages the movement of materials in and out of plants. Responsible for the administration of materials related functions including purchasing, production scheduling, inventory control, warehousing.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

53. Packer

(AKA Order Filler). Performs basic packing duties including picking, pulling orders, packing, labeling and boxing of final order.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

54. Production Scheduler

Responsible for coordination and production planning relative to resources and capacity. Issues detailed schedules following instructions from production planners. Prepares, maintains and publishes all related production reports.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

55. Shipping & Receiving Clerk

Prepares merchandise for shipment, or receives and is responsible for incoming shipments of merchandise or other materials.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

56. Traffic Clerk

Supports transportation or distribution department, varied support tasks include preparation of bills of lading, recording shipment data, contact carrier for pickup or delivery information, compute amounts such as weight and volume.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

57. Transportation Analyst

Controls and optimizes costs for transportation and warehousing services; evaluates transportation activities for efficiency and economy of practices; audits freight costs; assesses availability of carriers. Secures rate quotations, traces shipments and acquires proof of delivery.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

58. Truck Driver, CDL

Drive a tractor-trailer combination or a other vehicle to transport and deliver goods or materials in liquid, loose, or packaged form. May be required to unload truck. Requires commercial drivers license CDL.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

59. Truck Driver, Delivery

Drive a delivery truck or van, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck. Does not require commercial drivers license to operate.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

60. Truck driver, Yard

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

61. Warehouse Person (Forklift)

Operates hand or power trucks to load or unload various materials (raw materials, parts, packages) on or from freight cases, trucks, or other transportation devices. Verifies materials against receiving documents. Routes materials to prescribed storage locations and stores, stacks or palletizes materials. May select cases for orders.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Engineering & Science

62. Chemist

Conducts experiments and analyses on organic or inorganic substances to improve or develop products for market. May conduct experiments to evaluate materials or substances to improve product or process performance. Examines potential uses for chemical by-products.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

63. Designer

Prepares designs (sketches and/or specifications) into detailed drawings and working plans from verbal or written instructions. Works independently in the development of original designs and component selection. May also revise existing plans to conform to engineering changes.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

64. Director Engineering

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

65. Director Research & Development

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

66. Drafter

Prepares layouts and drawings from specific instructions, in most cases using a computer and applicable CAD software.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

67. Engineer, Electrical

Performs activities concerned with design, testing and manufacture of electrical components, products and systems and in the development of applications of products for commercial, industrial or medical uses

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

68. Engineer, Manufacturing

Monitors production and assembly processes, identifying areas for improvement in producibility and quality. Initiates design change proposals for manager's review. Provides technical direction and direct support for failed units returned by the customer and in-house rejections.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

69. Engineer, Mechanical

Researches, plans and designs mechanical and electromechanical products and systems, and directs and coordinates activities involved in fabrication, operation, application, installation, and repair of mechanical and electromechanical products and systems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

70. Engineer, Methods

Prepares detailed manufacturing instructions and programming data to produce machined parts & sub-assemblies to meet engineering drawings & specifications. Determines manufacturing procedures and operation sequencing and establishes tooling, gauging and machine requisitions to fabricate parts & sub-assemblies.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

71. Engineer, Process

Plans and coordinates efforts requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard and new production processes.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

72. Engineer, Project

Determines project responsibilities by identifying project phases and elements. Prepares project status reports by collecting, and analyzing information; recommending actions. Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

73. Engineer, Product Design

Independently evaluates, selects and applies engineering techniques and criteria in the design and development of new products and/or technologies, processes to meet cost, schedule and performance goals.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

74. Engineer, Quality

Performs a variety of engineering work in the planning and design of quality control/assurance systems. Performs quality related inspection, testing and auditing as required; provides analysis of production process performance and issues to management.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

75. Engineer, Safety

Plan, conduct, evaluate, and may supervise occupational health programs to prevent or correct hazardous working conditions. Ensures compliance with company and government requirements. Incumbents may have engineering degree or other related degree and/or experience.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

76. Engineer, Sales/Application

Serves as liaison between sales representatives, manufacturing and customer. May work on-site in sales or implementation process, and may provide product customization based on customer needs. May issue quotations or assist in new product development.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

77. Engineering Manager

Manages engineering activities, projects, and long-range plans for engineering function.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

78. Manufacturing Engineer Manager

Manages manufacturing engineering activities to ensure that the manufacture or purchase of products meets functional requirements at lowest possible cost.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

79. Natural Science Manager

Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

80. Product Development Manager

Manages the product development process to develop new or enhanced products by the most efficient means. Recommends capital expenditures and production methods for products.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

81. Research & Development Manager

Responsible for overall conception, development, and testing of products and processes with long range potential.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

82. Scientist

Provides research leadership in a well-defined technical area within a research section. Manages major research projects, oversees preparation, presentation, and follow-up of major proposals. Makes substantial contributions to the planning and execution of market and project development in technical areas. ADV: May establish technical objectives, select research staff and direct and participate in research efforts.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

83. Technical Writer

Prepares and procures a wide variety of technical documentation, coordinates customer field service training programs and post-training inquiries and implements customer-defined logistics requirements.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

84. Vice President Engineering

Top Engineering position, directs and implements programs developed by CEO. Recommends short term and long term plans. Responsible for development and design of products within established standards. Advises operational units to ensure overall effectiveness of engineering practices Reports to CEO.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

85. Vice President Research & Development

Top research position, directs and implements research and development strategies and programs. Recommends short term and long term plans. Responsible for research and development programs to design new or improved products. Establishes research priorities and accomplishment within budget. Reports to CEO.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Health care

86. Dietitian

Assesses nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans and provide nutritional counseling. Consults with physicians and health care personnel to determine nutritional needs and diet restrictions of patients. Monitors food service operations to ensure conformance to nutritional, safety, sanitation and quality standards. Incumbents usually hold Registered Dietitian certification.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

87. Health Services Manager

Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

88. Home Care Aide

Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May advise families, the elderly, and disabled on such things as nutrition, cleanliness, and household utilities.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

89. Medical Assistant

Perform administrative and certain clinical duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications. Admin duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

90. Medical secretary

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

91. Nurse, Licensed LPN

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

92. Nurse, Registered RN

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

93. Nursing Aide

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Excludes home health aide.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

94. Occupational Therapist

Assess, plan, organize, and participate in rehabilitative programs that help build or restore vocational, homemaking, and daily living skills, as well as general independence, to persons with disabilities or developmental delays.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

95. Occupational Therapist w/ Supervisory Resp.

Responsible for coordination of occupational therapy to patients. Supervises Occupational Therapists and Occupational Therapy Assistants

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

96. Physical Therapist

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

97. Physical Therapist w/ Supervisory Resp

Responsible for coordination of physical therapy to individuals. Supervises Physical Therapists and Physical Therapy Assistants

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

98. PTA/ COTA (PT or OT Assistant)

Licensed Certified Occupational Therapy Assistant or Licensed Physical Therapy Assistant

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

99. Speech Therapist

Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

100. Speech Therapist w/ Supervisory Resp.

Responsible for coordination of speech therapy to individuals. Supervises Speech Therapists and/or Assistants

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Human Resources

101. Benefits Administrator

Negotiates and coordinates benefits plans with providers. Coordinates and plans communication and plan information distributed to employees. Monitors and reconciles vendor billing with applications and payroll reports.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

102. Benefits Clerk

Processes employee enrollment and claims under the organization's various benefits plans, reviews for accuracy and completeness. Maintains employee benefits records and prepares required reports. May counsel employees regarding eligibility and coverage.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

103. Director Human Resources

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

104. Human Resource Generalist

Provides HR support in a broad range of HR functional areas including recruitment and selection, employee relations, legal compliance and compensation/benefits programs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

105. Human Resource Manager

Manages policies and programs in at least one HR functional areas such as recruitment and selection, employee relations, legal compliance and compensation/benefits programs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

106. Human Resources Assistant

Supports Human Resource functions on an administrative level, including compensation and benefits, training, staffing or compliance.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

107. Payroll Specialist

Processes payroll time input for all employees. Receives and edits computer data and gives approval to generate checks. Performs all related payroll calculations.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

108. Payroll Supervisor

Manages employers payroll function including reconciliation of tax deposits and filings, preparation and auditing of a data; preparation of year-end and W-2 processing. Also recommends new products and processes, troubleshoots issues.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

109. Recruiter

Develops communications messages, media and outlets designed to attract job applicants. May interview applicants to determine if desired skill and personality characteristics are present.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

110. Trainer

Conducts training and education programs. May assess individual and organizational training needs and requirements, and may recommend and coordinates external training resources as required.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

111. Training Coordinator

Maintains efficient training department including design and implementation of training programs, coordination of training records and ensuring quality training and staff development organization wide.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

112. Vice President Human Resource

Top HR position, directs and implements human resource strategies and programs. Recommends short term and long term plans. Manages multiple functional groups such as talent management, HRIS, compensation, labor relation, compliance, safety. Reports to CEO

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Human Services

113. At Home Services Direct Care Staff

Provides direct care services in a residential setting.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

114. At Home Services Manager

Oversees all aspects of at home services to individuals including supervision of staff, finances and coordination of services

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

115. At Home Services Shift Supervisor

Supervises Direct Care Staff and services for a specific location and shift.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

116. Behavior Coordinator

Responsible for design and implementation of Behavior Management Programs, supervises Behavior Specialists. Bachelors Degree or equivalent experience required.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

117. Behavior Specialist

Monitors and updates behavioral services and plans for program participants. Provides ongoing support and training to staff for behavioral needs. Usually requires bachelor degree, reports to Behavior Coordinator.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

118. Case Managers

Provides case management to individuals who do not fall under Medicaid Service Coordination

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

119. Clinic Coordinator - Article16

Responsible for providing supervision and coordination of program services. Assures compliance with regulations

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

120. Community Integration Specialist

Plans, manages and organizes person centered day habilitation plans for individuals. Provides counseling, acts as an advocate, develops community options and placements. Act as a liaison to families and for other programs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

121. Community Relations Clerical

Provides clerical and administrative support to resource development, public relations and volunteer efforts of the agency

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

122. Cook/housekeeper for residential home

Shop for groceries, prepare meals, household cleaning.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

123. Day Program Coordinator

Oversees all aspects of multiple Day Hab programs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

124. Day Program Direct Care Staff

Provides direct care services in a certified day program

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

125. Day Program Manager

Manages all aspects of all organization's Day Treatment/Day Habilitation program. Supervises direct care staff including supervisors, manages finances and coordination of services.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

126. Day Program Shift Supervisor/ Lead

Acts as the lead for Direct Care Staff and services in the absence of the manager

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

127. Director Education Program

Oversees all aspects of educational program including management of staff, budget and planning. Plans and develops instructional methods and content for educational, vocational, or student activity programs. Reviews and approves new programs, recommends modifications to existing programs, submits program proposals for board approval. Confers with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

128. Director Development

Seeks funding and development from external resources. Oversees Agency fundraising efforts.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

129. Disabilities Program Navigator

Assists people with disabilities to access programs available to support their successful entry into the workforce

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

130. Employment Manager

Coordinates job coaching and development function for individuals, supervises job coaches.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

131. Endowment and Grants Manager

Plans and organizes endowment and grant activities. Increases community awareness of the endowment fund

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

132. Food Preparation Worker

Prepare and/or cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

133. Food Service Supervisor

Supervises employees engaged in serving food in hospital, nursing home, school, or similar institutions, and in maintaining cleanliness of food service areas and equipment

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

134. Respite Worker

Care for individuals at their home or in a community setting to give caregivers a break

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

135. ICF Direct Care Staff

Provides direct care services in an ICF.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

136. Job Coach

Coaches and provides support to individuals at employment sites

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

137. Job Developer

Develops job opportunities for consumers and places individuals in employment sites

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

138. Medicaid Service Coordinators

Provides service coordination to individuals. Develops, implements and monitors ISP's and other plans, proposals and agreements as required

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

139. Medicaid Service Coordinators Supervisor

Supervises Medicaid Service Coordinators

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

140. Mental health counselors

Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental health. May help individuals deal with addictions and substance abuse; family, parenting, and marital problems; suicide; stress management; problems with self-esteem; and issues associated with aging and mental and emotional health

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

141. Operations/Marketing Manager

Manages production and marketing operations of a sheltered workshop

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

142. Production Manager

Plans, organizes, directs and controls the production phases in a sheltered workshop

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

143. Psychologist - MS

Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. May design and implement behavior modification programs. Masters degree.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

144. Psychologist - PhD

Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. May design and implement behavior modification programs. PhD degree.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

145. QMRP - Qualified Mental Retardation Professional

Administers delivery of services for the developmentally delayed consumer to see that all services are provided in accordance with State and Federal regulations. Coordinates development of Individual Service Plan (ISP) by obtaining assessments of client needs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

146. Rehabilitation Services Manager

Performs vocational assessment, supervises development and maintenance of plans, records & reports

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

147. Residential Direct Care Staff

Provides direct care services in a residential setting and is med certified

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

148. Residential Site Manager

Manages all aspects of a residential group home including supervision of Direct Care Staff. Responsible for household and consumer finances as well as coordination of services

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

149. Residential Program Assistant Director

Oversees multiple Residential Program Coordinators/Program Administrators

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

150. Residential Program Coordinator/ Administrators

Oversees 3-5 Site Managers who oversee all aspects of the group homes

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

151. Residential Program Director

Head of Residential Services and oversees all aspects of the program. May supervise Assistant Directors.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

152. Residential Shift Supervisor

Supervises Direct Care Staff and services on a particular shift.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

153. Social Services manager

Plan, organize, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

154. Social Worker - BS

Provide social services and assistance to improve the social and psychological functioning of children, families, elderly or disabled or to support individuals with chronic, acute, or terminal illnesses. Bachelors degree.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

155. Social Worker - MS

Masters Level Social Worker

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

156. Supported Employment Manager

Plans, organizes, directs and controls the Supported Work Program, Auto Detail & Mobile Cleaning Crews. Supervises staff, assists with the development of individual service plans. Develops and implements funding contracts

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

157. Teacher Aide

Provides direct care services in school setting

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

158. Teacher Assistant

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

159. Teacher Special Education - BS

Teach relevant subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired. Bachelor Level.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

160. Teacher Special Education - MS

Teach relevant subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired. Masters Level.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

161. Treatment Coordinator

Coordinates provision of all treatments and/or therapies by treating professionals in a person's treatment plan

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

162. Van Driver, Passenger

Transports passengers in van or bus, includes 19A requirements

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Information Technology

163. Computer Operator

Operates computer and peripheral equipment to process business, scientific, engineering, or other data, according to operating instructions.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

164. Database Administrator

Directs and administers the activities related to data planning and development. Responsible for policies and procedures pertaining to data management, maintenance and security.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

165. Information Technology Director

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

166. Information Technology Engineer

Provides functional and empirical analysis to design, plan, install, develop and implement network or software systems. Recommends and implements policies, works with vendors and end users to resolve network and software issues.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

167. Information Technology Manager

Works to develop long-range plans for computer technology and systems. Plans, directs, or coordinates activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Consults with users, management vendors, and staff to assess computing needs and system requirements. Plans and directs daily operations of department, analyzing workflow, developing standards and setting deadlines, supervising IT staff

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

168. Information Technology Vice President

Top IT position, directs and implements information technology strategies and programs. Recommends short term and long term plans. Manages functional groups such as system design, programming, software and operations Reports to CEO.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

169. IT Technician -Hardware Support

Provides computer and peripheral equipment installation, maintenance, and support (such as PCs, printers, monitors, keyboards, scanners), usually on-site.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

170. IT Technician- Software Support

Provides assistance (usually over the phone) for computer users regarding hardware and software setup, functioning, and problems. Requires identification and resolution of problems in timely manner.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

171. Network Administrator

Provides support to local area network systems, including procedures, security, software and hardware support, and problem resolution.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

172. Network Architect

Designs and constructs relational databases, including design and implementation needs such as data acquisition, data access and design, archive, recovery, and load. Ensures new development is consistent with current structure, reviews and recommends improvements to enhance performance and increase function.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

173. Programmer

Assists in development of flow charts and computer programs based on program intent, customer output needs, input data constraints, and security requirements. Develops instructions for program use.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

174. Programmer/Analyst

Analyzes and evaluates existing or proposed systems, and develops systems, programs, and procedures to process information. Develops program specifications and diagrams and prepares flowcharts. Encodes, tests, debugs and installs operating programs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

175. Systems Analyst

Analyzes and evaluates existing or proposed systems and devises computer systems to process data. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solution. Prepares detailed program specifications and flowcharts, and coordinates the system's installation with the user department, insuring satisfactory results.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

176. Web Developer

Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Production

177. Assembler

Performs precision assembly and test operations on complex components or machines (electrical, electronic, hydraulic, and/or mechanical). Works from drawings, worksheets, engineering orders and other instructions. May performs diagnostic rework on units failing test requirements.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

178. Chemical Operator

Tends equipment units or semiautomatic systems that process chemical substances into industrial or consumer products.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

179. CNC Machine Operator

Able to operate computer numerical control equipment to perform machine operations such as turning, boring, facing, and threading parts (lathe or machine center), this position usually performs the machine programming and setup.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

180. Director Manufacturing

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

181. Equipment Operator, General

Operates mechanical or computerized machinery for a variety of tasks, including converting parts into finished products, cutting raw materials, shaping, assembly, labeling, processing, packing, etc.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

182. Equipment Operator, Heavy Production

Sets up and operates metal fabricating machines such as brakes, rolls, shears, saws and presses to cut, bend, straighten and form metal plates, sheets and structural shapes according to blueprints and specifications.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

183. Equipment Operator, Light Production

Operates hand or power equipment that shapes or assembles light metal, plastic, or glass parts by crimping, shaping, locking, staking or pressing fittings. Aligns workpieces against fixtures as specified.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

184. General Laborer

Entry level position that performs basic, routine production tasks

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

185. Machine Shop Supervisor

Supervises overall planning, direction and control of a basic production department; supervises Machine Shop Section Supervisors. Assigns and schedules work, trains and/or supervises training, selects qualified workers, consults with supervisors on overall problems concerning personnel problems, equipment procurement or maintenance, etc.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

186. Mixer Operator

Prepares bulk and raw materials for production. Mixes raw materials for product batches; assembles, maintains, and purges mixing equipment and transfer lines.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

187. Production Manager

Directs and manages overall production operations. Reporting to the overall manufacturing executive, responsible for key plant functions, including production, production control, materials, cost accounting and warehousing.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

188. Production Supervisor

Directs and coordinates, activities of production department in processing materials or manufacturing products in industrial establishment, applying knowledge of production methods, processes, machines and equipment, plant layout, and production capacities.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

189. Quality Director

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

190. Quality Document Coordinator

Provides central coordination for all documents required to maintain a Quality System to relevant standards. Duties include input and maintenance of database, distribution and control of all master documents and the manufacturing software configuration control system.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

191. Quality Inspector

Inspects materials and products for conformance to specifications, using fixed or preset measuring instruments. Examines for surface or structural defects, rejects defective parts. Performing sample inspections, and may coordinate corrective action as required. May assist with design or validation testing, or maintain equipment calibration systems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

192. Quality Investigator

Responsible for investigating Quality Assurance Complaints/Audits

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

193. Quality Manager

Manages and administers the organization's quality systems and procedures. Responsible for the development of systematic approaches to assure high quality products and services. Develops audit, test and inspection procedures. May be responsible for ISO certification

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

194. Shift Supervisor

Leads and coordinates the activities of the production workforce. Reports production, material and manpower usage, equipment and process issues; trains production team members; recommends improvements to equipment and processes

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

195. Team Leader

A non-exempt position that oversees the work of other non-exempt individuals. Often a "working lead" performing the tasks as needed. Not a direct supervisor, assigns work, trains and gives feedback but does not have perform performance appraisal or discipline.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

196. Tool and Cutter Grinder

Works from drawings, sketches and verbal instructions to perform precision grinding on a variety of cutting tools, gauges, fixtures, sub-assemblies and assemblies.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

197. Vice President Manufacturing

Top manufacturing position, directs and implements production strategies and programs. Recommends short term and long term plans, responsible for products manufactured on schedule, to quality standards and efficient cost. Reports to CEO.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Purchasing & Operations

198. Cleaner/Janitorial Worker

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

199. Compliance Officer

Oversees and controls the planning, organization and direction of the compliance function to include enforcement of all occupational and legal compliance rules and regulations. Advises and provides training to other staff about compliance procedures.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

200. Director Operations

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

201. Facilities Manager

Directs the overall management of company facilities, including repairs and maintenance with a combination of staff and vendors.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

202. Maintenance Supervisor, Facilities

Directly supervise and coordinate work activities of cleaning, janitorial and maintenance personnel in hotels, hospitals, offices, and other establishments.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

203. Maintenance, Buildings & Grounds

Performs plumbing, carpentry, painting, mechanical, general utility and repair duties to maintain buildings and grounds.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

204. Master Production Scheduler

Schedules production directly or directs scheduling by planners and schedulers. Interfaces with sales and marketing, customer service, distribution, and manufacturing.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

205. Operations Manager

Manages organizations operations (non-manufacturing), including development of policies and procedures, and reporting and reviewing attainment of operational objectives.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

206. Purchasing Agent/ Buyer

Plans and purchases materials or products from suppliers at the lowest cost, given consideration of quality, source reliability and urgency of need. Interviews vendors and recommends sources of supply. Negotiates prices and delivery schedules.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

207. Purchasing Assistant

Verifies Information such as Purchase Orders, requisitions, and contract release orders. Prepares and maintains all purchasing records and payment documents. Coordinates payment of invoices, and reconciles discrepancies in payments and purchase orders.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

208. Purchasing Manager

Responsible for the approval and control of the purchasing functions of the company. Oversees and analyzes all new development relative to material and supplies management. Makes recommendations designed to reduce cost and improve quality.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

209. Safety Manager

Directs company safety policies and procedures, and develops and coordinates safety programs including training, injury reduction, hazard identification, and loss control.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

210. Security Coordinator

Assists in the development of programs for the prevention and detection of impropriety, conflict of interest, theft and fraud, and other illegal or unauthorized activities which may adversely impact the company.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

211. Security Guard

Guards property against fire, theft, vandalism, and illegal entry through a variety of tasks.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

212. Tool Crib Attendant

Locates, handles, stores, receives and delivers a wide variety of tooling and operating supplies. Keeps updated records and maintains current inventory report.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

213. Vice President Operations (COO)

Top operations (non-manufacturing) position, directs and implements operational strategies and programs. Recommends short term and long term plans. Responsible for design of processes to improve services, audit for compliance with standards, anticipate and correct problems. Reports to CEO.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Sales & Marketing**214. Account Manager**

Maintains favorable contacts with assigned key accounts. Responds to non-routine inquiries such as modification of product/service, contact interpretation, and coordination of proposals. Develops sales of products and/or services by researching and rectifying customer problems, suggesting modifications to the product/service line and coordinating sales negotiations with regional personnel.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

215. Customer Service Manager

Manages customer service function and coordinates policies and procedures involving customer sales and services.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

216. Customer Service Representative

Replies to inbound customer inquiries regarding products, services, orders, or customer requests. May enter, maintain and track orders. Requires knowledge of company's products and data systems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

217. Customer Service Supervisor

Leads and coordinates the activities of the customer service workforce. Oversees daily operations, quality assurance, training, and support.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

218. Estimator

Prepares estimates of new or proposed product costs. Compiles cost data for preparation of operating budgets.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

219. Graphic Designer

Designs art and copy layouts for material to be presented by visual communication media.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

220. Market Research Analyst

Analyzes existing and potential product or service markets. Collects and analyzes data on established and prospective customers and on competitors. Prepares reports, interpreting market conditions and potentials. Investigates methods, costs of distribution, and advertising.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

221. Marketing Communication Manager

Coordinates sales and special promotions, determines organization's marketing communication and budget. Manages activities such as ad campaigns, special events, trade shows, literature and distribution.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

222. Marketing Director

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

223. Marketing Manager

Devises and supports new product and service programs, measures customer satisfaction, identifies and leads business development initiatives and marketing and advertising strategy, builds customer relationships.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

224. Marketing Professional

Analyzes and executes marketing programs. Utilizes multitasking, organizational management, and program communication skills in an effort to support marketing branding strategies and product promotions.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

225. Marketing Specialist

Serves as coordinator for marketing operations. Coordinates internal department and facility communications and advertising. Utilizes special media for daily activities and special events. Coordinates brochure design, layout and printing.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

226. Product Marketing Manager

Responsible for the development of overall marketing programs for assigned product(s). Coordinates the development of sales objectives, strategies, and advertising and promotional programs and ensures the execution of these programs.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

227. Public Relations Specialist

Communicates, directly with all public levels on behalf of company. Utilizes various media as conduit for informing and sending messages to the public. May be required to routinely use creativity, act self confidently, and be outgoing. Demonstrates ability in communicating clearly to the public and entire organization.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

228. Sales Director

Middle management position between manager and VP levels. Implements policies and plans in coordination with more senior executive. (If incumbent does not have any Manager positions as direct report, use Manager title)

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

229. Sales Manager

Manages activities of establishment, directs staffing, training, and performance evaluation to develop and control sales program. Coordinates distribution by establishing sales territories, quotas, and goals and advises dealers, distributors, and clients concerning sales techniques.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

230. Sales Representative, Inside

Solicits or takes orders for merchandise or services over telephone: Calls prospective customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customers to buy, using prepared sales presentation. May develop lists of prospects.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

231. Sales Representative, Outside

Visits or calls external customers in a local territory to sell a variety of products and services. (Report total compensation).

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

232. Vice President Marketing

Top marketing position, directs and implements marketing strategies and programs. Recommends short term and long term plans, including changes to marketing strategy to respond to changes in market or competition. Advises operational units to ensure overall effectiveness of marketing practices. Reports to CEO.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

233. Vice President Sales

Top sales position, directs and implements sales strategies and programs. Recommends short term and long term plans, including changes to sales strategy to respond to changes in market or competition. Responsible to improve competitive position and achieve maximum sales at minimum cost, and advise operations units on sales related issues. Reports to CEO.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

Technician & Trades

234. Electrician

Repairs, installs, troubleshoots a wide variety of electrical and manufacturing equipment. Position requires knowledge of AC/DC, solid state circuitry and programmable controllers. Reads blueprints, wiring diagrams.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

235. Machinist, Production

Sets up and operates various types of lathes, mills, grinders or N/C machines to produce finished goods or components requiring close tolerances.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

236. Maintenance, Equipment Supervisor

Supervises and coordinates activities of workers engaged in equipment repair and maintenance activities.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

237. Maintenance, Equipment Technician

Provides equipment support for a production area, trouble shoots and repairs production assembly equipment, routine preventative maintenance procedures. Assists engineers with problem solving and production support. Must be able to read and interpret schematics, diagrams and manuals.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

238. Mechanic, Equipment Repair

Troubleshoots, repairs, maintains, installs a wide variety of mechanical, hydraulic and pneumatic equipment. Reads blueprints and is capable of operating a full complement of shop equipment.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

239. Mechanic, HVAC

Installs and maintains refrigeration, air conditioning, and air handling equipment and systems.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

240. Model Maker

Performs planning, layout construction and diversified machining operations on a wide variety of intricate experimental products. Must perform a wide range of machining operations where no method or tooling is available.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

241. Printing Press Operator

Under supervision, sets up and operates multiple color press. Must have experience and knowledge of variable depth, fanfold, dry/wet offset, letterpress, flexo, or gravure processes. Operates under close tolerances/specifications.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

242. Service/ Repair Technician

Installs, repairs and maintains mechanical, electrical or electronic equipment at a customer site. Troubleshoots and diagnoses issues and repairs, performs preventative maintenance and calibration as necessary. Instructs customers on proper use of equipment

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

243. Technician, Electrical

Under the supervision of an engineer, builds, tests and troubleshoots analog and digital electrical circuits. Creates simple to moderate circuit designs. Builds and performs tests on electrical systems and components to determine operability.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

244. Technician, Electro-Mechanical

Devises and fabricates improved mechanical components for production or quality control equipment. Studies mechanical processes and recommends new or revised machines or components. Supports the design and development of new products per the designated specifications. Builds, tests, and troubleshoots product prototypes.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

245. Technician, Product Engineering

Conducts engineering tests; prepares assembly and test documentation; instructs and assists A&T supervisors and technicians in methods, use of equipment and instrumentation, and test failure diagnosis and rework and monitors product producibility through Assembly/Test Phase.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

246. Technician, Test

Repairs and maintains production and test equipment / fixtures. Diagnoses faults and proposes necessary rework. May also test and repair products.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

247. Tool Maker

Plans, lays out, constructs, revises and repairs a wide variety of complex jigs and fixtures for machine operations. Performs skilled bench work such as filing, scraping and lapping. Occasionally required to weld, braze, torch, heat, treat and build special dies.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

248. Trade Apprentice

Works and trains as an apprentice in a trade area, such as welding, mechanic, or machinist

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

249. Welder

Welds metal components together to fabricate and repair products.

Starting Rate	Lowest Paid	Highest Paid	Average Hourly Rate	Employees in Job	FLSA Exempt?	Unionized Position?	Comments

HR FOUNDATION SURVEY: BENEFITS DETAILS

Health Insurance

Offered Vendor(s): Blue Cross Independent Health Univera Healthy NY Other

Plans Offered: Single Single +1 Family

How many health insurance plans do you offer?

Health Care: Eligibility Hourly Non-exempt Exempt Management Part-time

Health Insurance - High Deductible	Single Plan	Family Plan
High Deductible Plan - Total plan deductible amount \$	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
High Deductible Plan - Employer \$ contribution to deductible	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
High Deductible Plan - Employer contribution- % premium	<input type="text" value="0%"/>	<input type="text" value="0%"/>

Health Insurance- Standard Plan-HMO, PPO, POS	Single Plan	Family Plan
Employer contribution -% premium (full-time)	<input type="text" value="0%"/>	<input type="text" value="0%"/>
Employer contribution -% premium (part-time)	<input type="text" value="0%"/>	<input type="text" value="0%"/>
Co-pay - Primary Physician (base plan)	<input type="text" value="\$0.00"/>	

Prescription

Type: Included in health care plan Self-insured Mail order only Mail order option Other

Eligibility Hourly Non-exempt Exempt Management Part-time

Prescription	Co-pay \$
Generic (Tier 1)	<input type="text" value="\$0.00"/>
Formulary (Tier 2)	<input type="text" value="\$0.00"/>
Non-Formulary (Tier 3)	<input type="text" value="\$0.00"/> or <input type="text" value="0% of RX price"/>

Dental

Type: Included in health care plan Separate plan Self-insured Optional individual plan

Eligibility Hourly Non-exempt Exempt Management Part-time

Dental Plan Information	Full-time	Part-time
Employer contribution to premium- %	<input type="text" value="0%"/>	<input type="text" value="0%"/>
Annual maximum coverage	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Life Insurance

Type: Group plan- base Group plan - optional additional coverage Optional individual plan

Eligibility Hourly Non-exempt Exempt Management Part-time

Life Insurance Plan Information	Full-time	Part-time
Employer contribution to base premium - %	<input type="text" value="0%"/>	<input type="text" value="0%"/>
Coverage- x of salary (1 times = 1)	<input type="text" value="0"/>	<input type="text" value="0"/>
(or) Coverage- Flat dollar	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Short Term Disability

Type: NYS Mandated only
50% pay, \$170 week max.
Do not complete below. Group plan
Insurance policy Optional individual plan
Paid by employee Salary continuation
e.g., 6 weeks full pay via
payroll (no insurance plan)

Eligibility Hourly Non-exempt Exempt Management Part-time

Short Term Disability Plan Information	Full-time	Part-time
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Short Term Disability Plan Information	Full-time	Part-time
Employer contribution to group premium- %	0%	0%
Coverage - Percent of pay	0%	0%
Coverage- Number of weeks	0	0

Long Term Disability

Type: Group Plan Option

Long Term Disability	Full-time	Part-time
Employer contribution to group premium - %	0%	0%
Coverage - Percent of pay	0%	0%
Coverage - Number of years enter "65" if pays to age 65	0	0

Retirement Plan

Type: Defined Contribution (e.g. 401k, 403B) (fill out #1) Defined benefit (eg Pension) (fill out #2) Both DC & Db (fill out #1 and #2)

Eligibility	Hourly	Non-exempt	Exempt	Management	Part-time
Defined Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defined Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Defined Contribution (aka 401K, 403B, Simple IRA)

Plan Information

Employer contribution to group premium- %	0%
Employer match as percent of employee deferral / contribution	0%
Number of years to full vesting	0

2. Defined Benefit Plan Information (aka Pension)

Plan type – payout based on Cash balance Career Average Final average

Number of years to full vesting

Time Off Benefits

PTO: Does your company have a combined Paid Time Off (PTO) plan? (i.e., in lieu of separate vacation, holiday, sick, personal days). If Yes, fill out PTO days in "Vacation" section (skip sick/ holiday as needed).

Eligibility	Hourly	Non-exempt	Exempt	Management	Part-time
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick / Personal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bereavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of days earned at each of the following years of service

Vacation / PTO	Hourly	Non-exempt	Exempt	Management	Part-time
1 year service	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 year service	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10 year service	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
15 year service	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
20 year service	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Maximum days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Total number of days granted each year (in addition to vacation / PTO listed above).

Time Off Category	Hourly	Non-exempt	Exempt	Management	Part-time
Holiday	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sick / Personal	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Bereavement (immediate family)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Tuition Assistance

Eligibility	Hourly	Non-exempt	Exempt	Management	Part-time
Check if YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition Assistance	Plan Information				
Maximum dollar amount per year	<input type="text" value="\$0.00"/>				

Supplemental Pay - Jury Duty and Military

Jury Duty	Hourly	Non-exempt	Exempt	Management	Part-time
NYS Mandate (\$40 / day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay difference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Military Leave	Hourly	Non-exempt	Exempt	Management	Part-time
Full pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay difference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compensation Practices - Shift Premium

Please indicate any Shift Premiums you have (in \$ per hour or % of pay).

Shift Premium	Hourly	Non-exempt	Exempt	Management	Part-time
Eligibility Check if YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd / Afternoon: \$	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
2nd / Afternoon: %	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>
3rd / Evening: \$	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Shift Premium	Hourly	Non-exempt	Exempt	Management	Part-time
3rd / Evening: %	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>
Weekend: \$	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Weekend: %	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>

Compensation Practices - Variable Pay

Descriptions for type of plan:

Bonus (formula driven)

Profit sharing (driven by financial measures only)

Discretionary

Variable Pay	Hourly	Non-exempt	Exempt	Management	Part-time
Eligibility: Check if YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average Paid – as % Pay	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>
Maximum Paid – as % Pay	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>

Plan Type (check all that apply)	Hourly	Non-exempt	Exempt	Management	Part-time
Bonus Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profit Sharing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discretionary Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Frequency of Payout (check all that apply)	Hourly	Non-exempt	Exempt	Management	Part-time
Monthly (or weekly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semi-annual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compensation Practices - Pay Adjustments

Please estimate your company's average increase to base pay rates, including general, merit, and cost of living adjustments, as a percent of base pay.

Base Pay Increase %	Hourly	Non-exempt	Exempt	Management	Part-time
2010 - Last Year	0%	0%	0%	0%	0%
2011 - Current Year	0%	0%	0%	0%	0%
2012 - Next Year	0%	0%	0%	0%	0%

Base Pay - Comments:

Please indicate any adjustment(s) your company made or plans to make in your pay ranges (aka salary grades or ranges), as percent of midpoints.

Range Adjustment %	Hourly	Non-exempt	Exempt	Management	Part-time
2010 - Last Year	0%	0%	0%	0%	0%
2011 - Current Year	0%	0%	0%	0%	0%
2012 - Next Year	0%	0%	0%	0%	0%

Compensation Practices - Overtime

Overtime	Hourly	Non-exempt	Exempt	Management	Part-time
Eligibility: Check if YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Normal work week - hours	0	0	0	0	0
Overtime after x hours	0	0	0	0	0
Overtime rate: x pay	0%	0%	0%	0%	0%