



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

### Analyze Cognofile

#### **11-1011.01 Government Service Executives Senior level position assuming education and experience prerequisite**

Directs organization charged with administering and monitoring regulated activities to interpret and clarify laws and ensure compliance with laws. Administers, interprets, and explains policies, rules, regulations, and laws to organizations and individuals under authority of commission or applicable legislation. Directs and coordinates activities of workers in public organization to ensure continuing operations, maximize returns on investments, and increase productivity. Develops, plans, organizes, and administers policies and procedures for organization to ensure administrative and operational objectives are met. Consults with staff and others in government, business, and private organizations to discuss issues, coordinate activities, and resolve problems. Evaluates findings of investigations, surveys, and studies to formulate policies and techniques and recommend improvements for personnel actions, programs, or business services. Directs, coordinates, and conducts activities between United States Government and foreign entities to provide information to promote international interest and harmony. Prepares, reviews, and submits reports concerning activities, expenses, budget, government statutes and rulings, and other items affecting business or program services. Conducts or directs investigations or hearings to resolve complaints and violations of laws. Develops, directs, and coordinates testing, hiring, training, and evaluation of staff personnel. Testifies in court, before control or review board, or at legislature. Participates in activities to promote business and expand services, and provides technical assistance in conducting of conferences, seminars, and workshops. Delivers speeches, writes articles, and presents information for organization at meetings or conventions to promote services, exchange ideas, and accomplish objectives. Plans, promotes, organizes, and coordinates public community service program and maintains cooperative working relationships among public and agency participants. Establishes and maintains comprehensive and current record keeping system of activities and operational procedures in business office. Reviews and analyzes legislation, laws, and public policy and recommends changes to promote and support interests of general population, as well as special groups. Implements corrective action plan to solve problems. Negotiates contracts and agreements with federal and state agencies and other organizations and prepares budget for funding and implementation of programs. Directs and conducts studies and research, and prepares reports and other publications relating to operational trends and program objectives and accomplishments. Prepares budget and directs and monitors expenditures of department funds.

#### **11-1011.02 Private Sector Executives Senior level position assuming education and experience prerequisite**

Directs, plans, and implements policies and objectives of organization or business in accordance with charter and board of directors. Analyzes operations to evaluate performance of company and staff and to determine areas of cost reduction and program improvement. Directs and coordinates organization's financial and budget activities to fund operations, maximize investments, and increase efficiency. Directs and coordinates activities of business or department concerned with production, pricing, sales, and/or distribution of products. Directs non-merchandising departments of business, such as advertising, purchasing, credit, and accounting. Prepares reports and budgets. Establishes internal control procedures. Directs in-service training of staff. Administers program for selection of sites, construction of buildings, and provision of equipment and supplies. Screens, selects, hires, transfers, and discharges employees. Promotes objectives of institution or business before associations, public, government agencies, or community groups. Negotiates or approves contracts with suppliers and distributors, and with maintenance, janitorial, and security providers. Presides over or serves on board of directors, management committees, or other governing boards. Directs and coordinates activities of business involved with buying and selling investment products and financial services. Assigns or delegates responsibilities to subordinates. Reviews financial statements and sales and activity reports to ensure that organization's objectives are achieved. Confers with board members, organization officials, and staff members to establish policies and formulate plans. Directs activities of organization to plan procedures, establish responsibilities, and coordinate functions among departments and sites.

#### **11-1021.00 General and Operations Managers Senior level position assuming education and experience prerequisite**

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.

#### **11-1031.00 Legislators Senior level position assuming education and experience prerequisite**

Develop laws and statutes at the Federal, State, or local level.



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### **11-2021.00 Marketing Managers Mid – Senior level position assuming education and experience prerequisite**

Develops marketing strategy, based on knowledge of establishment policy, nature or market, and cost and markup factors. Coordinates and publicizes marketing activities to promote products and services. Conducts economic and commercial surveys to identify potential markets for products and services. Confers with legal staff to resolve problems, such as copyright infringement and royalty sharing with outside producers and distributors. Prepares report of marketing activities. Compiles list describing product or service offerings and sets prices or fees. Selects products and accessories to be displayed at trade or special production shows. Advises business and other groups on local, national, and international factors affecting the buying and selling of products and services. Consults with buying personnel to gain advice regarding the types of products or services that are expected to be in demand. Coordinates promotional activities and shows to market products and services. Analyzes business developments and consults trade journals to monitor market trends and determine market opportunities for products.

### **11-2022.00 Sales Managers Mid – Senior level position assuming education and experience prerequisite**

Directs and coordinates activities involving sales of manufactured goods, service outlets, technical services, operating retail chain, and advertising services for publication. Analyzes marketing potential of new and existing store locations, sales statistics, and expenditures to formulate policy. Confers or consults with department heads to plan advertising services, secure information on appliances and equipment, and customer required specifications. Advises dealers and distributors on policies and operating procedures to ensure functional effectiveness of business. Visits franchised dealers to stimulate interest in establishment or expansion of leasing programs. Confers with potential customers regarding equipment needs and advises customers on types of equipment to purchase. Represents company at trade association meetings to promote products. Inspects premises of assigned stores for adequate security exits and compliance with safety codes and ordinances. Directs product research and development. Direct conversion of products from USA to foreign standards. Resolves customer complaints regarding sales and service. Directs clerical staff to maintain export correspondence, bid requests, and credit collections and current information on tariffs, licenses, and restrictions. Directs foreign sales and service outlets of organization. Reviews operational records and reports to project sales and determine profitability. Plans and directs staffing, training, and performance evaluations to develop and control sales and service programs. Directs, coordinates, and reviews activities in sales and service accounting and record keeping, and receiving and shipping operations.

### **11-3021.00 Computer and Information Systems Managers Mid – Senior level position assuming education and experience prerequisite**

Evaluates data processing project proposals and assesses project feasibility. Directs daily operations of department and coordinates project activities with other departments. Develops and interprets organizational goals, policies, and procedures, and reviews project plans. Directs training of subordinates. Participates in staffing decisions. Develops performance standards and evaluates work in light of established standards. Analyzes workflow and assigns or schedules work to meet priorities and goals. Meets with department heads, managers, supervisors, vendors, and others to solicit cooperation and resolve problems. Approves, prepares, monitors, and adjusts operational budget. Consults with users, management, vendors, and technicians to determine computing needs and system requirements. Prepares and reviews operational reports or project progress reports.

### **11-3031.01 Treasurers, Controllers, and Chief Financial Officers Mid – Senior level position assuming education and experience prerequisite**

Coordinates and directs financial planning, budgeting, procurement, and investment activities of organization. Prepares reports or directs preparation of reports summarizing organization's current and forecasted financial position, business activity, and reports required by regulatory agencies. Delegates authority for receipt, disbursement, banking, protection and custody of funds, securities, and financial instruments. Analyzes past, present, and expected operations. Interprets current policies and practices and plans and implements new operating procedures to improve efficiency and reduce costs. Ensures that institution reserves meet legal requirements. Arranges audits of company accounts. Advises management on economic objectives and policies, investments, and loans for short- and long- range financial plans. Evaluates need for procurement of funds and investment of surplus.

### **11-3051.00 Industrial Production Managers Mid – Senior level position assuming education and experience prerequisite**

Directs and coordinates production, processing, distribution, and marketing activities of industrial organization. Coordinates and recommends procedures for facility and equipment maintenance or modification. Develops budgets and approves expenditures for supplies, materials, and human resources. Resolves personnel grievances. Hires, trains, evaluates, and discharges staff. Prepares and maintains production reports and personnel records. Examines samples of raw products or directs testing during processing to ensure finished products conform to prescribed quality standards.

Reviews plans and confers with research and support staff to develop new products and processes or the quality of existing products. Analyzes production, quality control, maintenance, and other operational reports to detect production problems. Reviews operations and confers with technical or administrative staff to resolve production or processing problems. Negotiates materials prices with suppliers. Initiates and coordinates inventory and cost control programs. Reviews processing schedules and production orders to determine staffing requirements, work procedures, and duty assignments.

**11-9021.00 Construction Managers Mid – Senior level position assuming education and experience prerequisite**

Plans, organizes, and directs activities concerned with construction and maintenance of structures, facilities, and systems. Investigates reports of damage at construction sites to ensure proper procedures are being carried out. Dispatches workers to construction sites to work on specified project. Formulates reports concerning such areas as work progress, costs, and scheduling. Studies job specifications to plan and approve construction of project. Directs and supervises workers on construction site to ensure project meets specifications. Contracts workers to perform construction work in accordance with specifications. Interprets and explains plans and contract terms to administrative staff, workers, and clients. Requisitions supplies and materials to complete construction project. Inspects and reviews construction work, repair projects, and reports to ensure work conforms to specifications. Confers with supervisory personnel to discuss such matters as work procedures, complaints, and construction problems.

**11-9033.00 Education Administrators, Postsecondary Mid – Senior level position assuming education and experience prerequisite**

Establishes operational policies and procedures and develops academic objectives. Selects and counsels candidates for financial aid and coordinates issuing and collecting student aid payments. Advises student organizations, sponsors faculty activities, and arranges caterers, entertainers, and decorators at scheduled events. Audits financial status of student organization and facility accounts and certifies income reports from event ticket sales. Assists faculty and staff to conduct orientation programs, teach classes, issue student transcripts, and prepare commencement lists. Plans and promotes athletic policies, sports events, ticket sales, and student participation in social, cultural, and recreational activities. Coordinates alumni functions and encourages alumni endorsement of recruiting and fund raising activities. Reviews student misconduct reports requiring disciplinary action and counsels students to ensure conformance to university policies. Recruits, employs, trains, and terminates department personnel. Negotiates with foundation and industry representatives to secure loans for university and identify costs and materials for building construction. Confers with other academic staff to explain admission requirements and transfer credit policies, and compares course equivalencies to university / college curriculum. Determines course schedules and correlates room assignments to ensure optimum use of buildings and equipment. Represents college / university as liaison officer with accrediting agencies and to exchange information between academic institutions and the community. Evaluates personnel and physical plant operations, student programs, and statistical and research data to implement procedures or modifications to administrative policies. Advises staff and students on problems relating to policies, program administration, and financial and personal matters, and recommends solutions. Estimates and allocates department funding based on financial success of previous courses and other pertinent factors. Consults with staff, students, alumni, and subject experts to determine needs / feasibility, and to formulate admission policies and educational programs. Completes and submits operating budget for approval, controls expenditures, and maintains financial reports and records. Meets with academic and administrative personnel to disseminate information, identify problems, monitor progress reports, and ensure adherence to goals / objectives. Directs work activities of personnel engaged in administration of academic institutions, departments, and alumni organizations.

**11-9041.00 Engineering Managers Mid – Senior level position assuming education and experience prerequisite**

Establishes procedures, and directs testing, operation, maintenance, and repair of transmitter equipment. Evaluates contract proposals, directs negotiation of research contracts, and prepares bids and contracts. Plans and directs installation, maintenance, testing, and repair of facilities and equipment. Directs, reviews, and approves product design and changes, and directs testing. Plans, coordinates, and directs engineering project, organizes and assigns staff, and directs integration of technical activities with products. Plans and directs oil field development, gas and oil production, and geothermal drilling. Analyzes technology, resource needs, and market demand, and confers with management, production, and marketing staff to plan and assess feasibility of project. Plans, directs, and coordinates survey work with activities of other staff, certifies survey work, and writes land legal descriptions. Administers highway planning, construction, and maintenance, and reviews and recommends or approves contracts and cost estimates. Directs engineering of water control, treatment, and distribution projects. Confers with and prepares reports for officials and speaks to public to solicit support.

**11-9111.00 Medical and Health Services Managers Mid – Senior level position assuming education and experience prerequisite**

Administers fiscal operations, such as planning budgets, authorizing expenditures and coordinating financial reporting. Develops or expands medical programs or health services for research, rehabilitation, and community health promotion. Implements and administers programs and services for health care or medical facility. Prepares activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives. Reviews and analyzes facility activities and data to aid planning and cash and risk management and to improve service utilization. Recruits, hires, and evaluates the performance of medical staff and auxiliary personnel. Develops and maintains computerized records management system to store or process personnel, activity, or personnel data. Inspects facilities for emergency readiness and compliance of access, safety, and sanitation regulations and recommends building or equipment modifications. Develops instructional materials and conducts in-service and community-based educational programs. Consults with medical, business, and community groups to discuss service problems, coordinate activities and plans, and promote health programs. Establishes work schedules and assignments for staff, according to workload, space and equipment availability. Develops organizational policies and procedures and establishes evaluative or operational criteria for facility or medical unit. Directs and coordinates activities of medical, nursing, technical, clerical, service, and maintenance personnel of health care facility or mobile unit.

**11-9121.00 Natural Sciences Managers Mid – Senior level position assuming education and experience prerequisite**

Schedules, directs, and assigns duties to engineers, technicians, researchers, and other staff. Plans and directs research, development, and production activities of chemical plant. Coordinates successive phases of problem analysis, solution proposals, and testing. Prepares and administers budget, approves and reviews expenditures, and prepares financial reports. Reviews project activities, and prepares and reviews research, testing, and operational reports. Confers with scientists, engineers, regulators, and others to plan and review projects, and to provide technical assistance. Advises and assists in obtaining patents or other legal requirements. Provides technical assistance to agencies conducting environmental studies.

**11-9141.00 Property, Real Estate, and Community Association Managers Mid – Senior level position assuming education and experience prerequisite**

Manages and oversees operations, maintenance, and administrative functions for commercial, industrial, or residential properties. Directs collection of monthly assessments, rental fees and deposits, and payment of insurance premiums, mortgage, taxes, and incurred operating expenses. Meets with clients to negotiate management and service contracts, determine priorities, and discuss financial and operational status of property. Plans, schedules, and coordinates general maintenance, major repairs, and remodeling or construction projects for commercial or residential property. Investigates complaints, disturbances, and violations and resolves problems following management rules and regulations. Recruits, hires, and trains managerial, clerical, and maintenance staff, or contracts with vendors for security, maintenance, extermination, or groundskeeping personnel. Directs and coordinates the activities of staff and contract personnel and evaluates performance. Maintains records of sales, rental or usage activity, special permits issued, maintenance and operating costs, or property availability. Purchases building and maintenance supplies, equipment, or furniture. Develops and administers annual operating budget. Negotiates for sale, lease, or development of property, and completes or reviews appropriate documents and forms. Inspects facilities and equipment and inventories building contents to document damage and determine repair needs. Assembles and analyzes construction and vendor service contract bids. Confers with legal authority to ensure transactions and terminations of contracts and agreements are in accordance with court orders, laws, and regulations. Maintains contact with insurance carrier, fire and police departments, and other agencies to ensure protection and compliance with codes and regulations. Prepares reports summarizing financial and operational status of property or facility. Meets with prospective leasers to show property, explain terms of occupancy, and provide information about local area.

**13-1011.00 Agents and Business Managers of Artists, Performers, and Athletes Entry – Mid – Senior level position assuming education and experience prerequisite**

Negotiates with management, promoters, union officials, and other persons, to obtain contracts for clients, such as entertainers, artists, and athletes. Obtains information and inspects facilities, equipment, and accommodations of potential performance venue. Prepares periodic accounting statements for clients concerning financial affairs. Hires trainer or coach to advise client on performance matters, such as training techniques or presentation of act. Conducts auditions or interviews new clients. Collects fees, commission, or other payment, according to contract terms. Manages business affairs for clients, such as obtaining travel and lodging accommodations, selling tickets, marketing and advertising, and paying expenses. Schedules promotional or performance engagements for clients. Advises clients on financial and legal matters, such as investments and taxes.



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### **13-1022.00 Wholesale and Retail Buyers, Except Farm Products Mid – Senior level position assuming education and experience prerequisite**

Examines, selects, orders, and purchases merchandise from suppliers or other merchants. Inspects, grades, or approves merchandise or products to determine value or yield. Authorizes payment of invoices or return of merchandise. Conducts staff meetings with sales personnel to introduce new merchandise. Approves advertising materials. Provides clerks with information, such as price, mark-ups or mark-downs, manufacturer number, season code, and style number to print on price tags. Trains purchasing or sales personnel. Arranges for transportation of purchases. Sets or recommends mark-up rates, markdown rates, and selling prices for merchandise. Analyzes sales records and trends to determine current or expected demand and minimum inventory required. Confers with sales and purchasing personnel to obtain information about customer needs and preferences. Consults with store or merchandise managers about budget and goods to be purchased.

### **13-1041.01 Environmental Compliance Inspectors Mid – Senior level position assuming education and experience prerequisite**

Inspects solid waste disposal and treatment facilities, wastewater treatment facilities, or other water courses or sites for conformance with regulations. Conducts field tests and collects samples for laboratory analysis. Inspects establishments to ensure that handling, storage, and disposal of fertilizers, pesticides, and other hazardous chemicals conform with regulations. Investigates complaints and suspected violations concerning illegal dumping, pollution, pesticides, product quality, or labeling laws. Interviews individuals to determine nature of suspected violations and to obtain evidence of violation. Conducts research on hazardous waste management projects to determine magnitude of disposal problem, treatment, and disposal alternatives and costs. Examines permits, licenses, applications, and records to ensure compliance with licensing requirements. Assists in development of spill prevention programs and hazardous waste rules and regulations, and recommends corrective action in event of hazardous spill. Prepares, organizes, and maintains records to document activities, recommend action, provide reference materials, and prepare technical and evidentiary reports. Evaluates label information for accuracy and conformance to regulatory requirements. Studies laws and statutes to determine nature of code violation and type of action to be taken. Advises individuals and groups concerning pollution control regulations, inspection and investigation findings, and encourages voluntary action to correct problems or issues citations for violations. Reviews and evaluates applications for registration of products containing dangerous materials or pollution control discharge permits.

### **13-1041.02 Licensing Examiners and Inspectors Mid – Senior level position assuming education and experience prerequisite**

Evaluates applications, records, and documents to determine relevant eligibility information or liability incurred. Administers oral, written, road, or flight test to determine applicant's eligibility for licensing. Determines eligibility or liability and approves or disallows application or license. Provides information, and answers questions of individuals or groups concerning licensing, permit, or passport regulations. Warns violators of infractions or penalties. Prepares correspondence to inform concerned parties of decisions made and appeal rights. Prepares reports of activities, evaluations, recommendations, and decisions. Confers with officials, technical, or professional specialists and interviews individuals to obtain information or clarify facts. Issues licenses to individuals meeting standards. Visits establishments to determine that valid licenses and permits are displayed and that licensing standards are being upheld. Scores tests and rates ability of applicant through observation of equipment operation and control.

### **13-1041.04 Government Property Inspectors and Investigators Mid – Senior level position assuming education and experience prerequisite**

Investigates regulated activities to detect violation of law relating to such activities as revenue collection, employment practices, or fraudulent benefit claims. Inspects government-owned equipment and materials in hands of private contractors to prevent waste, damage, theft, and other irregularities. Examines records, reports, and documents to establish facts and detect discrepancies. Locates and interviews plaintiffs, witnesses, or representatives of business or government to gather facts relevant to inspection or alleged violation. Inspects manufactured or processed products to ensure compliance with contract specifications and legal requirements. Investigates character of applicant for special license or permit and misuses of license or permit. Prepares correspondence, reports of inspections or investigations, and recommendations for administrative or legal authorities. Submits samples of product to government laboratory for testing as indicated by departmental procedures. Testifies in court or at administrative proceedings concerning findings of investigation.

### **13-1041.06 Coroners Mid – Senior level position assuming education and experience prerequisite**

Directs activities of physicians and technologists conducting autopsies and pathological and toxicological analyses to

determine cause of death. Directs investigations into circumstances of deaths to fix responsibility for accidental, violent, or unexplained death. Confers with officials of public health and law enforcement agencies to coordinate interdepartmental activities. Directs activities of workers involved in preparing documents for permanent records. Coordinates activities for disposition of unclaimed corpse and personal effects of deceased. Testifies at inquests, hearings, and court trials. Provides information concerning death circumstance to relatives of deceased.

**13-1051.00 Cost Estimators Mid – Senior level position assuming education and experience prerequisite**

Analyzes blueprints, specifications, proposals, and other documentation, to prepare time, cost, and labor estimates. Prepares estimates used for management purposes, such as planning, organizing, and scheduling work. Prepares estimates for selecting vendors or subcontractors, and determining cost effectiveness. Reviews data to determine material and labor requirements, and prepares itemized list. Prepares time, cost, and labor estimates for products, projects, or services, applying specialized methodologies, techniques, or processes. Conducts special studies to develop and establish standard hour and related cost data or to effect cost reduction. Computes cost factors used for preparing estimates for management and determining cost effectiveness. Consults with clients, vendors, or other individuals to discuss and formulate estimates and resolve issues.

**13-1061.00 Emergency Management Specialists Mid – Senior level position assuming education and experience prerequisite**

Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.

**13-1072.00 Compensation, Benefits, and Job Analysis Specialists Mid – Senior level position assuming education and experience prerequisite**

Analyzes organizational, occupational, and industrial data to facilitate organizational functions and provide technical information to business, industry, and government. Prepares research results for publication in form of journals, books, manuals, and film. Consults with business, industry, government, and union officials to arrange for, plan, and design occupational studies and surveys. Plans and develops curricula and materials for training programs and conducts training. Evaluates and improves methods and techniques for selecting, promoting, evaluating, and training workers. Determines need for and develops job analysis instruments and materials. Researches job and worker requirements, structural and functional relationships among jobs and occupations, and occupational trends. Prepares reports, such as job descriptions, organization and flow charts, and career path reports, to summarize job analysis information. Observes and interviews employees to collect job, organizational, and occupational information.

**13-1081.00 Logisticians Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product including acquisition, distribution, internal allocation, delivery, and final disposal of resources.

**13-1111.00 Management Analysts Mid – Senior level position assuming education and experience prerequisite**

Reviews forms and reports, and confers with management and users about format, distribution, and purpose, and to identify problems and improvements. Develops and implements records management program for filing, protection, and retrieval of records, and compliance with program. Prepares manuals and trains workers in use of new forms, reports, procedures or equipment, according to organizational policy. Recommends purchase of storage equipment, and designs area layout to locate equipment in space available. Gathers and organizes information on problems or procedures. Documents findings of study and prepares recommendations for implementation of new systems, procedures, or organizational changes. Analyzes data gathered and develops solutions or alternative methods of proceeding. Confers with personnel concerned to ensure successful functioning of newly implemented systems or procedures. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Designs, evaluates, recommends, and approves changes of forms and reports. Interviews personnel and conducts on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.

**13-2011.02 Auditors Mid – Senior level position assuming education and experience prerequisite**

Reviews data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures. Reports to management about asset utilization and audit results, and recommends changes in operations and financial activities. Analyzes data for deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies. Examines payroll and personnel records to determine worker's compensation coverage. Verifies journal and ledger entries by examining inventory. Examines records, tax returns, and related

documents pertaining to settlement of decedent's estate. Directs activities of personnel engaged in filing, recording, compiling and transmitting financial records. Supervises auditing of establishments, and determines scope of investigation required. Examines records and interviews workers to ensure recording of transactions and compliance with laws and regulations. Evaluates taxpayer finances to determine tax liability, using knowledge of interest and discount, annuities, valuation of stocks and bonds, and amortization valuation of depletable assets. Confers with company officials about financial and regulatory matters. Audits records to determine unemployment insurance premiums, liabilities, and compliance with tax laws. Reviews taxpayer accounts, and conducts audits on-site, by correspondence, or by summoning taxpayer to office. Inspects cash on hand, notes receivable and payable, negotiable securities, and canceled checks. Analyzes annual reports, financial statements, and other records, using accepted accounting and statistical procedures, to determine financial condition. Inspects account books and system for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.

**13-2021.02 Appraisers, Real Estate Mid – Senior level position assuming education and experience prerequisite**

Considers such factors as depreciation, value comparison of similar property, and income potential, when computing final estimation of property value. Photographs interiors and exteriors of property to assist in estimating property value, to substantiate finding, and to complete appraisal. Inspects property for construction, condition, and functional design and takes property measurements. Interviews persons familiar with property and immediate surroundings, such as contractors, homeowners, and other realtors to obtain pertinent information. Searches public records for transactions, such as sales, leases, and assessments. Prepares written report, utilizing data collected, and submits report to corroborate value established. Considers location and trends or impending changes that could influence future value of property.

**13-2031.00 Budget Analysts Mid – Senior level position assuming education and experience prerequisite**

Analyzes accounting records to determine financial resources required to implement program and submits recommendations for budget allocations. Recommends approval or disapproval of requests for funds. Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds. Consults with unit heads to ensure adjustments are made in accordance with program changes to facilitate long-term planning. Testifies regarding proposed budgets before examining and fund granting authorities to clarify reports and gain support for estimated budget needs. Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets. Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives. Advises staff on cost analysis and fiscal allocations. Analyzes costs in relation to services performed during previous fiscal years to prepare comparative analyses of operating programs. Reviews operating budgets periodically to analyze trends affecting budget needs.

**13-2041.00 Credit Analysts Mid – Senior level position assuming education and experience prerequisite**

Analyzes credit data and financial statements to determine degree of risk involved in extending credit or lending money. Reviews individual or commercial customer files to identify and select delinquent accounts for collection. Consults with customers to resolve complaints and verify financial and credit transactions and adjust accounts as needed. Confers with credit association and other business representatives to exchange credit information. Generates financial ratios using computer program to evaluate customer's financial status. Compares liquidity, profitability, and credit history with similar establishments of same industry and geographic location. Completes loan application including credit analysis and summary of loan request and submits to loan committee for approval. Evaluates customer records and recommends payment plan based on earnings, savings data, payment history, and purchase activity. Analyzes financial data such as income growth, quality of management, and market share to determine profitability of loan.

**13-2051.00 Financial Analysts Mid – Senior level position assuming education and experience prerequisite**

Analyzes financial information to forecast business, industry, and economic conditions, for use in making investment decisions. Recommends investment timing and buy-and-sell orders to company or to staff of investment establishment. Draws charts and graphs to illustrate reports, using computer. Calls brokers and purchases investments for company, according to company policy. Gathers information such as industry, regulatory, and economic information, company financial statements, financial periodicals, and newspapers. Interprets data concerning price, yield, stability, and future trends in investment risks and economic influences pertinent to investments.

**13-2053.00 Insurance Underwriters Mid – Senior level position assuming education and experience prerequisite**

Examines documents to determine degree of risk from such factors as applicant financial standing and value and condition of property. Writes to field representatives, medical personnel, and others to obtain further information, quote rates, or explain company underwriting policies. Declines excessive risks. Authorizes reinsurance of policy when risk is high. Reviews company records to determine amount of insurance in force on single risk or group of closely related risks.

Decreases value of policy when risk is substandard and specifies applicable endorsements or applies rating to ensure safe profitable distribution of risks, using reference materials. Evaluates possibility of losses due to catastrophe or excessive insurance.

**13-2061.00 Financial Examiners Mid – Senior level position assuming education and experience prerequisite**

Investigates activities of institutions to enforce laws and regulations and to ensure legality of transactions and operations or financial solvency. Confers with officials of real estate, securities, or financial institution industries to exchange views and discuss issues or pending cases. Schedules audits and examines records and reports to determine regulatory compliance. Conducts or arranges for educational classes and training programs. Directs workers engaged in designing, writing, and publishing guidelines, manuals, bulletins, and reports. Reviews, analyzes, and interprets new, proposed, or revised laws, regulations, policies, and procedures. Recommends action to ensure compliance with laws and regulations or to protect solvency of institution. Reviews applications for merger, acquisition, establishment of new institution, acceptance in Federal Reserve System, or registration of securities sales. Determines if application action is in public interest and in accordance with regulations, and recommends acceptance or rejection of application. Establishes guidelines for and directs implementation of procedures and policies to comply with new and revised regulations.

**13-2081.00 Tax Examiners, Collectors, and Revenue Agents Mid – Senior level position assuming education and experience prerequisite**

Examines and analyzes tax assets and liabilities to determine resolution of delinquent tax problems. Recommends criminal prosecutions and civil penalties. Serves as member of regional appeals board to reexamine unresolved issues in terms of relevant laws and regulations. Participates in informal appeals hearings on contested cases from other agents. Confers with taxpayer or representative to explain issues involved and applicability of pertinent tax laws and regulations. Directs service of legal documents, such as subpoenas, warrants, notices of assessment and garnishments. Conducts independent field audits and investigations of federal income tax returns to verify or amend tax liabilities. Examines selected tax returns to determine nature and extent of audits to be performed. Selects appropriate remedy, such as partial-payment agreement, offer of compromise, or seizure and sale of property. Secures taxpayer's agreement to discharge tax assessment or submits contested determination to other administrative or judicial conferees for appeals hearings. Analyzes accounting books and records to determine appropriateness of accounting methods employed and compliance with statutory provisions. Investigates legal instruments, other documents, financial transactions, operation methods, and industry practices to assess inclusiveness of accounting records and tax returns.

**13-2082.00 Tax Preparers Entry level position assuming education and experience prerequisite**

Reviews financial records, such as income statements and documentation of expenditures to determine forms needed to prepare return. Consults tax law handbook or bulletins to determine procedure for preparation of atypical returns. Verifies totals on forms prepared by others to detect errors in arithmetic or procedure, as needed. Calculates form preparation fee according to complexity of return and amount of time required to prepare forms. Interviews client to obtain additional information on taxable income and deductible expenses and allowances. Computes taxes owed, using adding machine or personal computer, and completes entries on forms, following tax form instructions and tax tables.

**15-1011.00 Computer and Information Scientists, Research Entry – Mid – Senior level position assuming education and experience prerequisite**

Conduct research into fundamental computer and information science as theorists, designers, or inventors. Solve or develop solutions to problems in the field of computer hardware and software.

**15-1021.00 Computer Programmers Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes, reviews, and rewrites programs, using workflow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. Resolves symbolic formulations, prepares flow charts and block diagrams, and encodes resultant equations for processing. Prepares or receives detailed workflow chart and diagram to illustrate sequence of steps to describe input, output, and logical operation. Revises or directs revision of existing programs to increase operating efficiency or adapt to new requirements. Compiles and writes documentation of program development and subsequent revisions. Trains subordinates in programming and program coding. Assigns, coordinates, and reviews work and activities of programming personnel. Assists computer operators or system analysts to resolve problems in running computer program. Collaborates with computer manufacturers and other users to develop new programming methods. Prepares records and reports. Writes instructions to guide operating personnel during production runs. Consults with managerial and engineering and technical personnel to clarify program intent, identify problems, and suggest changes. Develops programs from workflow charts or diagrams, considering computer storage capacity, speed, and intended use of output data. Converts detailed logical flow chart to language processible by computer.





## **JOB TITLES AND ASSOCIATED TASKS** **Sorted by Cognofile**

### **15-1031.00 Computer Software Engineers, Applications Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes software requirements to determine feasibility of design within time and cost constraints. Analyzes information to determine, recommend, and plan layout for type of computers and peripheral equipment modifications to existing systems. Formulates and designs software system using scientific analysis and mathematical models to predict and measure outcome and consequences of design. Confers with data processing and project managers to obtain information on limitations and capabilities for data processing projects. Evaluates factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration. Consults with engineering staff to evaluate interface between hardware and software and operational and performance requirements of overall system. Develops and directs software system testing procedures, programming, and documentation. Monitors functioning of equipment to ensure system operates in conformance with specifications. Coordinates installation of software system. Trains users to use new or modified equipment. Recommends purchase of equipment to control dust, temperature, and humidity in area of system installation. Enters data into computer terminal to store, retrieve, and manipulate data for analysis of system capabilities and requirements. Specifies power supply requirements and configuration. Consults with customer concerning maintenance of software system.

### **15-1032.00 Computer Software Engineers, Systems Software Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes software requirements to determine feasibility of design within time and cost constraints. Analyzes information to determine, recommend, and plan layout for type of computers and peripheral equipment modifications to existing systems. Evaluates factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration. Consults with engineering staff to evaluate interface between hardware and software and operational and performance requirements of overall system. Trains users to use new or modified equipment. Recommends purchase of equipment to control dust, temperature, and humidity in area of system installation. Enters data into computer terminal to store, retrieve, and manipulate data for analysis of system capabilities and requirements. Specifies power supply requirements and configuration. Consults with customer concerning maintenance of software system. Monitors functioning of equipment to ensure system operates in conformance with specifications. Coordinates installation of software system. Develops and directs software system testing procedures, programming, and documentation. Confers with data processing and project managers to obtain information on limitations and capabilities for data processing projects. Formulates and designs software system using scientific analysis and mathematical models to predict and measure outcome and consequences of design.

### **15-1051.00 Computer Systems Analysts Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes and tests computer programs or system to identify errors and ensure conformance to standard. Formulates and reviews plans outlining steps required to develop programs to meet staff and user requirements. Writes documentation to describe and develop installation and operating procedures of programs. Reads manuals, periodicals, and technical reports to learn how to develop programs to meet staff and user requirements. Coordinates installation of computer programs and operating systems, and tests, maintains, and monitors computer system. Trains staff and users to use computer system and its programs. Assists staff and users to solve computer related problems, such as malfunctions and program problems. Modifies program to correct errors by correcting computer codes. Reviews and analyzes computer printouts and performance indications to locate code problems. Writes and revises program and system design procedures, test procedures, and quality standards. Devises flow charts and diagrams to illustrate steps and to describe logical operational steps of program. Consults with staff and users to identify operating procedure problems.

### **15-1071.01 Computer Security Specialists Entry – Mid – Senior level position assuming education and experience prerequisite**

Develops plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs. Tests data processing system to ensure functioning of data processing activities and security measures. Confers with personnel to discuss issues such as computer data access needs, security violations, and programming changes. Writes reports to document computer security and emergency measures policies, procedures, and test results. Monitors use of data files and regulates access to safeguard information in computer files. Modifies computer security files to incorporate new software, correct errors, or change individual access status. Coordinates implementation of computer system plan with establishment personnel and outside vendors.

**15-1081.00 Network Systems and Data Communications Analysts Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes test data and recommends hardware or software for purchase. Reads technical manuals and brochures to determine equipment which meets establishment requirements. Identifies areas of operation, which need upgraded equipment, such as modems, fiber optic cables, and telephone wires. Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system. Monitors system performance. Develops and writes procedures for installation, use, and solving problems of communications hardware and software. Conducts survey to determine user needs. Trains users in use of equipment. Assists users to identify and solve data communication problems. Visits vendors to learn about available products or services.

**15-2011.00 Actuaries Entry – Mid – Senior level position assuming education and experience prerequisite**

Determines mortality, accident, sickness, disability, and retirement rates. Constructs probability tables regarding fire, natural disasters, and unemployment, based on analysis of statistical data and other pertinent information. Designs or reviews insurance and pension plans and calculates premiums. Ascertain premium rates required and cash reserves and liabilities necessary to ensure payment of future benefits. Determines equitable basis for distributing surplus earnings under participating insurance and annuity contracts in mutual companies.

**15-2021.00 Mathematicians Entry – Mid – Senior level position assuming education and experience prerequisite**

Conducts research in fundamental mathematics and in application of mathematical techniques to science, management and other fields. Conceives or directs ideas for application of mathematics to wide variety of fields, including science, engineering, military planning, electronic data processing, and management. Studies and test hypotheses and alternative theories. Performs computations and applies methods of numerical analysis. Conducts research in such branches of mathematics as algebra, geometry, number theory, logic and topology. Applies mathematics or mathematical methods of numerical analysis, and operates or directs operation of desk calculators and mechanical and other functional areas. Operates or directs operation of desk calculators and mechanical and electronic computation machines, analyzers, and plotters in solving problem support of mathematical, scientific or industrial research. Acts as advisor or consultant to research personnel concerning mathematical methods and applications. Utilizes knowledge of such subjects or fields as physics, engineering, astronomy, biology, economics, business and industrial management, or cryptography.

**15-2031.00 Operations Research Analysts Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes problem in terms of management information and conceptualizes and defines problem. Prepares model of problem in form of one or several equations that relates constants and variables, restrictions, alternatives, conflicting objectives and their numerical parameters. Specifies manipulative or computational methods to be applied to model. Performs validation and testing of model to ensure adequacy, or determines need for reformulation. Designs, conducts, and evaluates experimental operational models where insufficient data exists to formulate model. Evaluates implementation and effectiveness of research. Prepares for management reports defining problem, evaluation, and possible solution. Studies information and selects plan from competitive proposals that afford maximum probability of profit or effectiveness relating to cost or risk. Defines data requirements and gathers and validates information, applying judgment and statistical tests. Develops and applies time and cost networks to plan and control large projects.

**15-2041.00 Statisticians Entry – Mid – Senior level position assuming education and experience prerequisite**

Applies statistical methodology to provide information for scientific research and statistical analysis. Plans methods to collect information and develops questionnaire techniques according to survey design. Conducts surveys utilizing sampling techniques or complete enumeration bases. Develops and tests experimental designs, sampling techniques, and analytical methods, and prepares recommendations concerning their use. Analyzes and interprets statistics to identify significant differences in relationships among sources of information. Describes sources of information, and limitations on reliability and usability. Presents numerical information by computer readouts, graphs, charts, tables, written reports or other methods. Examines theories, such as those of probability and inference, to discover mathematical bases for new or improved methods of obtaining and evaluating numerical data. Develops statistical methodology. Evaluates reliability of source information, adjusts and weighs raw data, and organizes results into form compatible with analysis by computers or other methods. Investigates, evaluates, and reports on applicability, efficiency, and accuracy of statistical methods used to obtain and evaluate data.

**15-3011.00 Mathematical Technicians Entry level position assuming education and experience prerequisite**

Selects most feasible combination and sequence of computational methods to reduce raw data to meaningful and

manageable terms. Selects most economical and reliable combination of manual, mechanical, or data processing methods and equipment consistent with data reduction requirements. Analyzes raw data from computer or recorded on photographic film or other media. Confers with professional scientific, and engineering personnel to plan project. Analyzes processed data to detect errors. Modifies standard formulas to conform to data processing method selected. Translates data into numerical values, equations, flow charts, graphs or other media. Calculates data for analysis, using computer or calculator.

**17-2011.00 Aerospace Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Develops design criteria for aeronautical or aerospace products or systems, including testing methods, production costs, quality standards, and completion dates. Analyzes project requests and proposals and engineering data to determine feasibility, producibility, cost, and production time of aerospace or aeronautical product. Formulates conceptual design of aeronautical or aerospace products or systems to meet customer requirements. Plans and conducts experimental, environmental, operational and stress tests on models and prototypes of aircraft and aerospace systems and equipment. Directs and coordinates activities of engineering or technical personnel designing, fabricating, modifying, or testing of aircraft or aerospace products. Reviews performance reports and documentation from customers and field engineers, and inspects malfunctioning or damaged products to determine problem. Directs research and development programs to improve production methods, parts, and equipment technology and reduce costs. Evaluates and approves selection of vendors by study of past performance and new advertisements. Maintains records of performance reports for future reference. Writes technical reports and other documentation, such as handbooks and bulletins, for use by engineering staff, management, and customers. Plans and coordinates activities concerned with investigating and resolving customers reports of technical problems with aircraft or aerospace vehicles. Evaluates product data and design from inspections and reports for conformance to engineering principles, customer requirements, and quality standards. Formulates mathematical models or other methods of computer analysis to develop, evaluate, or modify design according to customer engineering requirements.

**17-2021.00 Agricultural Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs and directs manufacture of equipment for land tillage and fertilization, plant and animal disease and insect control, and for harvesting or moving commodities. Studies such problems as effect of temperature, humidity, and light on plants and animals and effectiveness of different insecticides. Designs sensing, measuring, and recording devices and instrumentation used to study plant or animal life. Conducts tests on agricultural machinery and equipment. Designs agricultural machinery and equipment. Conducts research to develop agricultural machinery and equipment. Designs and supervises erection of crop storage, animal shelter, and residential structures and heating, lighting, cooling, plumbing, and waste disposal systems. Develops criteria for design, manufacture, or construction of equipment, structures, and facilities. Plans and directs construction of rural electric power distribution systems, and irrigation, drainage, and flood control systems for soil and water conservation.

**17-2031.00 Biomedical Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Apply knowledge of engineering, biology, and biomechanical principles to the design, development, and evaluation of biological and health systems and products such as artificial organs, prostheses, instrumentation, medical information systems, and health management and care delivery system.

**17-2041.00 Chemical Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Develops processes to separate components of liquids or gases or generate electrical currents, using controlled chemical processes. Performs tests throughout stages of production to determine degree of control over variables, including temperature, density, specific gravity, and pressure. Performs laboratory studies of steps in manufacture of new product and tests proposed process in small scale operation (pilot plant). Directs activities of workers who operate or who are engaged in constructing and improving absorption, evaporation, or electromagnetic equipment. Prepares estimate of production costs and production progress reports for management. Develops safety procedures to be employed by workers operating equipment or working in close proximity to on-going chemical reactions. Conducts research to develop new and improved chemical manufacturing processes. Designs and plans layout of equipment. Designs measurement and control systems for chemical plants based on data collected in laboratory experiments and in pilot plant operations. Determines most effective arrangement of operations, such as mixing, crushing, heat transfer, distillation, and drying.

**17-2051.00 Civil Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**



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Analyzes survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects. Prepares or presents public reports such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions. Provides technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial personnel. Tests soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel. Conducts studies of traffic patterns or environmental conditions to identify engineering problems and assess the potential impact of projects. Inspects project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards. Plans and designs transportation or hydraulic systems and structures, following construction and government standards using design software and drawing tools. Estimates quantities and cost of materials, equipment, or labor to determine project feasibility. Directs construction, operations, and maintenance activities at project site. Directs or participates in surveying to lay out installations and establish reference points, grades, and elevations to guide construction. Computes load and grade requirements, water flow rates, and material stress factors to determine design specifications.

### **17-2061.00 Computer Hardware Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes software requirements to determine feasibility of design within time and cost constraints. Evaluates factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration. Formulates and designs software system using scientific analysis and mathematical models to predict and measure outcome and consequences of design. Develops and directs software system testing procedures, programming, and documentation. Monitors functioning of equipment to ensure system operates in conformance with specifications. Specifies power supply requirements and configuration. Recommends purchase of equipment to control dust, temperature, and humidity in area of system installation. Trains users to use new or modified equipment. Enters data into computer terminal to store, retrieve, and manipulate data for analysis of system capabilities and requirements. Consults with customer concerning maintenance of software system. Coordinates installation of software system. Confers with data processing and project managers to obtain information on limitations and capabilities for data processing projects. Analyzes information to determine, recommend, and play layout for type of computers and peripheral equipment modifications to existing systems. Consults with engineering staff to evaluate interface between hardware and software and operational and performance requirements of overall system.

### **17-2071.00 Electrical Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs electrical instruments, equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes. Prepares and studies technical drawings, specifications of electrical systems, and topographical maps to ensure installation and operations conform to standards and customer requirements. Directs operations and coordinates manufacturing, construction, installation, maintenance, and testing activities to ensure compliance with specifications, codes, and customer requirements. Conducts field surveys and studies maps, graphs, diagrams, and other data to identify and correct power system problems. Confers with engineers, customers, and others to discuss existing or potential engineering projects and products. Evaluates and analyzes data regarding electric power systems and stations, and recommends changes to improve operating efficiency. Inspects completed installations and observes operations for conformance to design and equipment specifications, and operational and safety standards. Investigates customer or public complaints, determines nature and extent of problem and recommends remedial measures. Operates computer assisted engineering and design software and equipment to perform engineering tasks. Compiles data and writes reports regarding existing and potential engineering studies and projects. Collects data relating to commercial and residential development, population, and power system interconnection to determine operating efficiency of electrical systems. Estimates labor, material, and construction costs, and prepares specifications for purchase of materials and equipment. Performs detailed calculations to computer and establish manufacturing, construction, and installation standards and specifications. Plans layout of electric power generating plants and distribution lines and stations. Develops applications of controls, instruments, and systems for new commercial, domestic, and industrial uses. Plans and implements research methodology and procedures to apply principles of electrical theory to engineering projects.

### **17-2072.00 Electronics Engineers, Except Computer Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs electronic components, products and systems for commercial, industrial, medical, military, and scientific applications. Develops operational, maintenance, and testing procedures for electronic products, components, equipment, and systems. Plans and implements research, methodology, and procedures to apply principles of electronic theory to engineering projects. Evaluates operational systems and recommends repair or design modifications based on factors, such as environment, service, cost, and system capabilities. Conducts studies to gather information regarding current

services, equipment capacities, traffic data, and acquisition and installation costs. Prepares engineering sketches and specifications for construction, relocation, and installation of transmitting and receiving equipment, facilities, products, and systems. Operates computer-assisted engineering and design software and equipment to perform engineering tasks. Confers with engineers, customers, and others to discuss existing and potential engineering projects or products. Investigates causes of personal injury resulting from contact with high voltage communications equipment. Determines material and equipment needs and orders supplies. Reviews or prepares budget and cost estimates for equipment, construction, and installation projects, and controls expenditures. Prepares, reviews, and maintains maintenance schedules and operational reports and charts. Provides technical assistance to field and laboratory staff regarding equipment standards and problems, and applications of transmitting and receiving methods. Inspects electronic equipment, instruments, products, and systems to ensure conformance to specifications, safety standards, and applicable codes and regulations. Analyzes system requirements, capacity, cost, and customer needs to determine feasibility of project and develop system plan. Directs and coordinates activities concerned with manufacture, construction, installation, maintenance, operation, and modification of electronic equipment, products, and systems. Plans and develops applications and modifications for electronic properties used in components, products, and systems, to improve technical performance.

**17-2081.00 Environmental Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Research, design, develop, and test electronic components and systems for commercial, industrial, military, or specific use utilizing knowledge of electronic theory and materials properties. Design electronic circuits and components for use in fields such as telecommunications, aerospace guidance and propulsion control, acoustics, or instruments and controls.

**17-2111.03 Product Safety Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Conducts research to evaluate safety levels for products. Investigates causes of accidents, injuries, or illnesses from product usage to develop solutions to minimize or prevent recurrence. Participates in preparation of product usage and precautionary label instructions. Prepares reports of findings from investigation of accidents. Advises and recommends procedures for detection, prevention, and elimination of physical, chemical, or other product hazards. Evaluates potential health hazards or damage which could occur from misuse of product and engineers solutions to improve safety.

**17-2121.01 Marine Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs and oversees testing, installation, and repair of marine apparatus and equipment. Analyzes data to determine feasibility of product proposal. Investigates and observes tests on machinery and equipment for compliance with standards. Determines conditions under which tests are to be conducted and sequences and phases of test operations. Conducts environmental, operational, or performance tests on marine machinery and equipment. Procures materials needed to repair marine equipment and machinery. Coordinates activities with those of regulatory bodies to ensure repairs and alterations are at minimum cost, consistent with safety. Maintains contact and formulates reports for contractors and clients to ensure completion of work at minimum cost. Prepares technical reports for use by engineering, management, or sales personnel. Reviews work requests and compare them with previous work completed on ship to ensure costs are economically sound. Inspects marine equipment and machinery to draw up work requests and job specifications. Maintains and coordinates repair of marine machinery and equipment for installation on vessels. Confers with research personnel to clarify or resolve problems and develop or modify design. Evaluates operation of marine equipment during acceptance testing and shakedown cruises. Conducts analytical, environmental, operational, or performance studies to develop design for products such as marine engines, equipment, and structures. Prepares or directs preparation of product or system layout and detailed drawings and schematics.

**17-2121.02 Marine Architects Entry – Mid – Senior level position assuming education and experience prerequisite**

Oversees construction and testing of prototype in model basin and develops sectional and waterline curves of hull to establish center of gravity, ideal hull form, and buoyancy and stability data. Designs layout of craft interior including cargo space, passenger compartments, ladder wells, and elevators. Evaluates performance of craft during dock and sea trials to determine design changes and conformance with national and international standards. Studies design proposals and specifications to establish basic characteristics of craft such as size, weight, speed, propulsion, displacement, and draft. Designs complete hull and superstructure according to specifications and test data, in conformity with standards of safety, efficiency, and economy. Confers with marine engineering personnel to establish arrangement of boiler room equipment and propulsion machinery, heating and ventilation systems, refrigeration equipment, piping, and other functional equipment.

**17-2131.00 Materials Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Reviews new product plans and makes recommendations for material selection based on design objectives and cost. Confers with producers of material during investigation and evaluation of material for product applications. Reviews product failure data and interprets laboratory test results to determine material or process causes. Plans and implements laboratory operations to develop material and fabrication procedures that maintain cost and performance standards. Evaluates technical and economic factors relating to process or product design objectives.

**17-2141.00 Mechanical Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs products and systems to meet process requirements, applying knowledge of engineering principles. Specifies system components or directs modification of products to ensure conformance with engineering design and performance specifications. Oversees installation to ensure machines and equipment are installed and functioning according to specifications. Coordinates building, fabrication, and installation of product design and operation, maintenance, and repair activities to utilize machines and equipment. Inspects, evaluates, and arranges field installations and recommends design modifications to eliminate machine or system malfunctions. Investigates equipment failures and difficulties, diagnoses faulty operation, and makes recommendations to maintenance crew. Alters or modifies design to obtain specified functional and operational performance. Conducts experiments to test and analyze existing designs and equipment to obtain data on performance of product, and prepares reports. Assists drafter in developing structural design of product using drafting tools or computer assisted design / drafting equipment and software. Selects or designs tools to meet specifications using manuals, drafting tools, computer, and specialized software programs. Tests ability of machines to perform tasks. Develops models of alternate processing methods to test feasibility or new applications of system components, and recommends implementation of procedures. Confers with establishment personnel and engineers to implement operating procedures and resolve system malfunctions, and to provide technical information. Plans and directs engineering personnel in fabrication of test control apparatus and equipment, and develops procedures for testing products. Researches and analyzes data such as customer design proposal, specifications, and manuals to determine feasibility of design or application. Determines parts supply, maintenance tasks, safety procedures, and service schedule required to maintain machines and equipment in prescribed condition. Studies industrial processes to determine where and how application of equipment can be made.

**17-2151.00 Mining and Geological Engineers, Including Mining Safety Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Lays out and directs mine construction operations. Plans and coordinates mining processes and labor utilization. Plans, conducts, or directs others in performing mining experiments to test or prove research findings. Devises methods to solve environmental problems and reclaim mine sites. Inspects mining areas for unsafe structures, equipment, and working conditions. Designs and maintains protective and rescue equipment and safety devices. Prepares technical reports for use by mining, engineering, and management personnel. Trains mine personnel in safe working practices and first aid. Tests air to detect toxic gases and recommends alterations or installation of ventilation shafts, partitions, or equipment, to remedy problem. Monitors production rate of gas, oil, or minerals from wells or mines. Provides technical consultation during drilling operations. Determines methods to extract minerals, considering factors such as safety, optimal costs, and deposit characteristics. Conducts or collaborates in geological exploration and reviews maps and drilling logs to determine location, size, accessibility, and value of mineral deposits, or optimal oil and gas reservoir locations. Designs, implements, and monitors facility projects such as water, communication, ventilation, drainage, power supply, and conveyor systems. Evaluates data to develop new mining products, equipment, or processes.

**17-2161.00 Nuclear Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Determines potential hazard and accident conditions which may exist in fuel handling and storage and recommends preventive measures. Performs experiments to determine acceptable methods of nuclear material usage, nuclear fuel reclamation, and waste disposal. Formulates equations that describe phenomena occurring during fission of nuclear fuels and develops analytical models for research. Examines accidents and obtains data to formulate preventive measures. Synthesizes analyses of tests results and prepares technical reports of findings and recommendations. Monitors nuclear operations to identify potential or inherent design, construction, or operational problems to ensure safe operations. Designs and oversees construction and operation of nuclear fuels reprocessing systems and reclamation systems. Formulates and initiates corrective actions and orders plant shut down in emergency situations. Computes cost estimates of construction projects, prepares project proposals, and discusses projects with vendors, contractors, and nuclear facility's review board. Directs operating and maintenance activities of operational nuclear facility. Writes operational instructions relative to nuclear plant operation and nuclear fuel and waste handling and disposal. Maintains reports to



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summarize work and document plant operations. Designs and develops nuclear machinery and equipment, such as reactor cores, radiation shielding, and associated instrumentation and control mechanisms. Inspects nuclear fuels, waste, equipment, test-reactor vessel and related systems, and control instrumentation to identify potential problems or hazards. Evaluates research findings to develop new concepts of thermonuclear analysis and new uses of radioactive models. Conducts tests to research nuclear fuel behavior and nuclear machinery and equipment performance. Plans and designs nuclear research to discover facts, or to test, prove, or modify known nuclear theories. Analyzes available data and consults with other scientists to determine parameters of experimentation and suitability of analytical models.

### **17-2171.00 Petroleum Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs or modifies mining and oil field machinery and tools, applying engineering principles. Develops plans for oil and gas field drilling, and for product recovery and treatment. Confers with scientific, engineering, and technical personnel to resolve design, research and testing problems. Conducts engineering research experiments to improve or modify mining and oil machinery and operations. Evaluates findings to develop, design, or test equipment or processes. Analyzes data to recommend placement of wells and supplementary processes to enhance production. Coordinates activities of workers engaged in research, planning, and development. Assigns work to staff to obtain maximum utilization of personnel. Inspects oil and gas wells to determine that installations are completed. Writes technical reports for engineering and management personnel. Tests machinery and equipment to ensure conformance to performance specifications and to ensure safety. Interprets drilling and testing information for personnel. Assists engineering and other personnel to solve operating problems. Monitors production rates, and plans rework processes to improve production.

### **17-3021.00 Aerospace Engineering and Operations Technicians Entry level position assuming education and experience prerequisite**

Determines data required, plans data acquisition operations, and sets up required data acquisition, test, and measurement equipment. Tests aircraft systems under simulated operational conditions, using test instrumentation and equipment, to determine design or fabrication parameters. Constructs and maintains test facilities for aircraft parts and systems, according to specifications, using hand tools, power tools, and test instruments. Records and interprets test data on parts, assemblies, and mechanisms, and confers with engineering personnel regarding test procedures and results. Inputs commands and data into computer systems to modify programs for specific test requirements or for equipment maintenance and calibration. Fabricates and installs parts and systems to be tested in test equipment, using hand tools, power tools, and test instruments. Discusses test data requirements and results with other personnel, determines data required, and calculates and modifies test parameters or equipment. Sets up, operates, maintains, and monitors computer systems and devices for data acquisition and analysis to detect malfunctions. Inspects, diagnoses, maintains, and operates test setup and equipment to detect malfunctions, and adjusts, repairs, or replaces faulty components.

### **17-3022.00 Civil Engineering Technicians Entry level position assuming education and experience prerequisite**

Inspects project site and evaluates contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes. Drafts detailed dimensional drawings and designs layouts for projects and to ensure conformance to specifications. Reads and reviews project blueprints and structural specifications to determine dimensions of structure or system and material requirements. Develops plans and estimates costs for installation of systems, utilization of facilities, or construction of structures. Responds to public suggestions and complaints. Evaluates facility to determine suitability for occupancy and square footage availability. Prepares reports and documents project activities and data. Confers with supervisor to determine project details, such as plan preparation, acceptance testing, and evaluation of field conditions. Conducts materials test and analysis, using tools and equipment, and applying engineering knowledge. Reports maintenance problems occurring at project site to supervisor and negotiates changes to resolve system conflicts. Calculates dimensions, square footage, profile and component specifications, and material quantities, using calculator or computer. Plans and conducts field surveys to locate new sites and analyze details of project sites. Analyzes propose site factors and designs maps, graphs, tracings, and diagrams to illustrate findings.

### **19-1011.00 Animal Scientists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies nutritional requirements of animals and nutritive value of feed materials for animals and poultry. Studies effects of management practices, processing methods, feed, and environmental conditions on quality and quantity of animal products, such as eggs and milk. Develops improved practices in incubation, brooding, and artificial insemination. Crossbreeds animals with existing strains, or crosses strains to obtain new combinations of desirable characteristics. Determines generic composition of animal population, and heritability of traits, utilizing principles of genetics. Develops improved practices in feeding, housing, sanitation, and parasite and disease control of animals and poultry. Researches and controls selection and breeding practices to increase efficiency of production and improve quality of animals.



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### **19-1012.00 Food Scientists and Technologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Conducts research on new products and development of foods, applying scientific and engineering principles. Studies methods to improve physical, chemical, and microbiological composition of foods. Develops food standards, safety and sanitary regulations, and waste management and water supply specifications. Confers with process engineers, flavor experts, and packaging and marketing specialists to resolve problems in product development. Tests new products in test kitchen. Studies methods to improve quality of foods, such as flavor, color, texture, nutritional value, and convenience. Develops new and improved methods and systems for food processing, production, quality control, packaging, and distribution.

### **19-1013.01 Plant Scientists Entry – Mid – Senior level position assuming education and experience prerequisite**

Conducts research to determine best methods of planting, spraying, cultivating, and harvesting horticultural products. Improves bee strains, utilizing selective breeding by artificial insemination. Identifies and classifies species of insects and allied forms, such as mites and spiders. Develops methods for control of noxious weeds, crop diseases, and insect pests. Conducts experiments and investigations to determine methods of storing, processing, and transporting horticultural products. Studies insect distribution and habitat and recommends methods to prevent importation and spread of injurious species. Conducts experiments regarding causes of bee diseases and factors affecting yields of nectar pollen on various plants visited by bees. Aids in control and elimination of agricultural, structural and forest pests by developing new and improved pesticides. Studies crop production to discover effects of various climatic and soil conditions on crops. Experiments to develop new or improved varieties of products having specific features, such as higher yield, resistance to disease, size, or maturity.

### **19-1013.02 Soil Scientists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies soil characteristics and classifies soils according to standard types. Performs chemical analysis on microorganism content of soil to determine microbial reactions and chemical mineralogical relationship to plant growth. Provides advice on rural or urban land use. Investigates responses of specific soil types to soil management practices, such as fertilization, crop rotation, and industrial waste control. Conducts experiments on farms or experimental stations to determine best soil types for different plants.

### **19-1020.01 Biologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies basic principles of plant and animal life, such as origin, relationship, development, anatomy, and functions. Studies and manages wild animal populations. Measures salinity, acidity, light, oxygen content, and other physical conditions of water to determine their relationship to aquatic life. Develops methods of extracting drugs from aquatic plants and animals. Researches environmental effects of present and potential uses of land and water areas and determines methods of improving environment or crop yields. Plans and administers biological research programs for government, research firms, medical industries, or manufacturing firms. Cultivates, breeds, and grows aquatic life, such as lobsters, clams, or fish farming. Prepares environmental impact reports for industry, government, or publication. Communicates test results to state and federal representatives and general public. Investigates and develops pest management and control measures. Develops methods and apparatus for securing representative plant, animal, aquatic, or soil samples. Studies aquatic plants and animals and environmental conditions affecting them, such as radioactivity or pollution. Collects and analyzes biological data about relationship among and between organisms and their environment. Studies reactions of plants, animals, and marine species to parasites. Identifies, classifies, and studies structure, behavior, ecology, physiology, nutrition, culture, and distribution of plant and animal species.

### **19-1021.01 Biochemists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies chemistry of living processes, such as cell development, breathing and digestion, and living energy changes, such as growth, aging, and death. Prepares reports and recommendations based upon research outcomes. Develops and tests new drugs and medications used for commercial distribution.

Analyzes foods to determine nutritional value and effects of cooking, canning, and processing on this value. Cleans, purifies, refines, and otherwise prepares pharmaceutical compounds for commercial distribution. Design and build laboratory equipment needed for special research projects. Researches and determines chemical action of substances, such as drugs, serums, hormones, and food on tissues and vital processes. Isolates, analyzes, and identifies hormones, vitamins, allergens, minerals, and enzymes, and determines their effects on body functions. Develops and executes tests to detect disease, genetic disorders, or other abnormalities. Develops methods to process, store, and use food, drugs, and chemical compounds. Examines chemical aspects of formation of antibodies, and researches chemistry of cells and



blood corpuscles. Researches methods of transferring characteristics, such as resistance to disease, from one organism to another.

**19-1021.02 Biophysicists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies physical principles of living cells and organisms and their electrical and mechanical energy. Investigates damage to cells and tissues caused by x-rays and nuclear particles. Investigates transmission of electrical impulses along nerves and muscles. Analyzes functions of electronic and human brains, such as learning, thinking, and memory. Studies absorption of light by chlorophyll in photosynthesis or by pigments of eye involved in vision. Researches cancer treatment, using radiation and nuclear particles. Investigates dynamics of seeing and hearing. Studies spatial configuration of submicroscopic molecules, such as proteins, using x-ray and electron microscope. Researches manner in which characteristics of plants and animals are carried through successive generations. Researches transformation of substances in cells, using atomic isotopes.

**19-1022.00 Microbiologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies growth, structure, development, and general characteristics of bacteria and other micro-organisms. Conducts chemical analyses of substances such as acids, alcohols, and enzymes. Prepares technical reports and recommendations based upon research outcomes. Researches use of bacterial and micro-organisms to develop vitamins, antibiotics, amino acids, grain alcohol, sugars, and polymers. Isolates and makes cultures of bacteria or other micro-organisms in prescribed media, controlling moisture, aeration, temperature, and nutrition. Examines physiological, morphological, and cultural characteristics using microscope to identify micro-organisms. Observes action of micro-organisms upon living tissues of plants, higher animals, and other micro-organisms, and on dead organic matter. Studies growth structure and development of viruses and rickettsiae.

**19-1023.00 Zoologists and Wildlife Biologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies origin, interrelationships, classification, life histories and diseases, development, genetics, and distribution of animals. Conducts experimental studies, using chemicals and various types of scientific equipment. Raises specimens for study and observation or for use in experiments.

Prepares collections of preserved specimens or microscopic slides for species identification and study of species development or animal disease. Analyzes characteristics of animals to identify and classify animals. Collects and dissects animal specimens and examines specimens under microscope. Studies animals in their natural habitats, and assesses effects of environment on animals.

**19-1031.01 Soil Conservationists Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans soil management practices, such as crop rotation, reforestation, permanent vegetation, contour plowing, or terracing, to maintain soil and conserve water. Develops plans for conservation, such as conservation cropping systems, woodlands management, pasture planning and engineering systems. Analyzes results of investigations to determine measures needed to maintain or restore proper soil management. Monitors projects during and after construction to ensure projects conform to design specifications. Surveys property to mark locations and measurements, using surveying instruments. Revisits land users to view implemented land use practices and plans. Discusses conservation plans, problems, and alternative solutions with land users, applying knowledge of agronomy, soil science, forestry, or agricultural sciences. Computes cost estimates of different conservation practices based on needs of land users, maintenance requirements and life expectancy of practices. Develops or participates in environmental studies.

Computes design specification for implementation of conservation practices, using survey and field information technical guides, engineering manuals, and calculator. Conducts surveys and investigations of various land uses, such as rural or urban, agriculture, construction, forestry or mining.

**19-1041.00 Epidemiologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans and directs studies to investigate human or animal disease, preventive methods, and treatments for diseases. Investigates cause, progress, life cycle, or mode of transmission of diseases or parasites. Analyzes data, applying statistical techniques and scientific knowledge, prepares reports, and presents findings. Plans methodological design or research study and arranges for data collection. Consults with and advises physicians, educators, researchers, and others regarding medical applications of sciences such as physics, biology, and chemistry. Confers with health department, industry personnel, physicians, and others to develop health safety standards and programs to improve public health. Teaches principles of medicine and medical and laboratory procedures to physicians, residents, students, and technicians. Supervises activities of clerical and statistical or laboratory personnel. Standardizes drug dosages, methods

of immunization, and procedures for manufacture of drugs and medicinal compounds. Prepares and analyzes samples for toxicity, bacteria, or microorganisms or to study cell structure and properties. Examines organs, tissues, cell structures or microorganisms by systematic observation or using microscope. Conducts research to develop methodologies, instrumentation, or identification, diagnosing, and treatment procedures for medical application. Studies effects of drugs, gases, pesticides, parasites, microorganisms, or health and physiological processes of animals and humans.

**19-1042.00 Medical Scientists, Except Epidemiologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans and directs studies to investigate human or animal disease, preventive methods, and treatments for disease. Examines organs, tissues, cell structures, or micro-organisms by systematic observation or using microscope. Prepares and analyzes samples for toxicity, bacteria, or microorganisms or to study cell structure and properties. Consults with and advises physicians, educators, researchers, and others regarding medical applications of sciences, such as physics, biology, and chemistry. Supervises activities of clerical and statistical or laboratory personnel. Teaches principles of medicine and medical and laboratory procedures to physicians, residents, students, and technicians. Standardizes drug dosages, methods of immunization, and procedures for manufacture of drugs and medicinal compounds. Confers with health department, industry personnel, physicians, and others to develop health safety standards and programs to improve public health. Plans methodological design of research study and arranges for data collection. Analyzes data, applying statistical techniques and scientific knowledge, prepares reports, and presents findings. Investigates cause, progress, life cycle, or mode of transmission of diseases or parasites. Conducts research to develop methodologies, instrumentation, or identification, diagnosing, and treatment procedures for medical application. Studies effects of drugs, gases, pesticides, parasites, or micro-organisms, or health and physiological processes of animals and humans.

**19-2011.00 Astronomers Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies celestial phenomena from ground or above atmosphere, using various optical devices, such as telescopes situated on ground or attached to satellites. Studies history, structure, extent, and evolution of stars, stellar systems, and universe. Calculates orbits and determines sizes, shapes, brightness, and motions of different celestial bodies. Develops mathematical tables giving positions of sun, moon, planets, and stars at given times for use by air and sea navigators. Designs optical, mechanical and electronic instruments for astronomical research. Analyzes wavelengths of radiation from celestial bodies, as observed in all ranges of spectrum. Determines exact time by celestial observations and conducts research into relationships between time and space. Computes positions of sun, moon, planets, stars, nebulae, and galaxies.

**19-2012.00 Physicists Entry – Mid – Senior level position assuming education and experience prerequisite**

Observes structure and properties of matter and transformation and propagation of energy, using masers, lasers, telescopes and other equipment. Conducts instrumental analyses to determine physical properties of materials. Describes and expresses observations and conclusions in mathematical terms. Analyzes results of experiments designed to detect and measure previously unobserved physical phenomena. Conducts application analysis to determine commercial, industrial, scientific, medical, military, or other uses for electro-optical devices. Designs electronic circuitry and optical components with scientific characteristics to fit within specified mechanical limits and perform according to specifications. Conducts research pertaining to potential environmental impact of proposed atomic energy related industrial development to determine qualifications for licensing. Consults other scientists regarding innovations to ensure equipment or plant design conforms to health physics standards for protection of personnel. Directs testing and monitoring of contamination of radioactive equipment and recording of personnel and plant area radiation exposure data. Advises authorities in procedures to be followed in radiation incidents or hazards, and assists in civil defense planning. Incorporates methods for maintenance and repair of components and designs, and develops test instrumentation and test procedures. Assists with development of manufacturing, assembly, and fabrication processes of lasers, masers, infrared, and other light-emitting and light-sensitive devices. Assists in developing standards of permissible concentrations of radioisotopes in liquids and gases.

**19-2021.00 Atmospheric and Space Scientists Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes and interprets meteorological data gathered by surface and upper air stations, satellites, and radar to prepare reports and forecasts. Prepares special forecasts and briefings for air and sea transportation, agriculture, fire prevention, air-pollution control, and school groups. Conducts basic or applied research in meteorology. Broadcasts weather forecast over television or radio. Issues hurricane and other severe weather warnings. Directs forecasting services at weather station, or at radio or television broadcasting facility. Operates computer graphic equipment to produce weather reports

and maps for analysis, distribution, or use in televised weather broadcast. Studies and interprets synoptic reports, maps, photographs, and prognostic charts to predict long and short range weather conditions.

**19-2031.00 Chemists Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships, and reactions, utilizing chromatography, spectroscopy, and spectrophotometry techniques. Develops, improves, and customizes products, equipment, formulas, processes, and analytical methods. Studies effects of various methods of processing, preserving, and packaging on composition and properties of foods. Confers with scientists and engineers to conduct analyses of research projects, interpret test results, or develop nonstandard tests. Prepares test solutions, compounds, and reagents for laboratory personnel to conduct test. Directs, coordinates, and advises personnel in test procedures for analyzing components and physical properties of materials. Writes technical papers and reports and prepares standards and specifications for processes, facilities, products, and tests. Compiles and analyzes test information to determine process or equipment operating efficiency and to diagnose malfunctions. Induces changes in composition of substances by introducing heat, light, energy, and chemical catalysts for quantitative and qualitative analysis.

**19-2032.00 Materials Scientists Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans laboratory experiments to confirm feasibility of processes and techniques to produce materials having special characteristics. Reports materials study findings for other scientists and requesters. Guides technical staff engaged in developing materials for specific use in projected product or device. Studies structures and properties of materials, such as metals, alloys, polymers, and ceramics to obtain research data.

**19-2041.00 Environmental Scientists and Specialists, Including Health Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans and develops research models using knowledge of mathematical and statistical concepts. Determines data collection methods to be employed in research projects and surveys. Prepares graphs or charts from data samples and advises enforcement personnel on proper standards and regulations. Collects, identifies and analyzes data to assess sources of pollution, determine their effects, and establish standards.

**19-2042.01 Geologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies, examines, measures, and classifies composition, structure, and history of earth's crust, including rocks, minerals, fossils, soil, and ocean floor. Locates and estimates probable gas and oil deposits, using aerial photographs, charts, and research and survey results. Interprets research data, and recommends further study or action.

Tests industrial diamonds and abrasives, soil, or rocks to determine geological characteristics, using optical, x-ray, heat, acid, and precision instruments. Analyzes engineering problems at construction projects, such as dams, tunnels, and large buildings, applying geological knowledge. Develops instruments for geological work, such as diamond tool and dies, jeweled bearings, and grinding laps and wheels. Recommends and prepares reports on foundation design, acquisition, retention, or release of property leases, or areas of further research. Measures characteristics of earth, using seismograph, gravimeter, torsion balance, magnetometer, pendulum devices, and electrical resistivity apparatus.

Inspects proposed construction site and sets up test equipment and drilling machinery. Prepares geological reports, maps, charts, and diagrams. Identifies and determines sequence of processes affecting development of earth.

**19-2043.00 Hydrologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies and analyzes physical aspects of earth, including atmosphere and hydrosphere, and interior structure. Investigates origin and activity of glaciers, volcanoes, and earthquakes. Studies waters of land areas to determine modes of return to ocean and atmosphere. Prepares and issues maps and reports indicating areas of seismic risk to existing or proposed construction or development. Evaluates data in reference to project planning, such as flood and drought control, water power and supply, drainage, irrigation, and inland navigation. Compiles and evaluates data to prepare navigational charts and maps, predict atmospheric conditions, and prepare environmental reports. Studies, measures, and interprets seismic, gravitational, electrical, thermal, and magnetic forces and data affecting the earth. Studies, maps, and charts distribution, disposition, and development of waters of land areas, including form and intensity of precipitation.

**19-3011.00 Economists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies economic and statistical data in area of specialization, such as finance, labor, or agriculture. Formulates recommendations, policies, or plans to interpret markets or solve economic problems. Develops economic guidelines and standards and preparing points of view used in forecasting trends and formulating economic policy. Devises methods and procedures for collecting and processing data, using various econometric and sampling techniques. Assigns work to staff.

Teaches theories, principles, and methods of economics. Testifies at regulatory or legislative hearings to present recommendations. Provides advice and consultation to business and public and private agencies. Supervises research projects and students' study projects. Compiles data relating to research area, such as employment, productivity, and wages and hours. Reviews and analyzes data to prepare reports, to forecast future marketing trends, and to stay abreast of economic changes. Organizes research data into report format, including graphic illustrations of research findings.

**19-3021.00 Market Research Analysts Entry – Mid – Senior level position assuming education and experience prerequisite**

Examines and analyzes statistical data to forecast future marketing trends and to identify potential markets. Establishes research methodology and designs format for data gathering, such as surveys, opinion polls, or questionnaires. Gathers data on competitors and analyzes prices, sales, and method of marketing and distribution. Collects data on customer preferences and buying habits. Prepares reports and graphic illustrations of findings. Translates complex numerical data into non-technical, written text. Attends staff conferences to submit findings and proposals to management for consideration. Checks consumer reaction to new or improved products or services.

**19-3091.01 Anthropologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Gathers, analyzes, and reports data on human physique, social customs, and artifacts such as weapons, tools, pottery, and clothing. Studies growth patterns, sexual differences, and aging phenomena of human groups, current and past. Observes and measures bodily variations and physical attributes of existing human types. Formulates general laws of cultural development, general rules of social and cultural behavior, or general value orientations. Studies relationships between language and culture and social linguistic studies, relationship between individual personality and culture, or complex industrialized societies. Applies anthropological concepts to current problems. Applies anthropological data and techniques to solution of problems in human relations. Studies cultures, particularly pre-industrial and non-Western societies, including religion, economics, mythology, and traditions, and intellectual and artistic life. Studies physical and physiological adaptations to differing environments and hereditary characteristics of living populations. Studies museum collections of skeletal remains and human fossils to determine their meaning in terms of long-range human evolution.

**19-3091.02 Archeologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Studies artifacts, architectural features, and types of structures recovered by excavation in order to determine age and cultural identity. Classifies and interprets artifacts, architectural features, and types of structures recovered by excavation to determine age and cultural identity. Establishes chronological sequence of development of each culture from simpler to more advanced levels.

**19-3092.00 Geographers Entry – Mid – Senior level position assuming education and experience prerequisite**

Collects data on physical characteristics of specified area, such as geological formation, climate, and vegetation, using surveying or meteorological equipment. Uses surveying equipment to assess geology, physics, and biology within given area. Advises governments and organizations on ethnic and natural boundaries between nation or administrative areas. Prepares environmental impact reports based on results of study. Constructs and interprets maps, graphs, and diagrams. Studies population characteristics within area, such as ethnic distribution and economic activity.

**19-3094.00 Political Scientists Entry – Mid – Senior level position assuming education and experience prerequisite**

Conducts research into political philosophy and theories of political systems, such as governmental institutions, public laws, and international law. Organizes and conducts public opinion surveys and interprets results. Analyzes and interprets results of studies, and prepares reports detailing findings, recommendations, or conclusions. Consults with government officials, civic bodies, research agencies, and political parties. Recommends programs and policies to institutions and organizations. Prepares reports detailing findings and conclusions.

**19-4021.00 Biological Technicians Entry level position assuming education and experience prerequisite**

Sets up laboratory and field equipment to assist research workers. Cleans and maintains laboratory and field equipment and work areas. Plants seeds in specified area, and counts plants that grow, to determine germination rate of seeds. Pricks animals, and collects blood samples for testing, using hand held devices. Records production and test data for evaluation by personnel. Measures or weighs ingredients used in testing or as animal feed. Adjusts testing equipment and prepares culture media, following standard procedures. Waters and feeds rations to livestock and laboratory animals. Examines animals and specimens to determine presence of disease or other problems.

**19-4031.00 Chemical Technicians Entry level position assuming education and experience prerequisite**

Tests and analyzes chemical and physical properties of liquids, solids, gases, radioactive and biological materials, and products such as perfumes. Prepares chemical solutions for products and processes, following standardized formulas or creates experimental formulas. Sets up and calibrates laboratory equipment and instruments used for testing, process control, product development, and research. Documents results of tests and analyses, and writes technical reports or prepares graphs and charts. Directs other workers in compounding and distilling chemicals. Reviews process paperwork for products to ensure compliance to standards and specifications. Cleans and sterilizes laboratory equipment.

**19-4051.01 Nuclear Equipment Operation Technicians Entry level position assuming education and experience prerequisite**

Sets control panel switches and activates equipment, such as nuclear reactor, particle accelerator, or gamma radiation equipment, according to specifications. Calculates equipment-operating factors, such as radiation time, dosage, temperature, and pressure, using standard formulas and conversion tables. Monitors instruments, gauges, and recording devices in control room during operation of equipment, under directions of nuclear experimenter. Reviews experiment schedule to determine specifications, such as subatomic particle parameters, radiation time, dosage, and gamma intensity. Positions fuel elements in reactor or environmental chamber, according to specified configuration, using slave manipulators or extension tools. Installs instrumentation leads in reactor core to measure operating temperature and pressure according to mockups, blueprints, and diagrams. Modifies, devises, and maintains equipment used in operations. Disassembles, cleans, and decontaminates hot cells and reactor parts during maintenance shutdown, using slave manipulators, crane, and hand tools. Writes summary of activities or records experiment data in log for further analysis by engineers, scientists, or customers, or for future reference. Communicates with maintenance personnel to ensure readiness of support systems and to warn of radiation hazards. Tests physical, chemical, or metallurgical properties of experimental materials according to standardized procedures, using test equipment and measuring instruments. Withdraws radioactive sample for analysis, fills container with prescribed quantity of material for shipment, or removes spent fuel elements. Sets up and operates machines to saw fuel elements to size or to cut and polish test pieces, following blueprints and other specifications. Transfers experimental materials to and from specified containers and to tube, chamber or tunnel, using slave manipulators or extension tools. Controls laboratory-compounding equipment enclosed in protective hot cell to prepare radioisotopes and other radioactive materials. Adjusts controls of equipment to control particle beam, chain reaction or radiation, according to specifications.

**19-4051.02 Nuclear Monitoring Technicians Entry level position assuming education and experience prerequisite**

Measures intensity and identifies type of radiation in work areas, equipment, and materials, using radiation detectors and other instruments. Collects samples of air, water, gases and solids to determine radioactivity levels of contamination. Assists in setting up equipment that automatically detects area radiation deviations and tests detection equipment to ensure accuracy. Calculates safe radiation exposure time for personnel, using plant contamination readings and prescribed safe levels of radiation. Scans photographic emulsions exposed to direct radiation to compute track properties from standard formulas, using microscope with scales and protractors. Calibrates and maintains chemical instrumentation sensing elements and sampling system equipment, using calibrations instruments and hand tools. Monitors personnel for length and intensity of exposure to radiation for health and safety purposes. Places radioactive waste, such as sweepings and broken sample bottles, into containers for disposal. Decontaminates objects by cleaning with soap or solvents or by abrading, using wire brush, buffing wheel or sandblasting machine. Enters data into computer to record characteristics of nuclear events and locating coordinates of particles. Weighs and mixes decontamination chemical solutions in tank and immerses objects in solution for specified time, using hoist. Determines or recommends radioactive decontamination procedures, according to size and nature of equipment and degree of contamination. Instructs personnel in radiation safety procedures and demonstrates use of protective clothing and equipment. Confers with scientist directing project to determine significant events to watch for during test. Prepares reports on contamination tests, material and equipment decontaminated, methods used in decontamination process. Informs supervisors to take action when individual exposures or area radiation levels approach maximum permissible limits. Observes projected photographs to locate particle tracks and events and compiles lists of events from particle detectors.

**23-1011.00 Lawyers Entry – Mid – Senior level position assuming education and experience prerequisite**

Conducts case, examining and cross-examining witnesses, and summarizes case to judge or jury. Gathers evidence to formulate defense or to initiate legal actions. Advises clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations. Interviews clients and witnesses to ascertain facts of case. Examines legal data to determine advisability of defending or prosecuting lawsuit. Studies Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies. Evaluates findings and develops strategy and arguments in preparation for presentation of case. Represents client in court or before government agency. Searches for and

examines public and other legal records to write opinions or establish ownership. Acts as agent, trustee, guardian, or executor for business or individuals. Probates wills and represents and advises executors and administrators of estates. Prepares opinions on legal issues. Prepares and drafts legal documents such as wills, deeds, patent applications, mortgages, leases, and contracts. Prepares and files legal briefs. Interprets laws, rulings and regulations for individuals and business. Presents evidence to defend client in civil or criminal litigation. Presents evidence to prosecute defendant in civil or criminal litigation. Confers with colleagues with specialty in area of legal issue to establish and verify basis for legal proceeding.

**23-1021.00 Administrative Law Judges, Adjudicators, and Hearing Officers Entry – Mid – Senior level position assuming education and experience prerequisite**

Arranges and conducts hearings to obtain information and evidence relative to disposition of claim. Analyzes evidence and applicable law, regulations, policy and precedent decisions to determine conclusions. Questions witnesses to obtain information. Rules on exceptions, motions and admissibility of evidence. Participates in court proceedings. Obtains additional information to clarify evidence.

Issues subpoenas and administers oaths to prepare for formal hearing. Conducts studies of appeals procedures in field agencies to ensure adherence to legal requirements and to facilitate determination of cases. Notifies claimant of denied claim and appeal rights. Authorizes payment of valid claims. Researches laws, regulations, policies and precedent decisions to prepare for hearings. Reviews and evaluates data on documents, such as claim applications, birth or death certificates, and physician or employer records. Interviews or corresponds with claimants or agents to elicit information. Prepares written opinions and decisions. Counsels parties and recommends acceptance or rejection of compromise settlement offers. Determines existence and amount of liability, according to law, administrative and judicial precedents and evidence.

**23-1022.00 Arbitrators, Mediators, and Conciliators Entry – Mid – Senior level position assuming education and experience prerequisite**

Arranges and conducts hearings to obtain information and evidence relative to disposition of claim. Prepares written opinions and decisions. Interviews or corresponds with claimants or agents to elicit information. Reviews and evaluates data on documents, such as claim applications, birth or death certificates, and physician or employer records. Researches laws, regulations, policies and precedent decisions to prepare for hearings. Issues subpoenas and administers oaths to prepare for formal hearing. Authorizes payment of valid claims. Obtains additional information to clarify evidence. Conducts studies of appeals procedures in field agencies to ensure adherence to legal requirements and to facilitate determination of cases. Notifies claimant of denied claim and appeal rights. Participates in court proceedings. Rules on exceptions, motions and admissibility of evidence. Questions witnesses to obtain information. Analyzes evidence and applicable law, regulations, policy and precedent decisions to determine conclusions. Determines existence and amount of liability, according to law, administrative and judicial precedents and evidence. Counsels parties and recommends acceptance or rejection of compromise settlement offers.

**23-1023.00 Judges, Magistrate Judges, and Magistrates Entry – Mid – Senior level position assuming education and experience prerequisite**

Listens to presentation of case or allegations of plaintiff. Instructs jury on applicable law and directs jury to deduce facts from evidence presented. Sentences defendant in criminal cases, on conviction by jury, according to statutes of state or federal government. Conducts preliminary hearings in felony cases to determine reasonable and probable cause to hold defendant for further proceedings or trial. Examines evidence in criminal cases to determine if evidence will support charges. Rules on admissibility of evidence and methods of conducting testimony. Performs wedding ceremonies. Settles disputes between opposing attorneys. Awards judicial relief to litigants in civil cases in relation to findings by jury or by court. Establishes rules of procedure on questions for which standard procedures have not been established by law or by superior court.

**25-1011.00 Business Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Teach courses in business administration and management such as accounting, finance, human resources, labor relations, marketing, and operations research.

**25-1021.00 Computer Science Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Prepares and delivers lectures to students. Directs research of other teachers or graduate students working for advanced academic degrees. Advises students on academic and vocational curricula. Conducts research in particular field of knowledge and publishes findings in professional journals. Serves on faculty committee providing professional consulting



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

services to government and industry. Acts as adviser to student organizations. Compiles, administers, and grades examinations, or assigns this work to others. Stimulates class discussions. Compiles bibliographies of specialized materials for outside reading assignments.

### **25-1022.00 Mathematical Science Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Prepares and delivers lectures to students. Compiles bibliographies of specialized materials for outside reading assignments. Advises students on academic and vocational curricula. Conducts research in particular field of knowledge and publishes findings in professional journals. Serves on faculty committee providing professional consulting services to government and industry. Acts as adviser to student organizations. Directs research of other teachers or graduate students working for advanced academic degrees. Compiles, administers, and grades examinations, or assigns this work to others. Stimulates class discussions.

### **25-1031.00 Architecture Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Teach courses in architecture and architectural design such as architectural environmental design, interior architecture / design, and landscape architecture.

### **25-1032.00 Engineering Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Prepares and delivers lectures to students. Advises students on academic and vocational curricula. Conducts research in particular field of knowledge and publishes findings in professional journals. Directs research of other teachers or graduate students working for advanced academic degrees. Acts as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry. Compiles, administers, and grades examinations, or assigns this work to others. Stimulates class discussions. Compiles bibliographies of specialized materials for outside reading assignments.

### **25-1042.00 Biological Science Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Prepares and delivers lectures to students. Compiles, administers, and grades examinations, or assigns this work to others. Directs research of other teachers or graduate students working for advanced academic degrees. Acts as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry. Conducts research in particular field of knowledge and publishes findings in professional journals. Advises students on academic and vocational curricula. Stimulates class discussions. Compiles bibliographies of specialized materials for outside reading assignments.

### **25-1051.00 Atmospheric, Earth, Marine, and Space Sciences Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Teach courses in the physical sciences, except chemistry and physics.

### **25-1052.00 Chemistry Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Prepares and delivers lectures to students. Directs research of other teachers or graduate students working for advanced academic degrees. Conducts research in particular field of knowledge and publishes findings in professional journals. Advises students on academic and vocational curricula. Serves on faculty committee providing professional consulting services to government and industry. Acts as adviser to student organizations. Compiles bibliographies of specialized materials for outside reading assignments. Stimulates class discussions. Compiles, administers, and grades examinations, or assigns this work to others.

### **25-1054.00 Physics Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Prepares and delivers lectures to students. Advises students on academic and vocational curricula. Conducts research in particular field of knowledge and publishes findings in professional journals. Directs research of other teachers or graduate students working for advanced academic degrees. Acts as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry. Compiles bibliographies of specialized materials for outside reading assignments. Stimulates class discussions. Compiles, administers, and grades examinations, or assigns this work to others.



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### **25-1063.00 Economics Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Prepares and delivers lectures to students. Serves on faculty committee providing professional consulting services to government and industry. Acts as adviser to student organizations. Conducts research in particular field of knowledge and publishes findings in professional journals. Compiles, administers, and grades examinations, or assigns this work to others. Compiles bibliographies of specialized materials for outside reading assignments. Directs research of other teachers or graduate students working for advanced academic degrees. Advises students on academic and vocational curricula. Stimulates class discussions.

### **25-1065.00 Political Science Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Acts as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry. Conducts research in particular field of knowledge and publishes findings in professional journals. Directs research of other teachers or graduate students working for advanced academic degrees. Advises students on academic and vocational curricula. Compiles bibliographies of specialized materials for outside reading assignments. Compiles, administers, and grades examinations, or assigns this work to others. Stimulates class discussions. Prepares and delivers lectures to students.

### **25-1111.00 Criminal Justice and Law Enforcement Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Teach courses in criminal justice, corrections, and law enforcement administration.

### **25-1112.00 Law Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**

Teach course in law.

### **25-1191.00 Graduate Teaching Assistants Entry level position assuming education and experience prerequisite**

Develops teaching materials, such as syllabi and visual aids. Assists faculty member or staff with student conferences. Teaches lower-level courses. Assists library staff in maintaining library collection. Assists faculty member or staff with laboratory or field research.

Prepares and gives examinations. Grades examinations and papers.

### **25-4012.00 Curators Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans and organizes acquisition, storage, and exhibition of collections and related educational materials. Studies, examines, and tests acquisitions to authenticate their origin, composition, history, and current value. Confers with institution's board of directors to formulate and interpret policies, determine budget requirements, and plan overall operations. Plans and conducts special research projects. Attends meetings, conventions, and civic events to promote use of institution's services, seek financing, and maintain community alliances. Reserves facilities for group tours and social events and collects admission fees. Schedules special events at facility and organizes details such as refreshment, entertainment, and decorations. Inspects premises for evidence of deterioration and need for repair. Conducts or organizes tours, workshops, and instructional sessions to acquaint individuals with use of institution's facilities, and materials. Writes and reviews grant proposals, journal articles, institutional reports, and publicity materials. Directs and coordinates activities of curatorial, personnel, fiscal, technical, research, and clerical staff. Negotiates and authorizes purchase, sale, exchange, or loan of collections. Develops and maintains institution's registration, cataloging, and basic record keeping systems. Arranges insurance coverage for objects on loan or special exhibits, and recommends changes in coverage for entire collection.

### **25-9031.00 Instructional Coordinators Entry – Mid – Senior level position assuming education and experience prerequisite**

Researches, evaluates, and prepares recommendations on curricula, instructional methods, and materials for school system. Develops tests, questionnaires, and procedures to measure effectiveness of curriculum and to determine if program objectives are being met. Orders or authorizes purchase of instructional materials, supplies, equipment, and visual aids designed to meet educational needs of students. Confers with educational committees and advisory groups to gather information on instructional methods and materials related to specific academic subjects. Observes, evaluates, and recommends changes in work of teaching staff to strengthen teaching skills in classroom. Advises teaching and administrative staff in assessment, curriculum development, management of student behavior, and use of materials and equipment. Inspects and authorizes repair of instructional equipment, such as musical instruments. Reviews student files and confers with educators, parents, and other concerned parties to decide student placement and provision of services.



Addresses public audiences to explain and elicit support for program objectives. Prepares or assists in preparation of grant proposals, budgets, and program policies and goals. Interprets and enforces provisions of state education codes and rules and regulations of State Board of Education. Coordinates activities of workers engaged in cataloging, distributing, and maintaining educational materials and equipment in curriculum library and laboratory. Conducts or participates in workshops, committees, and conferences designed to promote intellectual, social, and physical welfare of students. Advises school officials on implementation of state and federal programs and procedures. Plans, conducts, and evaluates training programs and conferences for teachers to study new classroom procedures, instructional materials, and teaching aids. Confers with school officials, teachers and administrative staff to plan and develop curricula and establish guidelines for educational programs. Prepares or approves manuals, guidelines, and reports on state educational policies and practices for distribution to school districts.

**27-2012.01 Producers Entry – Mid – Senior level position assuming education and experience prerequisite**

Coordinates various aspects of production, such as audio and camera work, music, timing, writing, and staging. Composes and edits script, or outlines story for screenwriter to write script. Establishes management policies, production schedules, and operating budgets for production. Times scene and calculates program timing. Distributes rehearsal call sheets and copies of script, arranges for rehearsal quarters, and contacts cast members to verify readiness for rehearsal. Represents network or company in negotiations with independent producers. Selects scenes from taped program to be used for promotional purposes. Reads manuscript and selects play for stage performance. Obtains and distributes costumes, props, music, and studio equipment to complete production. Produces shows for special occasions, such as holiday or testimonial. Selects and hires cast and staff members and arbitrates personnel disputes. Directs activities of one or more departments of motion picture studio and prepares rehearsal call sheets and reports of activities and operating costs. Reviews film, recordings, or rehearsals to ensure conformance to production and broadcast standards. Conducts meetings with staff to discuss production progress and to ensure production objectives are attained.

**27-2023.00 Umpires, Referees, and Other Sports Officials Entry – Mid – Senior level position assuming education and experience prerequisite**

Observes actions of participants at athletic and sporting events to regulate competition and detect infractions of rules. Records and maintains information regarding participants and sporting activities. Prepares reports to regulating organization concerning sporting activities, complaints, and actions taken or needed, such as fines or other disciplinary actions. Confers with other sporting officials and facility managers to provide information, coordinate activities, and discuss problems. Inspects sporting equipment or examines participants to ensure compliance to regulations and safety of participants and spectators. Clocks events according to established standards for play, or to measure performance of participants. Makes qualifying determinations regarding participants, such as qualifying order or handicap. Directs participants to assigned areas such as starting blocks or penalty areas. Signals participants or other officials to facilitate identification of infractions or otherwise regulate play or competition. Resolves claims of rule infractions, or complaints lodged by participants, and assesses penalties based on established regulations.

**27-3012.00 Public Address System and Other Announcers Entry – Mid – Senior level position assuming education and experience prerequisite**

Announces program and substitutions or other changes to patrons. Provide information about event to cue operation of scoreboard or control board. Furnishes information concerning play to scoreboard operator. Reads prepared script to describe acts or tricks during performance. Informs patrons of coming events or emergency calls. Speaks extemporaneously to audience on items of interest, such as background and history of event or past record of participants. Observes event to provide running commentary of activities, such as play-by-play description, or explanation of official decisions.

**27-3021.00 Broadcast News Analysts Entry – Mid – Senior level position assuming education and experience prerequisite**

Gathers information and develops subject perspective through research, interview, observation, and experience. Analyzes and interprets information to formulate and outline story leads. Records commentary or presents commentary or news live when working in broadcast medium. Writes commentary, column, or script using computer. Selects material most pertinent to presentation and organizes material into acceptable media form and format. Examines news items of local, national, and international significance to determine selection or is assigned items for broadcast by editorial staff. Edits material for available time or space.

**29-1022.00 Oral and Maxillofacial Surgeons Entry – Mid – Senior level position assuming education and experience prerequisite**

Executes difficult and multiple extraction of teeth. Removes tumors and other abnormal growths using surgical instruments. Performs pre-prosthetic surgery to prepare mouth for insertion of dental prosthesis. Corrects abnormal jaw relations by mandibular or maxillary revision. Administers general and local anesthetics. Treats fractures of jaws.

**29-1023.00 Orthodontists Entry – Mid – Senior level position assuming education and experience prerequisite**

Diagnoses teeth and jaw or other dental-facial abnormalities. Plans treatment, using cephalometric, height, and weight records, dental x-rays and front and lateral dental photographs. Examines patient's mouth to determine position of teeth, and jaw development. Fits dental appliances in patient's mouth to alter position and relationship of teeth and jaws and to realign teeth. Designs and fabricates appliances, such as space maintainers, retainers, and labial and lingual arch wires. Adjusts dental appliances periodically to produce and maintain normal function.

**29-1024.00 Prosthodontists Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs and fabricates dental prostheses. Corrects natural and acquired deformation of mouth and jaws through use of prosthetic appliances. Replaces missing teeth and associated oral structures with artificial teeth to improve chewing, speech, and appearance. Adjusts prostheses to fit patient. Records physiologic position of jaws to determine shape and size of dental prostheses, using face bows, dental articulators, and recording devices.

**29-1041.00 Optometrists Entry – Mid – Senior level position assuming education and experience prerequisite**

Prescribes eyeglasses, contact lenses, and other vision aids or therapeutic procedures to correct or conserve vision. Consults with and refers patients to ophthalmologist or other health care practitioner if additional medical treatment is determined necessary. Prescribes medications to treat eye diseases if state laws permit. Examines eyes to determine visual acuity and perception and to diagnose diseases and other abnormalities, such as glaucoma and color blindness.

**29-1061.00 Anesthesiologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Administers anesthetic or sedation during medical procedures, using local, intravenous, spinal, or caudal methods. Monitors patient before, during, and after anesthesia and counteracts adverse reactions or complications. Examines patient to determine risk during surgical, obstetrical, and other medical procedures. Records type and amount of anesthesia and patient condition throughout procedure. Informs students and staff of types and methods of anesthesia administration, signs of complications, and emergency methods to counteract reactions. Positions patient on operating table to maximize patient comfort and surgical accessibility. Confers with medical professional to determine type and method of anesthetic or sedation to render patient insensible to pain.

**29-1062.00 Family and General Practitioners Entry – Mid – Senior level position assuming education and experience prerequisite**

Examines or conducts tests on patient to provide information on medical condition. Advises patients and community concerning diet, activity, hygiene, and disease prevention. Refers patient to medical specialist or other practitioner when necessary. Conducts research to study anatomy and develop or test medications, treatments, or procedures to prevent, or control disease or injury. Prepares reports for government or management of birth, death, and disease statistics, workforce evaluations, or medical status of individuals. Directs and coordinates activities of nurses, students, assistants, specialists, therapists, and other medical staff. Plans, implements, or administers health programs or standards in hospital, business, or community for information, prevention, or treatment of injury or illness. Analyzes records, reports, test results, or examination information to diagnose medical condition of patient. Explains procedures and discusses test results on prescribed treatments with patients. Operates on patients to remove, repair, or improve functioning of diseased or injured body parts and systems and delivers babies. Collects, records, and maintains patient information, such as medical history, reports, and examination results. Prescribes or administers treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury.

**29-1063.00 Internists, General Entry – Mid – Senior level position assuming education and experience prerequisite**

Examines or conducts tests on patient to provide information on medical condition. Prescribes or administers treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury. Operates on patients to remove, repair, or improve functioning of diseased or injured body parts and systems and delivers babies. Refers patient to medical specialist or other practitioner when necessary. Plans, implements, or administers health programs or standards in hospital, business, or community for information,

prevention, or treatment of injury or illness. Prepares reports for government or management of birth, death, and disease statistics, workforce evaluations, or medical status of individuals. Conducts research to study anatomy and develop or test medications, treatments, or procedures to prevent, or control disease or injury. Directs and coordinates activities of nurses, students, assistants, specialists, therapists, and other medical staff. Advises patients and community concerning diet, activity, hygiene, and disease prevention. Collects, records, and maintains patient information, such as medical history, reports, and examination results. Explains procedures and discusses test results on prescribed treatments with patients. Analyzes records, reports, test results, or examination information to diagnose medical condition of patient. Monitors patients' condition and progress and re-evaluates treatments as necessary.

**29-1064.00 Obstetricians and Gynecologists Entry – Mid – Senior level position assuming education and experience prerequisite**

Monitors patients' condition and progress and re-evaluates treatments as necessary. Examines or conducts tests on patient to provide information on medical condition. Refers patient to medical specialist or other practitioner when necessary. Plans, implements, or administers health programs or standards in hospital, business, or community for information, prevention, or treatment of injury or illness. Advises patients and community concerning diet, activity, hygiene, and disease prevention. Conducts research to study anatomy and develop or test medications, treatments, or procedures to prevent, or control disease or injury. Prepares reports for government or management of birth, death, and disease statistics, workforce evaluations, or medical status of individuals. Directs and coordinates activities of nurses, students, assistants, specialists, therapists, and other medical staff. Collects, records and maintains patient information such as medical history, reports, and examination results. Analyzes records, reports, test results, or examination information to diagnose medical condition of patient. Prescribes or administers treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury. Operates on patients to remove, repair, or improve functioning of diseased or injured body parts and systems and delivers babies. Explains procedures and discusses test results on prescribed treatments with patients.

**29-1067.00 Surgeons Entry – Mid – Senior level position assuming education and experience prerequisite**

Operates on patient to correct deformities, repair injuries, prevent diseases, or improve or restore patient's functions. Analyzes patient's medical history, medication allergies, physical condition, and examination results to verify operations necessity and to determine best procedure. Examines patient to provide information on medical condition and patient's surgical risk. Conducts research to develop and test surgical techniques to improve operating procedures and outcomes. Directs and coordinates activities of nurses, assistants, specialists, and other medical staff. Examines instruments, equipment, and operating room to ensure sterility. Refers patient to medical specialist or other practitioners when necessary.

**29-1081.00 Podiatrists Entry – Mid – Senior level position assuming education and experience prerequisite**

Diagnoses ailments, such as tumors, ulcers, fractures, skin or nail diseases, and deformities, utilizing urinalysis, blood tests, and x-rays. Corrects deformities by means of plaster casts and strapping. Treats conditions, such as corns, calluses, ingrown nails, tumors, shortened tendons, bunions, cysts, and abscesses by surgical methods. Treats bone, muscle, and joint disorders. Prescribes corrective footwear. Makes and fits prosthetic appliances. Advises patients concerning continued treatment of disorders and foot care to prevent recurrence of disorders. Performs surgery. Refers patients to physician when symptoms indicative of systemic disorders, such as arthritis or diabetes, are observed in feet and legs. Prescribes drugs. Treats deformities by mechanical and electrical methods, such as whirlpool or paraffin baths and short wave and low voltage currents.

**29-1131.00 Veterinarians Entry – Mid – Senior level position assuming education and experience prerequisite**

Examines animal to detect and determine nature of disease or injury and treats animal surgically or medically. Inspects and tests horses, sheep, poultry flocks, and other animals for diseases and inoculates animals against various diseases, including rabies. Establishes and conducts quarantine and testing procedures to prevent spread of disease and compliance with governmental regulations. Participates in research projects, plans procedures, and selects animals for scientific research based on knowledge of species and research principles. Oversees activities concerned with feeding, care, and maintenance of animal quarters to ensure compliance with laboratory regulations. Ensures compliance with regulations governing humane and ethical treatment of animals used in scientific research. Exchanges information with zoos and aquariums concerning care, transfer, sale, or trade of animals to maintain all-species nationwide inventory. Trains personnel in handling and care of animals. Participates in planning and executing nutrition and reproduction programs for animals. Inspects housing and advises animal owners regarding sanitary measures, feeding, and general care to promote health of animals. Conducts postmortem studies and analysis results to determine cause of death.

**33-3021.01 Police Detectives Entry – Mid – Senior level position assuming education and experience prerequisite**

Examines scene of crime to obtain clues and gather evidence. Investigates establishments or persons to establish facts supporting complainant or accused, using supportive information from witnesses or tangible evidence. Interviews complainant, witnesses, and accused persons to obtain facts or statements; and records interviews, using recording device. Schedules polygraph test for consenting parties, and records results of test interpretations for presentation with findings. Testifies before court and grand jury and appears in court as witness. Prepares assigned cases for court and charges or responses to charges, according to formalized procedures. Reviews governmental agency files to obtain identifying data pertaining to suspects or establishments suspected of violating laws. Observes and photographs narcotic purchase transaction to compile evidence and protect undercover investigators. Records progress of investigation, maintains informational files on suspects, and submits reports to commanding officer or magistrate to authorize warrants. Arrests or assists in arrest of criminals or suspects. Maintains surveillance of establishments to attain identifying information on suspects.

**33-3021.03 Criminal Investigators and Special Agents Entry – Mid – Senior level position assuming education and experience prerequisite**

Obtains and verifies evidence or establishes facts by interviewing, observing, and interrogating suspects and witnesses and analyzing records. Testifies before grand juries. Serves subpoenas or other official papers. Photographs, fingerprints, and measures height and weight of arrested suspects, noting physical characteristics, and posts data on record for filing. Reports critical information to and coordinates activities with other offices or agencies when applicable. Presents findings in reports. Maintains surveillance and performs undercover assignments. Develops and uses informants to get leads to information. Compares crime scene fingerprints with those of suspect or fingerprint files to identify perpetrator, using computer. Obtains and uses search and arrest warrants. Searches for evidence, dusts surfaces to reveal latent fingerprints, and collects and records evidence and documents, using cameras and investigative equipment. Examines records to detect links in chain of evidence or information. Assists in determining scope, timing, and direction of investigation. Analyzes charge, complaint, or allegation of law violation to identify issues involved and types of evidence needed.

**33-9021.00 Private Detectives and Investigators Mid – Senior level position assuming education and experience prerequisite**

Enforces conformance to establishment rules and protects persons or property. Questions persons to obtain evidence for cases of divorce, child custody, or missing persons, or individuals character or financial status. Observes employees or customers and patrols premises to detect violations and obtain evidence, using binoculars, cameras, and television. Assists victims, police, fire department, and others during emergencies. Evaluates performance and honesty of employees by posing as customer or employee and comparing employee to standards. Locates persons using phone or mail directories to collect money owed or to serve legal papers. Testifies at hearings and court trials to present evidence. Writes reports and case summaries to document investigations or inform supervisors. Alerts staff and superiors of presence of suspect in establishment. Confers with establishment officials, security department, police, or postal officials to identify problems, provide information, and receive instructions. Counts cash and reviews transactions, sales checks, and register tapes to verify amount of cash and shortages. Obtains and analyzes information on suspects, crimes, and disturbances to solve cases, identify criminal activity, and maintain public peace and order. Warns and ejects troublemakers from premises and apprehends and releases suspects to authorities or security personnel. Examines crime scene for clues or fingerprints and submits evidence to laboratory for analysis.

**41-4011.02 Sales Representatives, Chemical and Pharmaceutical Entry – Mid – Senior level position assuming education and experience prerequisite**

Promotes and sells pharmaceutical and chemical products to potential customers. Distributes drug samples to customer and takes orders for pharmaceutical supply items from customer. Explains water treatment package benefits to customer and sells chemicals to treat and resolve water process problems. Discusses characteristics and clinical studies pertaining to pharmaceutical products with physicians, dentists, hospitals, and retail/wholesale establishments. Inspects, tests, and observes chemical changes in water system equipment, utilizing test kit, reference manual, and knowledge of chemical treatment. Estimates and advises customer of service costs to correct water-treatment process problems.

**41-4011.03 Sales Representatives, Electrical/Electronic Entry – Mid – Senior level position assuming education and experience prerequisite**

Analyzes communication needs of customer and consults with staff engineers regarding technical problems. Trains establishment personnel in equipment use, utilizing knowledge of electronics and product sold. Recommends equipment to meet customer requirements, considering salable features, such as flexibility, cost, capacity, and economy of operation. Negotiates terms of sale and services with customer. Sells electrical or electronic equipment, such as computers, data processing and radiographic equipment to businesses and industrial establishments.



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

### **41-4011.04 Sales Representatives, Mechanical Equipment and Supplies Entry – Mid – Senior level position assuming education and experience prerequisite**

Recommends and sells textile, industrial, construction, railroad, and oil field machinery, equipment, materials, and supplies, and services utilizing knowledge of machine operations. Computes installation or production costs, estimates savings, and prepares and submits bid specifications to customer for review and approval. Arranges for installation and test-operation of machinery and recommends solutions to product-related problems. Demonstrates and explains use of installed equipment and production processes. Appraises equipment and verifies customer credit rating to establish trade-in value and contract terms. Attends sales and trade meetings and reads related publications to obtain current market condition information, business trends, and industry developments. Inspects establishment premises to verify installation feasibility, and obtains building blueprints and elevator specifications to submit to engineering department for bid. Reviews existing machinery/equipment placement and diagrams proposal to illustrate efficient space utilization, using standard measuring devices and templates. Submits orders for product and follows-up on order to verify material list accuracy and delivery schedule meets project deadline. Contacts current and potential customers, visits establishments to evaluate needs, and promotes sale of products and services.

### **41-4011.05 Sales Representatives, Medical Entry – Mid – Senior level position assuming education and experience prerequisite**

Promotes sale of medical and dental equipment, supplies, and services to doctors, dentists, hospitals, medical schools, and retail establishments. Writes specifications to order custom-made surgical appliances, using customer measurements and physician prescriptions. Designs and fabricates custom-made medical appliances. Advises customer regarding office layout, legal and insurance regulations, cost analysis, and collection methods. Studies data describing new products to accurately recommend purchase of equipment and supplies. Selects surgical appliances from stock and fits and sells appliance to customer.

### **41-4012.00 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products Entry – Mid – Senior level position assuming education and experience prerequisite**

Contacts regular and prospective customers to solicit orders. Meets with customers to demonstrate and explain features of products. Reviews sales records and current market information to determine value or sales potential of product. Prepares lists of prospective customers. Prepares drawings, estimates, and bids to meet specific needs of customer. Writes reports on sales and products. Assembles and stocks product displays in retail stores. Forwards orders to manufacturer. Investigates and resolves customer complaints. Assists and advises retail dealers in use of sales promotion techniques. Instructs customers in use of products. Completes sales contracts or forms to record sales information. Oversees delivery or installation of products or equipment. Obtains credit information on prospective customers. Estimates delivery dates and arranges delivery schedules. Answers questions about products, prices, durability and credit terms. Recommends products to customers, based on customer's specific needs and interests.

### **41-9031.00 Sales Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Calls on management representatives at commercial, industrial, and other establishments to convince prospective client to buy products or services offered. Arranges for trial installations of equipment. Reviews customer documents to develop and prepare cost estimates or projected production increases from use of proposed equipment or services. Designs and drafts variations of standard products in order to meet customer needs. Provides technical training to employees of client. Diagnoses problems with equipment installed. Assists in development of custom made machinery. Draws up or proposes changes in equipment, processes, materials, or services resulting in cost reduction or improvement in customer operations. Provides technical services to clients relating to use, operation, and maintenance of equipment. Assists sales force in sale of company products. Demonstrates and explains product or service to customer representatives such as engineers, architects, and other professionals. Draws up sales or service contract for products or services.

### **53-2011.00 Airline Pilots, Copilots, and Flight Engineers Entry – Mid – Senior level position assuming education and experience prerequisite**

Starts engines, operates controls, and pilots airplane to transport passengers, mail, or freight, adhering to flight plan and regulations and procedures. Conducts in-flight tests and evaluations at specified altitudes in all types of weather to determine receptivity and other characteristics of equipment and systems. Holds commercial pilots license issued by Federal Aviation Administration. Gives training and instruction in aircraft operations for students and other pilots.



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

Plans and formulates flight activities and test schedules and prepares flight evaluation reports. Logs information such as flight time, altitude flown, and fuel consumption. Plots flight pattern and files flight plan with appropriate officials. Conducts preflight checks and reads gauges to verify that fluids and pressure are at prescribed levels. Operates radio equipment and contacts control tower for takeoff, clearance, arrival instructions, and other information. Coordinates flight activities with ground crew and air traffic control, and informs crewmembers of flight and test procedures. Orders changes in fuel supply, load, route, or schedule to ensure safety of flight. Obtains and reviews data such as load weight, fuel supply, weather conditions, and flight schedule.

### **53-2012.00 Commercial Pilots Entry – Mid – Senior level position assuming education and experience prerequisite**

Starts engines, operates controls, and pilots airplane to transport passengers, mail, or freight, adhering to flight plan and regulations and procedures. Orders changes in fuel supply, load, route, or schedule to ensure safety of flight. Operates radio equipment and contacts control tower for takeoff, clearance, arrival instructions, and other information. Logs information such as flight time, altitude flown, and fuel consumption. Gives training and instruction in aircraft operations for students and other pilots. Plans and formulates flight activities and test schedules and prepares flight evaluation reports. Conducts in-flight tests and evaluations at specified altitudes in all types of weather to determine receptivity and other characteristics of equipment and systems. Coordinates flight activities with ground crew and air traffic control and informs crewmembers of flight and test procedures. Conducts preflight checks and reads gauges to verify that fluids and pressure are at prescribed levels. Obtains and reviews data such as load weight, fuel supply, weather conditions, and flight schedule. Plots flight pattern and files flight plan with appropriate officials.