



JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

Clarify Cognofile

11-1011. 01 Government Service Executives Entry – Mid – 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 Entry – Mid – 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 Entry – Mid – 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.

11-2011. 00 Advertising and Promotions Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Directs activities of workers engaged in developing and producing advertisements. Plans and executes advertising policies of organization. Plans and prepares advertising and promotional material. Formulates plans to extend business with established accounts and transacts business as agent for advertising accounts. Monitors and analyzes sales promotion results to determine cost effectiveness of promotion campaign. Supervises and trains service representatives. Consults publications to learn about conventions and social functions and organizes prospect files for promotional purposes. Directs product research and development. Adjusts broadcasting schedules due to program cancellation. Contacts organizations to explain services and facilities offered or to secure props, audiovisual materials, and sound effects. Inspects premises of assigned stores for adequate security and compliance with safety codes and ordinances. Directs conversion of products from USA to foreign standards. Represents company at trade association meetings to promote products. Reads trade journals and professional literature to stay informed on trends, innovations, and changes that affect media planning. Confers with clients to provide marketing or technical advice. Coordinates activities of departments, such as sales, graphic arts, media, finance, and research. Confers with department heads and/or staff to discuss topics such as contracts, selection of advertising media, or product to be advertised. Inspects layouts and advertising copy and edits scripts, audio and video tapes, and other promotional material for adherence to specifications.

11-2031. 00 Public Relations Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; of if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations.

11-3031. 01 Treasurers, Controllers, and Chief Financial Officers Entry – 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.

11-3031. 02 Financial Managers, Branch or Department Entry – Mid – Senior level position assuming education and experience prerequisite

Directs and coordinates activities of workers engaged in conducting credit investigations and collecting delinquent accounts of customers. Plans, directs, and coordinates risk and insurance programs of establishment to control risks and losses. Manages branch or office of financial institution. Directs and coordinates activities to implement institution policies, procedures, and practices concerning granting or extending lines of credit and loans. Prepares financial and regulatory reports required by law, regulations, and board of directors. Analyzes and classifies risks as to frequency and financial impact of risk on company. Selects appropriate technique to minimize loss, such as avoidance and loss prevention and reduction. Prepares operational and risk reports for management analysis. Directs floor operations of brokerage firm engaged in buying and selling securities at exchange. Establishes procedures for custody and control of assets, records, loan collateral, and securities to ensure safekeeping. Evaluates effectiveness of current collection policies and procedures. Directs insurance negotiations, selects insurance brokers and carriers, and places insurance. Evaluates data pertaining to costs to plan budget. Reviews collection reports to ascertain status of collections and balances outstanding. Monitors order flow and transactions that brokerage firm executes on floor of exchange. Reviews reports of securities transactions and price lists to analyze market conditions. Establishes credit limitations on customer account. Examines, evaluates, and processes loan applications. Submits delinquent accounts to attorney or outside agency for collection.

11-3040. 00 Human Resources Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Formulates policies and procedures for recruitment, testing, placement, classification, orientation, benefits, and labor and industrial relations. Plans, directs, supervises, and coordinates work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations. Directs preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies. Evaluates and modifies benefits policies to establish competitive programs and to ensure compliance with legal requirements. Analyzes compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plan.

Develops methods to improve employment policies, processes, and practices and recommends changes to management. Prepares personnel forecast to project employment needs. Prepares budget for personnel operations. Prepares and delivers presentations and reports to corporate officers or other management regarding human resource management policies and practices and recommendations for change. Negotiates bargaining agreements and resolves labor disputes. Meets with shop stewards and supervisors to resolve grievances. Conducts exit interviews to identify reasons for employee termination and writes separation notices. Plans and conducts new employee orientation to foster positive attitude toward organizational objectives. Writes directives advising department managers of organization policy in personnel matters such as equal employment opportunity, sexual harassment, and discrimination. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends. Maintains records and compiles statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates. Analyzes statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices. Represents organization at personnel-related hearings and investigations. Contracts with vendors to provide employee services, such as canteen, transportation, or relocation service. Investigates industrial accidents and prepares reports for insurance carrier.

11-3041. 00 Compensation and Benefits Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Formulates policies and procedures for recruitment, testing, placement, classification, orientation, benefits, and labor and industrial relations. Plans, directs, supervises, and coordinates work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations. Directs preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies. Evaluates and modifies benefits policies to establish competitive programs and to ensure compliance with legal requirements. Prepares budget for personnel operations. Negotiates bargaining agreements and resolves labor disputes. Conducts exit interviews to identify reasons for employee termination and writes separation notices. Writes directives advising department managers of organization policy in personnel matters such as equal employment opportunity, sexual harassment, and discrimination. Maintains records and compiles statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends. Investigates industrial accidents and prepares reports for insurance carrier. Contracts with vendors to provide employee services, such as canteen, transportation, or relocation service. Represents organization at personnel-related hearings and investigations. Analyzes statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices. Plans and conducts new employee orientation to foster positive attitude toward organizational objectives. Meets with shop stewards and supervisors to resolve grievances. Prepares and delivers presentations and reports to corporate officers or other management regarding human resource management policies and practices and recommendations for change. Prepares personnel forecast to project employment needs. Develops methods to improve employment policies, processes, and practices and recommends changes to management. Analyzes compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plan.

11-3042. 00 Training and Development Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Analyzes training needs to develop new training programs or modify and improve existing programs. Plans and develops training procedures utilizing knowledge of relative effectiveness of individual training, classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops. Formulates training policies and schedules, utilizing knowledge of identified training needs. Evaluates effectiveness of training programs and instructor performance. Develops and organizes training manuals, multimedia visual aids, and other educational materials. Coordinates established courses with technical and professional courses provided by community schools and designates training procedures. Develops testing and evaluation procedures. Confers with management and supervisory personnel to identify training needs based on projected production processes, changes, and other factors. Reviews and evaluates training and apprenticeship programs for compliance with government standards. Prepares training budget for department or organization. Trains instructors and supervisors in effective training techniques. Interprets and clarifies regulatory policies governing apprenticeship training programs, and provides information and assistance to trainees and labor and management representatives.

11-3061. 00 Purchasing Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Directs and coordinates activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies. Develops and implements office, operations, and systems instructions, policies, and procedures. Conducts inventory and directs buyers in purchase of products, materials, and supplies. Determines

merchandise costs and formulates and coordinates merchandising policies and activities to ensure profit. Represents company in formulating policies and negotiating contracts with suppliers. Prepares, reviews, and processes requisitions and purchase orders for supplies and equipment. Analyzes market and delivery systems to determine present and future material availability. Prepares report regarding market conditions and merchandise costs.

11-3071. 02 Storage and Distribution Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Establishes standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials. Examines products or materials to estimate quantities or weight and type of container required for storage or transport. Interacts with customers or shippers to solicit new business, answer questions about services offered or required, and investigate complaints. Prepares or directs preparation of correspondence, reports, and operations, maintenance, and safety manuals. Schedules air or surface pickup, delivery, or distribution of products or materials. Interviews, selects, and trains warehouse and supervisory personnel. Examines invoices and shipping manifests for conformity to tariff and customs regulations and contacts customs officials to effect release of shipments. Reviews invoices, work orders, consumption reports, and demand forecasts to estimate peak delivery periods and issue work assignments. Supervises the activities of worker engaged in receiving, storing, testing, and shipping products or materials. Inspects physical condition of warehouse and equipment and prepares work orders for testing, maintenance, or repair. Develops and implements plans for facility modification or expansion, such as equipment purchase or changes in space allocation or structural design. Negotiates contracts, settlements, and freight-handling agreements to resolve problems between foreign and domestic shippers. Plans, develops, and implements warehouse safety and security programs and activities. Confers with department heads to coordinate warehouse activities, such as production, sales, records control, and purchasing.

11-9031. 00 Education Administrators, Preschool and Child Care Center/Program Entry – Mid – Senior level position assuming education and experience prerequisite

Establishes program philosophy plans, policies, and academic codes of ethics to maintain educational standards for student screening, placement and training. Prepares and submits budget requests or grant proposals to solicit program funding. Coordinates outreach activities with businesses, communities, and other institutions or organizations to identify educational needs, and establish and coordinate programs. Directs and coordinates activities of teachers or administrators at daycare centers, schools, public agencies, and institutions. Organizes and directs committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs. Recruits, hires, trains, and evaluates primary and supplemental staff and recommends personnel actions for programs and services. Plans and coordinates consumer research and educational services to assist organizations in product development and marketing. Teaches classes or courses to students. Completes, maintains, or assigns preparation of attendance, activity, planning, or personnel reports and records for officials and agencies. Reviews and interprets government codes and develops programs to ensure facility safety, security, and maintenance. Counsels and provides guidance to students regarding personal, academic, or behavioral problems. Confers with parents and staff to discuss educational activities, policies, and student behavioral or learning problems. Writes articles, manuals, and other publications and assists in the distribution of promotional literature. Contacts and addresses commercial, community, or political groups to promote educational programs and services or lobby for legislative changes. Determines allocations of funds for staff, supplies, materials, and equipment and authorizes purchases. Collects and analyzes survey data, regulatory information, and demographic and employment trends to forecast enrollment patterns and curriculum changes. Determines scope of educational program offerings and prepares drafts of course schedules and descriptions to estimate staffing and facility requirements. Evaluates programs to determine effectiveness, efficiency and utilization and to ensure activities comply with federal, state, and local regulations. Plans, directs, and monitors instructional methods and content for educational, vocational, or student activity programs. Reviews and approves new programs or recommends modifications to existing programs.

11-9032. 00 Education Administrators, Elementary and Secondary School Entry – Mid – Senior level position assuming education and experience prerequisite

Establishes program philosophy plans, policies, and academic codes of ethics to maintain educational standards for student screening, placement and training. Confers with parents and staff to discuss educational activities, policies, and student behavioral or learning problems. Writes articles, manuals, and other publications and assists in the distribution of promotional literature. Contacts and addresses commercial, community, or political groups to promote educational programs and services or lobby for legislative changes. Recruits, hires, trains, and evaluates primary and supplemental staff and recommends personnel actions for programs and services. Plans and coordinates consumer research and educational services to assist organizations in product development and marketing. Organizes and directs committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs. Determines allocations of

funds for staff, supplies, materials, and equipment and authorizes purchases. Directs and coordinates activities of teachers or administrators at daycare centers, schools, public agencies, and institutions. Teaches classes or courses to students. Completes, maintains, or assigns preparation of attendance, activity, planning, or personnel reports and records for officials and agencies. Reviews and interprets government codes and develops programs to ensure facility safety, security, and maintenance. Counsels and provides guidance to students regarding personal, academic, or behavioral problems. Evaluates programs to determine effectiveness, efficiency and utilization and to ensure activities comply with federal, state, and local regulations. Prepares and submits budget requests or grant proposals to solicit program funding. Determines scope of educational program offerings and prepares drafts of course schedules and descriptions to estimate staffing and facility requirements. Collects and analyzes survey data, regulatory information, and demographic and employment trends to forecast enrollment patterns and curriculum changes. Coordinates outreach activities with businesses, communities, and other institutions or organizations to identify educational needs, and establish and coordinate programs. Reviews and approves new programs or recommends modifications to existing programs. Plans, directs, and monitors instructional methods and content for educational, vocational, or student activity programs.

11-9033. 00 Education Administrators, Postsecondary Entry – 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 Entry – 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.

11-9051. 00 Food Service Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Monitors compliance with health and fire regulations regarding food preparation and serving and building maintenance in lodging and dining facility. Plans menus and food utilization based on anticipated number of guests, nutritional value,

palatability, popularity, and costs. Organizes and directs worker training programs, resolves personnel problems, hires new staff, and evaluates employee performance in dining and lodging facilities. Estimates food, liquor, wine, and other beverage consumption to anticipate amount to be purchased or requisitioned. Monitors budget, payroll records, and reviews financial transactions to ensure expenditures are authorized and budgeted. Monitors food preparation and methods, size of portions, and garnishing and presentation of food to ensure food is prepared and presented in accepted manner. Creates specialty dishes and develops recipes to be used in dining facility. Tests cooked food by tasting and smelling to ensure palatability and flavor conformity. Keeps records required by government agencies regarding sanitation and regarding food subsidies where indicated. Establishes and enforces nutrition standards for dining establishment based on accepted industry standards. Reviews menus and analyzes recipes to determine labor and overhead costs, and assigns prices to menu items. Investigates and resolves complaints regarding food quality, service, or accommodations. Coordinates assignments of cooking personnel to ensure economical use of food and timely preparation.

11-9061. 00 Funeral Directors Entry – Mid – Senior level position assuming education and experience prerequisite

Arranges and directs funeral services. Interviews family or other authorized person to arrange details, such as selection of casket and location and time of burial. Closes casket and leads funeral cortege to church or burial site. Directs placement and removal of casket from hearse. Plans placement of casket in parlor or chapel and adjusts lights, fixtures, and floral displays. Directs preparations and shipment of body for out-of-state burial.

11-9071. 00 Gaming Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Review operational expenses, budget estimates, betting accounts, and collection reports for accuracy. Trains new workers and evaluates their performance. Records, issues receipts for, and pays off bets. Explains and interprets house rules such as game rules and betting limits to patrons. Interviews and hires workers. Establishes policies on types of gambling offered, odds, extension of credit, and serving food and beverages. Directs workers compiling summary sheets for each race or event to show amount to be paid to winners. Resolves customer complaints regarding service. Prepares work schedules, assigns workstations, and keeps attendance records. Observes and supervises operation to ensure that employees render prompt and courteous service to patrons.

11-9081. 00 Lodging Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Coordinates front-office activities of hotel or motel and resolves problems. Manages and maintains temporary or permanent lodging facilities. Answers inquiries pertaining to hotel policies and services and resolves occupants' complaints. Interviews and hires applicants. Purchases supplies and arranges for outside services, such as deliveries, laundry, maintenance and repair, and trash collection. Assigns duties to workers and schedules shifts. Inspects guest rooms, public areas, and grounds for cleanliness and appearance. Observes and monitors performance to ensure efficient operations and adherence to facility's policies and procedures. Arranges telephone answering service, delivers mail and packages, and answers questions regarding locations for eating and entertainment. Greets and registers guests. Collects payment and records data pertaining to funds and expenditures. Shows, rents, or assigns accommodations. Receives and processes advance registration payments, sends out letters of confirmation, and returns checks when registration cannot be accepted. Confers and cooperates with other department heads to ensure coordination of hotel activities.

11-9111. 00 Medical and Health Services Managers Entry – 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 Entry – 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.

11-9131. 00 Postmasters and Mail Superintendents Entry – Mid – Senior level position assuming education and experience prerequisite

Organizes and supervises directly, or through subordinates, such activities as processing incoming and outgoing mail to ensure efficient service to patrons. Directs and coordinates operational, management, and supportive services of associate post offices within district area known as sectional center. Directs and coordinates operations of several sectional centers within district. Prepares and submits detailed and summary reports of post office activities to designated supervisors. Confers with suppliers to obtain bids for proposed purchases, requisitions supplies, and disburses funds as specified by law. Selects, trains, and evaluates performance of employees and prepares work schedules. Negotiates labor disputes. Selects, trains, and terminates postmasters and managers of associate postal units. Resolves customer complaints and informs public of postal laws and regulations.

11-9151. 00 Social and Community Service Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Confers and consults with individuals, groups, and committees to determine needs, and plan, implement, and extend organization's programs and services. Observes workers to evaluate performance and ensure work meets established standards. Interviews, recruits, or hires volunteers and staff. Instructs and trains agency staff or volunteers in skills required to provide services. Advises volunteers and volunteer leaders to ensure quality of programs and effective use of resources. Speaks to community groups to explain and interpret agency purpose, programs, and policies. Coordinates volunteer service programs, such as Red Cross, hospital volunteers, or vocational training for disabled individuals. Assigns duties to staff or volunteers. Plans, directs, and prepares fund-raising activities and public relations materials. Researches and analyzes member or community needs as basis for community development. Prepares, distributes, and maintains records and reports, such as budgets, personnel records, or training manuals. Participates in program activities to serve clients of agency. Establishes and maintains relationships with other agencies and organizations in community to meet and not duplicate community needs and services. Determines organizational policies, defines scope of services offered, and administration of procedures.

13-1022. 00 Wholesale and Retail Buyers, Except Farm Products Entry – 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.

13-1031. 01 Claims Examiners, Property and Casualty Insurance Entry – Mid – Senior level position assuming education and experience prerequisite

Analyzes data used in settling claim to determine its validity in payment of claims. Reports overpayments, underpayments, and other irregularities. Confers with legal counsel on claims requiring litigation.

13-1031. 02 Insurance Adjusters, Examiners, and Investigators Entry – Mid – Senior level position assuming education and experience prerequisite

Investigates and assesses damage to property. Collects evidence to support contested claims in court. Communicates with former associates to verify employment record and to obtain background information regarding persons or businesses applying for credit. Prepares report of findings of investigation. Obtains credit information from banks and other credit services. Refers questionable claims to investigator or claims adjuster for investigation or settlement. Examines claims form and other records to determine insurance coverage. Interviews or corresponds with claimant and witnesses, consults police and hospital records, and inspects property damage to determine extent of liability. Analyzes information gathered by investigation and reports findings and recommendations. Examines titles to property to determine validity and acts as company agent in transactions with property owners. Negotiates claim settlements and recommends litigation when settlement cannot be negotiated. Interviews or corresponds with agents and claimants to correct errors or omissions and to investigate questionable entries.

13-1041. 01 Environmental Compliance Inspectors Entry – Mid – Senior level position assuming education and experience prerequisite

Inspects solid waste disposal and treatment facilities, wastewater treatment facilities, or other watercourses 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 to 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 Entry – 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. 03 Equal Opportunity Representatives and Officers Entry – Mid – Senior level position assuming education and experience prerequisite

Interprets civil rights laws and equal opportunity governmental regulations for individuals and employers. Investigates employment practices and alleged violations of law to document and correct discriminatory factors. Consults with community representatives to develop technical assistance agreements in accordance with governmental regulations. Conducts surveys and evaluates findings to determine existence of systematic discrimination. Prepares report of findings and recommendations for corrective action. Studies equal opportunity complaints to clarify issues. Reviews contracts to determine company actions required to meet governmental equal opportunity provisions. Acts as representative between minority placement agencies and employers. Confers with management or other personnel to resolve or settle equal opportunity issues and disputes. Develops guidelines for nondiscriminatory employment practices for use by employers.

13-1041. 04 Government Property Inspectors and Investigators Entry – 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



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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. 05 Pressure Vessel Inspectors Entry – Mid – Senior level position assuming education and experience prerequisite

Inspects drawings, designs, and specifications for piping, boilers, and other vessels. Inspects gas mains to determine that rate of flow, pressure, location, construction, or installation conform to standards. Calculates allowable limits of pressure, strength, and stresses. Performs standard tests to verify condition of equipment and calibration of meters and gauges using test equipment and hand tools. Evaluates factors such as materials used, safety devices, regulators, construction quality, riveting, welding, pitting, corrosion, cracking, and safety valve operation. Recommends or orders actions to correct violations of legal requirements or to eliminate unsafe conditions. Witnesses acceptance and installation tests. Examines permits and inspection records to determine that inspection schedule and remedial actions conform to procedures and regulations. Investigates accidents to determine causes and to develop methods of preventing recurrences. Confers with engineers, manufacturers, contractors, owners, and operators concerning problems in construction, operation, and repair. Keeps records and prepares reports of inspections and investigations for administrative or legal authorities.

13-1061. 00 Emergency Management Specialists Entry – 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.

13-1071. 01 Employment Interviewers, Private or Public Employment Service Entry – Mid – Senior level position assuming education and experience prerequisite

Interviews job applicants to select people meeting employer qualifications. Refers selected applicants to person placing job order, according to policy of organization. Records additional knowledge, skills, abilities, interests, test results, and other data pertinent to selection and referral of applicants. Informs applicants of job duties and responsibilities, compensation and benefits, work schedules, working conditions, promotional opportunities, and other related information. Searches for and recruits applicants for open positions. Performs reference and background checks on applicants. Conducts or arranges for skills, intelligence, or psychological testing of applicants. Refers applicants to vocational counseling services. Contacts employers to solicit orders for job vacancies and records information on forms to describe duties, hiring requirements, and related data. Evaluates selection and testing techniques by conducting research or follow-up activities and conferring with management and supervisory personnel. Keeps records of applicants not selected for employment. Reviews job orders and matches applicants with job requirements, utilizing manual or computerized file search. Reviews employment applications and evaluates work history, education and training, job skills, compensation needs, and other qualifications of applicants.

13-1071. 02 Personnel Recruiters Entry – Mid – Senior level position assuming education and experience prerequisite

Interviews applicants to obtain work history, training, education, job skills, and other background information. Hires or refers applicant to other hiring personnel in organization. Notifies applicants by mail or telephone to inform them of employment possibilities, consideration, and selection. Projects yearly recruitment expenditures for budgetary consideration and control. Corrects and scores portions of examinations used to screen and select applicants. Prepares and maintains employment records and authorizes paperwork assigning applicant to positions. Speaks to civic, social, and other groups to provide information concerning job possibilities and career opportunities. Assists and advises establishment management in organizing, preparing, and implementing recruiting and retention programs. Evaluates recruitment and selection criteria to ensure conformance to professional, statistical, and testing standards, and recommends revision as needed. Arranges for interviews and travel and lodging for selected applicants at company expense. Provides potential applicants with information regarding facilities, operations, benefits, and job or career opportunities in organization. Conducts reference and background checks on applicants. Contacts college representatives to arrange for and schedule on-campus interviews with students.

Reviews and evaluates applicant qualifications or eligibility for specified licensing, according to established guidelines and designated licensing codes.

13-1072. 00 Compensation, Benefits, and Job Analysis Specialists Entry – 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.

13-1073. 00 Training and Development Specialists Entry – Mid – Senior level position assuming education and experience prerequisite

Develops and conducts orientation and training for employees or customers of industrial or commercial establishment. Coordinates recruitment and placement of participants in skill training. Schedules classes based on availability of classrooms, equipment, and instructors. Screens, hires, and assigns workers to positions based on qualifications. Refers trainees with social problems to appropriate service agency. Monitors training costs to ensure budget is not exceeded, and prepares budget report to justify expenditures. Supervises instructors, monitors and evaluates instructor performance, and refers instructors to classes for skill development. Maintains records and writes reports to monitor and evaluate training activities and program effectiveness. Attends meetings and seminars to obtain information useful to train staff and to inform management of training programs and goals. Organizes and develops training procedure manuals and guides. Confers with managers, instructors, or customer representatives of industrial or commercial establishment to determine training needs. Assigns instructors to conduct training and assists them in obtaining required training materials. Evaluates training materials, such as outlines, text, and handouts, prepared by instructors.

13-1121. 00 Meeting and Convention Planners Entry – Mid – Senior level position assuming education and experience prerequisite

Directs and coordinates activities of staff and convention personnel to make arrangements, prepare facilities, and provide services for events. Evaluates and selects providers of services such as meeting facilities, speakers, and transportation according to customer requirements. Inspects rooms and displays for conformance to customer requirements and conducts post meeting evaluations to improve future events. Obtains permits from fire and health departments to erect displays and exhibits and serve food at events. Speaks with attendees and resolves complaints to maintain goodwill. Reads trade publications, attends seminars, and consults with other meeting professionals to keep abreast of meeting management standards and trends. Maintains records of events. Reviews bills for accuracy and approves payment. Negotiates contracts with such providers as hotels, convention centers, and speakers. Plans and develops programs, budgets, and services such as lodging, catering, and entertainment according to customer requirements. Consults with customer to determine objectives and requirements for events such as meetings, conferences, and conventions.

13-2011. 02 Auditors Entry – 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. 01 Assessors Entry – Mid – Senior level position assuming education and experience prerequisite

Appraises real and personal property, such as aircraft, marine craft, buildings, and land to determine fair value. Inspects property, considering factors such as market value, location, and building or replacement costs, to determine appraisal value. Writes and submits appraisal and tax reports for public record. Interprets property laws, formulates operational policies, and directs assessment office activities. Assesses and computes taxes according to prescribed tax tables and schedules.

13-2021. 02 Appraisers, Real Estate Entry – 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 Chemists Entry – Mid – Senior level position assuming education and experience prerequisite

Analyzes organic and inorganic compounds to determine chemical and physical properties,

13-2041. 00 Credit Analysts Entry – 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 Entry – 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.

13-2052. 00 Personal Financial Advisors Entry – Mid – Senior level position assuming education and experience prerequisite

Interviews client with debt problems to determine available monthly income after living expenses to meet credit obligations. Assists in selection of candidates for specific financial awards or aid. Authorizes release of funds to students. Prepares required records and reports. Opens account for client and disburses funds from account to creditors as agent for client. Explains to individuals and groups financial assistance available to college and university students, such as loans, grants, and scholarships. Calculates amount of debt and funds available. Interviews students to obtain information and compares data on students' applications with eligibility requirements to determine eligibility for assistance program. Contacts creditors to arrange for payment adjustments so that payments are feasible for client and agreeable to creditors. Determines amount of aid to be granted, considering such factors as funds available, extent of demand, and needs of students. Establishes payment priorities to plan payoff method and estimate time for debt liquidation. Counsels client on financial problems, such as excessive spending and borrowing of funds.

13-2053. 00 Insurance Underwriters Entry – 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 Entry – 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.

13-2071. 00 Loan Counselors Entry – Mid – Senior level position assuming education and experience prerequisite

Analyzes applicant's financial status, credit, and property evaluation to determine feasibility of granting loan. Petitions court to transfer title and deeds of collateral to bank. Submits application to credit analyst for verification and recommendation. Supervises loan personnel. Negotiates payment arrangements with customers for delinquent loan balance. Arranges for maintenance and liquidation of delinquent property. Analyzes potential loan markets to develop prospects for loans. Confers with underwriters to aid in resolving mortgage application problems. Refers loan-to-loan committee for approval. Contacts applicant or creditors to resolve questions regarding application information. Ensures loan agreements are complete and accurate according to policy. Computes payment schedule. Interviews applicant and request specified information for loan application. Approves loan within specified limits.

13-2081. 00 Tax Examiners, Collectors, and Revenue Agents Entry – 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 – Mid – Senior 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.

15-1021. 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 that can be processed by computer.

15-1041. 00 Computer Support Specialists Entry – Mid – Senior level position assuming education and experience prerequisite

Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications. Reads technical manuals, confers with users, and conducts computer diagnostics to determine nature of problems and provide technical assistance. Enters commands and observes system functioning to verify correct operations and detect errors. Prepares evaluations of software and hardware, and submits recommendations to management for review. Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user. Inspects equipment and reads order sheets to prepare for delivery to users. Supervises and coordinates workers engaged in problem solving, monitoring, and installing data communication equipment and software. Reads trade magazines and technical manuals, and attends conferences and seminars to maintain knowledge of hardware and software. Conducts office automation feasibility studies, including workflow analysis, space design, and cost comparison analysis. Maintains record of daily data communication transactions, problems, and remedial action taken and installation activities. Refers major hardware or software problems or defective products to vendors or technicians for service. Develops training materials and procedures, and conducts training programs. Confers with staff, users, and management to determine requirements for new systems or modifications.

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.

15-1061. 00 Database Administrators Entry – Mid – Senior level position assuming education and experience prerequisite

Writes logical and physical database descriptions including location, space, access method, and security. Codes database descriptions and specifies identifiers of database to management system or directs others in coding descriptions. Tests, corrects errors, and modifies changes to programs or to database. Develops data model describing data elements and how they are used, following procedures using pen, template or computer software. Establishes and calculates optimum values for database parameters, using manuals and calculator. Reviews project request describing database user needs, estimating time and cost required to accomplish project. Directs programmers and analysts to make changes to database management system. Selects and enters codes to monitor database performance and to create production database. Trains users and answers questions. Specifies user and user access levels for each segment of database. Revises company definition of data as defined in data dictionary. Confers with coworkers to determine scope and limitations of projects. Reviews procedures in database management system manuals for making

changes to database. Reviews workflow charts developed by programmer analyst to understand tasks computer will perform, such as updating records.

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.

17-2081. 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. 01 Industrial Safety and Health Engineers Entry – Mid – Senior level position assuming education and experience prerequisite

Devises and implements safety or industrial health program to prevent, correct, or control unsafe environmental conditions. Conducts or coordinates training of workers concerning safety laws and regulations, use of safety equipment, devices, clothing, and first aid. Provides technical guidance to organizations regarding how to handle health related problems such as water and air pollution. Installs or directs installation of safety devices on machinery. Conducts plant or area surveys to determine safety levels for exposure to materials and conditions. Designs and builds safety devices for machinery or safety clothing. Maintains liaison with outside organizations such as fire departments, mutual aid societies, and rescue teams. Prepares reports of findings from investigation of accidents, inspection of facilities, or testing of environment. Checks floors of plant to ensure they are strong enough to support heavy machinery. Investigates causes of industrial accidents or injuries to develop solutions to minimize or prevent recurrence. Conducts or directs testing of air quality, noise, temperature, or radiation to verify compliance with health and safety regulations. Inspects facilities, machinery, and safety equipment to identify and correct potential hazards, and ensure compliance with safety regulations. Examines plans and specifications for new machinery or equipment to determine if all safety requirements have been included. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents.

17-2112. 00 Industrial Engineers Entry – Mid – Senior level position assuming education and experience prerequisite

Analyzes statistical data and product specifications to determine standards and establish quality and reliability objectives of finished product. Develops manufacturing methods, labor utilization standards, and cost analysis systems to promote efficient staff and facility utilization. Plans and establishes sequence of operations to fabricate and assemble parts or products and to promote efficient utilization of resources. Studies operations sequence, material flow, functional statements, organization charts, and project information to determine worker functions and responsibilities. Applies statistical methods and performs mathematical calculations to determine manufacturing processes, staff requirements, and production standards. Communicates with management and user personnel to develop production and design standards. Estimates production cost and effect of product design changes for management review, action, and control. Recommends methods for improving utilization of personnel, material, and utilities. Schedules deliveries based on production forecasts, material substitutions, storage and handling facilities, and maintenance requirements. Confers with vendors, staff, and management personnel regarding purchases, procedures, product specifications, manufacturing capabilities, and project status. Evaluates precision and accuracy of production and testing equipment and engineering drawings to formulate corrective action plan. Implements methods and procedures for disposition of discrepant material and defective or damaged parts, and assesses cost and responsibility. Regulates and alters workflow schedules according to established manufacturing sequences and lead times to expedite production problems. Records or oversees recording of information to ensure currency of engineering drawings and documentation of production problems. Directs workers engaged in product measurement, inspection, and testing activities to ensure quality control and reliability. Completes production reports, purchase orders, and material, tool, and equipment lists. Coordinates quality control objectives and activities to resolve production problems, maximize product reliability, and minimize cost. Formulates sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data. Reviews production schedules, engineering specifications, orders, and related information to obtain knowledge of manufacturing methods, procedures, and activities. Drafts and designs layout of equipment, materials, and workspace to illustrate maximum efficiency using drafting tools and computer.



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

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.

19-1031. 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 microorganisms 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 or 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, microorganisms, or health and physiological processes of animals and humans.

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.

19-3022. 00 Survey Researchers Entry – Mid – Senior level position assuming education and experience prerequisite

Design or conduct surveys. May supervise interviewers who conduct the survey in person or over the telephone. May present survey results to client.

19-3031. 01 Educational Psychologists Entry – Mid – Senior level position assuming education and experience prerequisite

Conducts experiments to study educational problems, such as motivation, adjustment, teacher training, and individual differences in mental abilities. Conducts research to aid introduction of programs in schools to meet current psychological, educational, and sociological needs of children. Interprets and explains test results, in terms of norms, reliability, and validity, to teachers, counselors, students, and other entitled parties. Plans remedial classes and testing programs designed to meet needs of special students. Formulates achievement, diagnostic, and predictive tests to aid teachers in planning methods and content of instruction. Investigates traits, attitudes, and feelings of teachers to predict conditions that affect teacher's mental health and success with students. Advises teachers and other school personnel on methods to enhance school and classroom atmosphere to maximize student learning and motivation. Evaluates needs, limitations, and potentials of child, through observation, review of school records, and consultation with parents and school personnel. Analyzes characteristics and adjustment needs of students having various mental abilities and recommends educational program to promote maximum adjustment. Refers individuals to community agencies to obtain medical, vocational, or social services for child or family. Advises school board, superintendent, administrative committees, and parent-teacher groups regarding provision of psychological services within educational system or school. Counsels pupils individually and in groups, to assist pupils to achieve personal, social, and emotional adjustment. Recommends placement of students in classes and treatment programs based on individual needs. Collaborates with education specialists in developing curriculum content and methods of organizing and conducting classroom work. Administers standardized tests to evaluate intelligence, achievement, and personality and to diagnose disabilities and difficulties among students.

19-3031. 02 Clinical Psychologists Entry – Mid – Senior level position assuming education and experience prerequisite

Observes individual at play, in group interactions, or other situations to detect indications of mental deficiency, abnormal behavior, or maladjustment. Analyzes information to assess client problems, determine advisability of counseling, and refer client to other specialists, institutions, or support services. Develops treatment plan, including type, frequency, intensity, and duration of therapy, in collaboration with psychiatrist and other specialists. Develops, directs, and participates in staff training programs. Provides psychological services and advice to private firms and community agencies on individual cases or mental health programs. Directs, coordinates, and evaluates activities of psychological staff and student interns engaged in patient evaluation and treatment in psychiatric facility. Plans, supervises, and conducts psychological research in fields such as personality development, and diagnosis, treatment, and prevention of mental disorders. Provides occupational, educational, and other information to enable individual to formulate realistic educational and vocational plans. Assists clients to gain insight, define goals, and plan action to achieve effective personal, social, educational, and vocational development and adjustment. Consults reference material, such as textbooks, manuals, and journals, to identify symptoms, make diagnoses, and develop approach to treatment. Plans and develops accredited psychological service programs in psychiatric center or hospital, in collaboration with psychiatrists and other professional staff. Utilizes treatment methods, such as psychotherapy, hypnosis, behavior modification, stress reduction therapy, psychodrama, and play therapy. Selects, administers, scores, and interprets psychological tests to obtain information on individual's intelligence, achievement, interest, and personality. Interviews individuals, couples, or families, and reviews records to obtain information on medical, psychological, emotional, relationship, or other problems. Responds to client reactions, evaluates effectiveness of counseling or treatment, and modifies plan as needed. Conducts individual and group counseling sessions regarding psychological or emotional problems, such as stress, substance abuse, and family situations.

19-3031. 03 Counseling Psychologists Entry – Mid – Senior level position assuming education and experience prerequisite

Counsels clients to assist them in understanding personal or interactive problems, defining goals, and developing realistic action plans. Selects, administers, or interprets psychological tests to assess intelligence, aptitude, ability, or interests. Advises clients on the potential benefits of counseling or makes referrals to specialists or other institutions for non-counseling problems. Develops therapeutic and treatment plans based on individual interests, abilities, or needs of clients. Collects information about individuals or clients, using interviews, case histories, observational techniques, and other assessment methods. Analyzes data, such as interview notes, test results, and reference manuals and texts to identify symptoms and diagnose the nature of client's problems. Consults with other professionals to discuss therapy or treatment, counseling resources or techniques, and to share occupational information. Evaluates results of counseling methods to determine the reliability and validity of treatments. Conducts research to develop or improve diagnostic or therapeutic counseling techniques.

19-3032. 00 Industrial - Organizational Psychologists Entry – Mid – Senior level position assuming education and experience prerequisite

Develops interview techniques, rating scales, and psychological tests to assess skills, abilities, and interests as aids in selection, placement, and promotion. Advises management in strategic changes to personnel, managerial, and marketing policies and practices to improve organizational effectiveness and efficiency. Studies consumer reaction to new products and package designs using surveys and tests, and measures the effectiveness of advertising media. Analyzes data using statistical methods and applications to evaluate and measure the effectiveness of program implementation or training. Conducts research studies of physical work environments, organizational structure, communication systems, group interaction, morale, and motivation to assess organizational functioning. Plans, develops, and organizes training programs, applying principles of learning and individual differences. Observes and interviews workers to identify the physical, mental, and educational requirements of the job. Analyzes job requirements to establish criteria for classification, selection, training, and other related personnel functions.

19-3041. 00 Sociologists Entry – Mid – Senior level position assuming education and experience prerequisite

Collects and analyzes scientific data concerning social phenomena, such as community, associations, social institutions, ethnic minorities, and social change. Plans and directs research on crime and prevention, group relations in industrial organization, urban communities, and physical environment and technology. Develops approaches to solution of group's problems, based on findings and incorporating sociological research and study in related disciplines. Constructs and tests methods of data collection. Develops research designs on basis of existing knowledge and evolving theory. Observes group interaction and interviews group members to identify problems and collect data related to factors, such as group organization and authority relationships. Collects information and makes judgments through observation, interview, and review of documents. Develops intervention procedures, utilizing techniques such as interviews, consultations, role playing, and participant observation of group interaction, to facilitate solution. Analyzes and evaluates data. Directs work of statistical clerks, statisticians, and others. Collaborates with research workers in other disciplines. Prepares publications and reports on subjects, such as social factors, which affect health, demographic characteristics, and social and racial discrimination in society. Interprets methods employed and findings to individuals within agency and community. Consults with lawmakers, administrators, and other officials who deal with problems of social change. Monitors group interaction and role affiliations to evaluate progress and to determine need for additional change.

19-3051. 00 Urban and Regional Planners Entry – Mid – Senior level position assuming education and experience prerequisite

Develops alternative plans with recommendations for program or project. Reviews and evaluates environmental impact reports applying to specific private and public planning projects and programs. Compiles, organizes, and analyzes data on economic, social, and physical factors affecting land use, using statistical methods. Evaluates information to determine feasibility of proposals or to identify factors requiring amendment. Discusses purpose of land use projects, such as transportation, conservation, residential, commercial, industrial, and community use, with planning officials. Determines regulatory limitations on project. Advises planning officials on feasibility, cost-effectiveness, regulatory conformance, and alternative recommendations for project. Maintains collection of socioeconomic, environmental, and regulatory data related to land use for governmental and private sectors. Conducts field investigations, economic or public opinion surveys, demographic studies, or other research to gather required information. Prepares or requisitions graphic and narrative report on land use data. Recommends governmental measures affecting land use, public utilities, community facilities, housing, and transportation.

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.

19-3093. 00 Historians Entry – Mid – Senior level position assuming education and experience prerequisite

Conducts historical research on subjects of import to society and presents finding and theories in textbooks, journals, and other publications. Assembles historical data by consulting sources such as archives, court records, diaries, news files, and miscellaneous published and unpublished materials. Traces historical development in fields such as economics, sociology, or philosophy. Reviews and collects data such as books, pamphlets, periodicals, and rare newspapers to provide source material for research. Consults with or advises other individuals on historical authenticity of various materials. Advises or consults with individuals, institutions, and commercial organizations on technological evolution or customs peculiar to certain historical period. Reviews publications and exhibits prepared by others prior to public release in order to ensure historical accuracy of presentations. Coordinates activities of workers engaged in cataloging and filing materials. Edits society publications. Speaks before various groups, organizations, and clubs to promote societal aims and activities. Translates or requests translation of reference materials. Consults experts or witnesses of historical events. Organizes and evaluates data on basis of authenticity and relative significance.

21-1011. 00 Substance Abuse and Behavioral Disorder Counselors Entry – Mid – Senior level position assuming education and experience prerequisite

Plans and conducts programs to prevent substance abuse or improve health and counseling services in community. Supervises and directs other workers providing services to client or patient. Refers patient, client, or family to community resources to assist in recovery from mental or physical illness. Modifies treatment plan to comply with changes in client's status. Monitors, evaluates, and records client progress according to measurable goals described in treatment and care plan. Formulates or coordinates program plan for treatment, care, and rehabilitation of client or patient, based on social work experience and knowledge. Interviews clients, reviews records, and confers with other professionals to evaluate mental or physical condition of client or patient. Counsels family members to assist in understanding, dealing with, and supporting client or patient. Counsels clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes. Intervenes as advocate for client or patient to resolve emergency problems in crisis situation.

21-1012. 00 Educational, Vocational, and School Counselors Entry – Mid – Senior level position assuming education and experience prerequisite

Advises counselees to assist them in developing their educational and vocational objectives. Conducts follow-up interviews with counselees and maintains case records. Refers qualified counselees to employer or employment service for placement. Addresses community groups and faculty members to explain counseling services. Teaches vocational and educational guidance classes. Plans and conducts orientation programs and group conferences to promote adjustment of individuals to new life experiences. Establishes and maintains relationships with employers and personnel from supportive service agencies to develop opportunities for counselees. Advises counselees to assist them in understanding and overcoming personal and social problems. Collects and evaluates information about counselees' abilities, interests, and personality characteristics, using records, tests, and interviews. Compiles and studies occupational, educational, and economic information to assist counselees in making and carrying out vocational and educational objectives. Interprets program regulations or benefit requirements and assists counselees in obtaining needed supportive services.

21-1013. 00 Marriage and Family Therapists Entry – Mid – Senior level position assuming education and experience prerequisite

Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems. Apply psychotherapeutic and family systems theories and techniques in the delivery of

professional services to individuals, couples, and families for the purpose of treating such diagnosed nervous and mental disorders.

21-1014. 00 Mental Health Counselors Entry – Mid – Senior level position assuming education and experience prerequisite

Counsels clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes. Interviews clients, reviews records, and confers with other professionals to evaluate mental or physical condition of client or patient. Modifies treatment plan to comply with changes in client's status. Intervenes as advocate for client or patient to resolve emergency problems in crisis situation. Supervises and directs other workers providing services to client or patient. Plans and conducts programs to prevent substance abuse or improve health and counseling services in community. Monitors, evaluates, and records client progress according to measurable goals described in treatment and care plan. Formulates or coordinates program plan for treatment, care, and rehabilitation of client or patient, based on social work experience and knowledge. Counsels family members to assist in understanding, dealing with, and supporting client or patient. Refers patient, client, or family to community resources to assist in recovery from mental or physical illness.

21-1021. 00 Child, Family, and School Social Workers Entry – Mid – Senior level position assuming education and experience prerequisite

Counsels individuals or family members regarding behavior modifications, rehabilitation, social adjustments, financial assistance, vocational training, childcare, or medical care. Arranges for day care, homemaker service, prenatal care, and child planning programs for clients in need of such services. Refers client to community resources for needed assistance. Assists travelers, including runaways, migrants, transients, refugees, repatriated Americans, and problem families. Collects supplementary information, such as employment, medical records, or school reports. Maintains case history records and prepares reports. Evaluates personal characteristics of foster home or adoption applicants. Places children in foster or adoptive homes, institutions, or medical treatment centers. Reviews service plan and performs follow-up to determine quantity and quality of service provided to client. Determines client's eligibility for financial assistance. Develops program content, organizes, and leads activities planned to enhance social development of individual members and accomplishment of group goals. Investigates home conditions to determine suitability of foster or adoptive home, or to protect children from harmful environment. Serves as liaison between student, home, school, family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members. Consults with parents, teachers, and other school personnel to determine causes of problems and effect solutions. Arranges for medical, psychiatric, and other tests that may disclose cause of difficulties and indicate remedial measures. Counsels students whose behavior, school progress, or mental or physical impairment indicates need for assistance. Leads group counseling sessions to provide support in such areas as grief, stress, or chemical dependency. Counsels parents with child rearing problems and children and youth with difficulties in social adjustments. Interviews individuals to assess social and emotional capabilities, physical and mental impairments, and financial needs.

21-1022. 00 Medical and Public Health Social Workers Entry – Mid – Senior level position assuming education and experience prerequisite

Counsels clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes. Formulates or coordinates program plan for treatment, care, and rehabilitation of client or patient, based on social work experience and knowledge. Monitors, evaluates, and records client progress according to measurable goals described in treatment and care plan. Interviews clients, reviews records, and confers with other professionals to evaluate mental or physical condition of client or patient. Counsels family members to assist in understanding, dealing with, and supporting client or patient. Modifies treatment plan to comply with changes in client's status. Intervenes as advocate for client or patient to resolve emergency problems in crisis situation. Refers patient, client, or family to community resources to assist in recovery from mental or physical illness. Supervises and directs other workers providing services to client or patient. Plans and conducts programs to prevent substance abuse or improve health and counseling services in community.

21-1023. 00 Mental Health and Substance Abuse Social Workers Entry – Mid – Senior level position assuming education and experience prerequisite

Counsels clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes. Formulates or coordinates program plan for treatment, care, and rehabilitation of client or patient, based on social work experience and knowledge. Counsels family members to assist in understanding, dealing with, and supporting client or patient. Interviews clients, reviews records, and confers with other professionals to evaluate mental or physical condition of client or patient. Monitors, evaluates, and records client progress according to measurable goals described in treatment and care plan. Refers patient, client, or family to community resources to assist in recovery from

mental or physical illness. Modifies treatment plan to comply with changes in client's status. Supervises and directs other workers providing services to client or patient. Plans and conducts programs to prevent substance abuse or improve health and counseling services in community. Intervenes as advocate for client or patient to resolve emergency problems in crisis situation.

21-1091. 00 Health Educators Entry – Mid – Senior level position assuming education and experience prerequisite

Plans and provides educational opportunities for health personnel. Collaborates with health specialists and civic groups to ascertain community health needs, determine availability of services, and to develop goals. Promotes health discussions in schools, industry, and community agencies. Prepares and disseminates educational and informational materials. Develops and maintains cooperation between public, civic, professional, and voluntary agencies. Conducts community surveys to ascertain health needs, develop desirable health goals, and determine availability of professional health services.

21-1092. 00 Probation Officers and Correctional Treatment Specialists Entry – Mid – Senior level position assuming education and experience prerequisite

Counsels offender and refers offender to social resources of community for assistance. Provides guidance to inmates or offenders, such as development of vocational and educational plans and available social services. Interviews offender or inmate to determine social progress, individual problems, needs, interests, and attitude. Conducts follow-up interview with offender or inmate to ascertain progress made. Reviews and evaluates legal and social history and progress of offender or inmate. Determines nature and extent of inmate's or offender's criminal record and current and prospective social problems. Conducts pre-hearing or pre-sentencing investigations and testifies in court. Prepares and maintains case folder for each assigned inmate or offender. Develops and prepares informational packets of social agencies and assistance organizations and programs, for inmate or offender. Assists offender or inmate with matters concerning detainers, sentences in other jurisdictions, writs, and applications for social assistance. Makes recommendations concerning conditional release or institutionalization of offender or inmate. Confers with inmate's or offender's family to identify needs and problems, and to ensure that family and business are attended to. Informs offender or inmate of requirements of conditional release, such as office visits, restitution payments, or educational and employment stipulations. Consults with attorneys, judges, and institution personnel to evaluate inmate's social progress. Formulates rehabilitation plan for each assigned offender or inmate.

21-1093. 00 Social and Human Service Assistants Entry – Mid – Senior level position assuming education and experience prerequisite

Visits individuals in homes or attends group meetings to provide information on agency services, requirements and procedures. Interviews individuals and family members to compile information on social, educational, criminal, institutional, or drug history. Advises clients regarding food stamps, childcare, food, money management, sanitation, and housekeeping. Provides information on and refers individuals to public or private agencies and community services for assistance. Assists in locating housing for displaced individuals. Monitors free, supplementary meal program to ensure cleanliness of facility and that eligibility guidelines are met for persons receiving meals. Observes clients' food selections and recommends alternate economical and nutritional food choices. Meets with youth groups to acquaint them with consequences of delinquent acts. Keeps records and prepares reports for owner or management concerning visits with clients. Submits to and reviews reports and problems with superior. Informs tenants of facilities, such as laundries and playgrounds. Demonstrates use and care of equipment for tenant use. Explains rules established by owner or management, such as sanitation and maintenance requirements, and parking regulations. Transports and accompanies clients to shopping area and to appointments, using automobile. Oversees day-to-day group activities of residents in institution. Consults with supervisor concerning programs for individual families. Cares for children in client's home during client's appointments. Observes and discusses meal preparation and suggests alternate methods of food preparation. Assists in planning of food budget, utilizing charts and sample budgets. Assists clients with preparation of forms, such as tax or rent forms.

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.

23-1023. 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.

23-2092. 00 Law Clerks Entry – Mid – Senior level position assuming education and experience prerequisite

Researches and analyzes law sources to prepare legal documents for review, approval, and use by attorney. Files pleadings with court clerk. Investigates facts and law of case to determine causes of action and to prepare case accordingly. Searches patent files to ascertain originality of patent application. Appraises and inventories real and personal property for estate planning. Stores, catalogs, and maintains currency of legal volumes. Communicates and arbitrates disputes between disputing parties. Prepares real estate closing statement and assists in closing process. Delivers or directs delivery of subpoenas to witness and parties to action. Prepares affidavits of documents and maintains document file.

23-2093. 01 Title Searchers Entry – Mid – Senior level position assuming education and experience prerequisite

Searches lot books, geographic and general indices, and assessor's rolls to compile lists of transactions pertaining to property. Compares legal description of property with legal description contained in records and indices to verify such factors as deed ownership. Requisitions maps or drawings delineating property from company title plant, county surveyor, or assessor's office. Uses computerized system to retrieve additional documentation needed to complete real estate transaction. Examines title to determine if there are restrictions limiting use of property, lists restrictions, and indicates action needed for clear title. Prepares closing statement, utilizing knowledge and expertise in real estate procedures. Prepares title commitment and final policy of title insurance based on information compiled from title search. Retrieves and examines closing files for accuracy and to ensure that information included is recorded and executed according to regulations. Confers with realtors, lending institution personnel, buyers, sellers, contractors, surveyors, and courthouse personnel to obtain additional information. Compiles information and documents required for title binder. Reads search request to ascertain type of title evidence required, and to obtain description of property and names of involved parties.

23-2093. 02 Title Examiners and Abstractors Entry – Mid – Senior level position assuming education and experience prerequisite

Copies or summarizes recorded documents such as mortgages, trust deeds, and contracts affecting title to property. Searches records to determine if delinquent taxes are due. Prepares and issues title insurance policy. Directs activities



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of workers searching records and examining titles to real property. Confers with interested parties to resolve problems and impart information. Prepares correspondence and other records. Examines mortgages, liens, judgments, easements, plat books, maps, contracts, and agreements to verify legal description, ownership, restrictions, or conformity to requirements. Analyzes encumbrances to title, statutes and case law, and prepares report outlining encumbrances and actions required to clear title.

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.

25-1031. 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.

25-1041. 00 Agricultural Sciences 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. 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. Stimulates class discussions. Compiles bibliographies of specialized materials for outside reading assignments.

25-1043. 00 Forestry and Conservation Science 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. 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. Compiles bibliographies of specialized materials for outside reading assignments.

25-1053. 00 Environmental Science Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach courses in environmental science.

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.

25-1064. 00 Geography Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach courses in geography.

25-1066. 00 Psychology 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. Acts as adviser to student organizations. Serves on faculty committee providing professional consulting services to government and industry. Directs research of other teachers or

graduate students working for advanced academic degrees. Stimulates class discussions. Compiles, administers, and grades examinations, or assigns this work to others.

25-1067. 00 Sociology 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. Directs research of other teachers or graduate students working for advanced academic degrees. 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. Advises students on academic and vocational curricula. Stimulates class discussions. Compiles, administers, and grades examinations, or assigns this work to others.

25-1071. 00 Health Specialties 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. Serves on faculty committee providing professional consulting services to government and industry. Acts as adviser to student organizations. Compiles, administers, and grades examinations, or assigns this work to others. Compiles bibliographies of specialized materials for outside reading assignments. Stimulates class discussions.

25-1072. 00 Nursing Instructors and Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Participates in planning curriculum, teaching schedule, and course outline with medical and nursing personnel. Supervises student nurses and demonstrates patient care in clinical units of hospital. Directs seminars and panels. Conducts classes for patients in health practices and procedures. Evaluates student progress and maintains records of student classroom and clinical experience. Prepares and administers examinations to nursing students. Cooperates with medical and nursing personnel in evaluating and improving teaching and nursing practices. Issues assignments to students. Conducts and supervises laboratory work.

25-1081. 00 Education Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach courses pertaining to education such as counseling, curriculum, guidance, instruction, teacher education, and teaching English as a second language.

25-1082. 00 Library Science Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach courses in library science.

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.

25-1113. 00 Social Work Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach course in social work.

25-1121. 00 Art, Drama, and Music Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Prepares and delivers lectures to students. 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. Stimulates class discussions. Compiles bibliographies of specialized materials for outside

reading assignments. Compiles, administers, and grades examinations, or assigns this work to others. Advises students on academic and vocational curricula.

25-1122. 00 Communications Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach course in communications such as organizational communications, public relations, radio/television broadcasting, and journalism.

25-1123. 00 English Language and Literature 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. 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. Stimulates class discussions. Compiles, administers, and grades examinations or assigns this work to others. Compiles bibliographies of specialized materials for outside reading assignments.

25-1124. 00 Foreign Language and Literature 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. 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, administers, and grades examinations or assigns this work to others. Compiles bibliographies of specialized materials for outside reading assignments.

25-1125. 00 History 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. Advises students on academic and vocational curricula. Conducts research of other teachers or graduate students working for advanced academic degrees. 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.

25-1126. 00 Philosophy and Religion Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach courses in philosophy, religion, and theology.

25-1191. 00 Graduate Teaching Assistants Entry – Mid – Senior 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.

25-1192. 00 Home Economics Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Teach courses in childcare, family relations, finance, nutrition, and related subjects as pertaining to home management.

25-1194. 00 Vocational Education Teachers Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite

Conducts on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects. Observes and evaluates students' work to determine progress, provide feedback, and make suggestions for improvement. Prepares outline of instructional program and training schedule and establishes course goals. Administers oral, written, or performance tests to measure progress and to evaluate effectiveness of training. Selects and assembles books, materials, supplies and equipment for training, courses or projects. Solves operational problems and provides technical assistance with equipment and process techniques. Participates in meetings, seminars, and training sessions and integrates relevant information into training program. Recommends

advancement, transfer, or termination of student or trainee based on mastery of subject. Arranges for lectures by subject matter experts in designated fields. Reviews enrollment applications and corresponds with applicants. Prepares reports and maintains records, such as student grades, attendance, training activities, production records, and supply or equipment inventories. Develops teaching aids, such as instructional software, multimedia visual aids, computer tutorials, or study materials for instruction in vocational or occupational subjects. Corrects, grades, and comments on lesson assignments. Determines training needs of students or workers. Plans course content and method of instruction. Presents lectures and conducts discussions to increase students' knowledge and competence, using visual aids, such as graphs, charts, videotapes, and slides.

25-2011. 00 Preschool Teachers, Except Special Education Entry – Mid – Senior level position assuming education and experience prerequisite

Instructs children in activities designed to promote social, physical, and intellectual growth in facility, such as preschool or day care center. Demonstrates activity. Monitors individual and/or group activities to prevent accidents and promote social skills. Confers with parents to explain preschool program and to discuss ways they can develop their child's interest. Reads books to entire class or to small groups. Attends staff meetings. Administers tests to determine each child's level of development according to design of test. Plans instructional activities for teacher aide. Structures play activities to instill concepts of respect and concern for others. Plans individual and group activities for children, such as learning to listen to instructions, playing with others, and using play equipment.

25-2012. 00 Kindergarten Teachers, Except Special Education Entry – Mid – Senior level position assuming education and experience prerequisite

Teaches elemental science, personal hygiene, and humanities to children to promote physical, mental, and social development. Encourages students in activities, such as singing, dancing, and rhythmic activities, to promote self-expression and appreciation of esthetic experience. Observes children to detect signs of ill health or emotional disturbance, and to evaluate progress. Instructs children in practices of personal cleanliness and self-care. Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue. Discusses student problems and progress with parents. Organizes and conducts games and group projects to develop cooperative behavior and assist children in forming satisfying relationships. Supervises student activities, such as field visits, to stimulate student interest and broaden understanding of physical and social environment.

25-2021. 00 Elementary School Teachers, Except Special Education Entry – Mid – Senior level position assuming education and experience prerequisite

Lectures, demonstrates, and uses audiovisual aids and computers to present academic, social, and motor skill subject matter to class. Prepares course objectives and outline for course of study, following curriculum guidelines or requirements of state and school. Assigns lessons, corrects papers, and hears oral presentations. Evaluates student performance and discusses pupil academic and behavioral attitudes and achievements with parents. Teaches rules of conduct and maintains discipline and suitable learning environment in classroom and on playground. Prepares bulletin boards. Coordinates class field trips. Attends staff meetings, serves on committees, and attends workshops or in-service training activities. Teaches combined grade classes. Supervises outdoor and indoor play activities. Counsels pupils when adjustment and academic problems arise. Keeps attendance and grade records and prepares reports as required by school. Prepares, administers, and corrects tests, and records results. Teaches subjects, such as math, science, or social studies.

25-2022. 00 Middle School Teachers, Except Special and Vocational Education Entry – Mid – Senior level position assuming education and experience prerequisite

Instructs students using various teaching methods such as lecture and demonstration. Confers with students, parents, and school counselors to resolve behavioral and academic problems. Participates in faculty and professional meetings, educational conferences, and teacher training workshops. Keeps attendance records. Selects, stores, orders, issues, and inventories classroom equipment, materials, and supplies. Performs advisory duties such as sponsoring student organizations or clubs, helping students select courses, and counseling students with problems. Maintains discipline in classroom. Evaluates, records, and reports student progress. Develops and administers tests. Prepares course outlines and objectives according to curriculum guidelines or state and local requirements. Uses audiovisual aids and other materials to supplement presentations. Assigns lessons and corrects homework.

25-2023. 00 Vocational Education Teachers, Middle School Entry – Mid – Senior level position assuming education and experience prerequisite

Instructs students, using various teaching methods, such as lecture and demonstration. Performs advisory duties, such as sponsoring student organizations or clubs, helping students select courses, and counseling students with problems.

Keeps attendance records. Selects, stores, orders, issues, and inventories classroom equipment, materials, and supplies. Participates in faculty and professional meetings, educational conferences, and teacher training workshops. Prepares course outlines and objectives according to curriculum guidelines or state and local requirements. Uses audiovisual aids and other materials to supplement presentations. Evaluates, records, and reports student progress. Maintains discipline in classroom. Confers with students, parents, and school counselors to resolve behavioral and academic problems. Develops and administers tests. Assigns lessons and corrects homework.

25-2031. 00 Secondary School Teachers, Except Special and Vocational Education Entry – Mid – Senior level position assuming education and experience prerequisite

Instructs students, using various teaching methods, such as lecture and demonstration. Performs advisory duties, such as sponsoring student organizations or clubs, helping students select courses, and counseling students with problems. Keeps attendance records. Selects, stores, orders, issues, and inventories classroom equipment, materials, and supplies. Participates in faculty and professional meetings, educational conferences, and teacher training workshops. Prepares course outlines and objectives according to curriculum guidelines or state and local requirements. Uses audiovisual aids and other materials to supplement presentations. Evaluates, records, and reports student progress. Maintains discipline in classroom. Confers with students, parents, and school counselors to resolve behavioral and academic problems. Develops and administers tests. Assigns lessons and corrects homework.

25-2032. 00 Vocational Education Teachers, Secondary School Entry – Mid – Senior level position assuming education and experience prerequisite

Instructs students using various teaching methods such as lecture and demonstration. Evaluates, records, and reports student progress. Maintains discipline in classroom. Selects, stores, orders, issues, and inventories classroom equipment, materials, and supplies. Performs advisory duties, such as sponsoring student organizations or clubs, helping students select courses, and counseling students with problems. Keeps attendance records. Participates in faculty and professional meetings, educational conferences, and teacher training workshops. Confers with students, parents, and school counselors to resolve behavioral and academic problems. Uses audiovisual aids and other materials to supplement presentations. Assigns lessons and corrects homework. Prepares course outlines and objectives according to curriculum guidelines or state and local requirements. Develops and administers tests.

25-2041. 00 Special Education Teachers, Preschool, Kindergarten, and Elementary School Entry – Mid – Senior level position assuming education and experience prerequisite

Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement. Administers and interprets results of ability and achievement tests. Selects and teaches reading material and math problems related to everyday life of individual student. Meets with parents to provide support, guidance in using community resources, and skills in dealing with student's learning impairment. Observes, evaluates, and prepares reports on progress of students. Provides consistent reinforcement to learning, and continuous feedback to student. Works with students to increase motivation. Confers with other staff members to plan programs designed to promote educational, physical, and social development of students. Confers with parents, administrators, testing specialists, social workers and others to develop individual educational plan for student. Instructs students, using special educational strategies and techniques to improve sensory-motor and perceptual-motor development, memory, language, and cognition. Instructs students in academic subjects, utilizing various teaching techniques, such as phonetics, multisensory learning, and repetition, to reinforce learning. Instructs students in daily living skills required for independent maintenance and economic self-sufficiency, such as hygiene, safety, and food preparation. Plans curriculum and other instructional materials to meet student's needs, considering such factors as physical, emotional, and educational abilities.

25-2042. 00 Special Education Teachers, Middle School Entry – Mid – Senior level position assuming education and experience prerequisite

Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement. Instructs students in academic subjects, utilizing various teaching techniques, such as phonetics, multisensory learning, and repetition, to reinforce learning. Plans curriculum and other instructional materials to meet student's needs, considering such factors as physical, emotional, and educational abilities. Administers and interprets results of ability and achievement tests. Confers with other staff members to plan programs designed to promote educational, physical, and social development of students. Provides consistent reinforcement to learning, and continuous feedback to student. Works with students to increase motivation. Meets with parents to provide support, guidance in using community resources, and skills in dealing with student's learning impairment. Observes, evaluates, and prepares reports on progress of students. Confers with parents, administrators, testing specialists, social workers and others to develop individual educational plan for student. Selects and teaches reading material and math problems related to everyday life of individual student. Instructs students in daily living skills required for independent maintenance and economic self-

sufficiency, such as hygiene, safety, and food preparation. Instructs students, using special educational strategies and techniques to improve sensory-motor and perceptual-motor development, memory, language, and cognition.

25-2043. 00 Special Education Teachers, Secondary School Entry – Mid – Senior level position assuming education and experience prerequisite

Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement. Administers and interprets results of ability and achievement tests. Selects and teaches reading material and math problems related to everyday life of individual student. Meets with parents to provide support, guidance in using community resources, and skills in dealing with student's learning impairment. Observes, evaluates, and prepares reports on progress of students. Provides consistent reinforcement to learning, and continuous feedback to student. Works with students to increase motivation. Confers with other staff members to plan programs designed to promote educational, physical, and social development of students. Confers with parents, administrators, testing specialists, social workers and others to develop individual educational plan for student. Instructs students, using special educational strategies and techniques to improve sensory-motor and perceptual-motor development, memory, language, and cognition. Instructs students in academic subjects, utilizing various teaching techniques, such as phonetics, multisensory learning, and repetition, to reinforce learning. Instructs students in daily living skills required for independent maintenance and economic self-sufficiency, such as hygiene, safety, and food preparation. Plans curriculum and other instructional materials to meet student's needs, considering such factors as physical, emotional, and educational abilities.

25-3011. 00 Adult Literacy, Remedial Education, and GED Teachers and Instructors Entry – Mid – Senior level position assuming education and experience prerequisite

Conducts classes, workshops, and demonstrations to teach principles, techniques, procedures, or methods of designated subject. Plans and conducts field trips to enrich instructional programs. Evaluates success of instruction, based on number and enthusiasm of participants and recommends retaining or eliminating course in future. Orders, stores, and inventories books, materials, and supplies. Writes instructional articles on designated subjects. Maintains records, such as student grades, attendance, and supply inventory. Confers with leaders of government and other groups to coordinate training or to assist students to fulfill required criteria. Plans course content and method of instruction. Selects and assembles books, materials, and supplies for courses or projects. Observes students to determine and evaluate qualifications, limitations, abilities, interests, aptitudes, temperament, and individual characteristics. Directs and supervises student project activities, performances, tournaments, exhibits, contests, or plays. Adapts course of study and training methods to meet students' needs and abilities. Observes and evaluates students' work to determine progress and makes suggestions for improvement. Presents lectures and conducts discussions to increase students' knowledge and competence. Prepares outline of instructional program, lesson plans, and establishes course goals. Administers oral, written, and performance tests and issues grades in accordance with performance.

25-3021. 00 Self-Enrichment Education Teachers Entry – Mid – Senior level position assuming education and experience prerequisite

Conducts classes, workshops, and demonstrations to teach principles, techniques, procedures, or methods of designated subject. Selects and assembles books, materials, and supplies for courses or projects. Directs and supervises student project activities, performances, tournaments, exhibits, contests, or plays. Plans and conducts field trips to enrich instructional programs. Maintains records, such as student grades, attendance, and supply inventory. Orders, stores, and inventories books, materials, and supplies. Writes instructional articles on designated subjects. Presents lectures and conducts discussions to increase students' knowledge and competence. Confers with leaders of government and other groups to coordinate training or to assist students to fulfill required criteria. Evaluates success of instruction, based on number and enthusiasm of participants and recommends retaining or eliminating course in future. Observes students to determine and evaluate qualifications, limitations, abilities, interests, aptitudes, temperament, and individual characteristics. Prepares outline of instructional program, lesson plans, and establishes course goals. Administers oral, written, and performance tests and issues grades in accordance with performance. Plans course content and method of instruction.

25-4011. 00 Archivists Entry – Mid – Senior level position assuming education and experience prerequisite

Directs activities of workers engaged in cataloging and safekeeping of valuable materials and disposition of worthless materials. Prepares document descriptions and reference aids for use of archives such as accession lists, bibliographies, abstracts, and microfilmed documents. Establishes policy guidelines concerning public access and use of materials. Requests or recommends pertinent materials available in libraries, private collections, or other archives. Advises government agencies, scholars, journalists, and others conducting research by supplying available materials and information. Analyzes documents by ascertaining date of writing, author, or original recipient of letter to appraise value to posterity. Directs acquisition and physical arrangement of new materials. Directs filing and cross-indexing of selected

documents in alphabetical and chronological order. Selects and edits documents for publication and display according to knowledge of subject, literary expression, and techniques for presentation and display.

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.

25-4021. 00 Librarians Entry – Mid – Senior level position assuming education and experience prerequisite

Organizes collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access. Assists patrons in selecting books and informational material and in research problems. Reviews and evaluates resource material to select and order books, periodicals, audiovisual aids, and other materials for acquisition. Codes, classifies, and catalogs books, publications, films, audiovisual aids, and other library materials. Manages library resources stored in files, on film, or in computer databases for research information. Explains use of library facilities, resources, equipment, and services and provides information governing library use and policies. Assembles and arranges display materials. Manages library program for children and other special groups. Confers with teachers, parents, and community organizations to develop, plan and conduct programs in reading, viewing, and communication skills. Compiles lists of overdue materials and notifies borrowers. Keys information into computer to store or search for selected material or databases. Directs and trains library staff in duties, including receiving, shelving, researching, cataloging, and equipment use. Reviews, compiles, and publishes listing of library materials, including bibliographies and book reviews, to notify users. Researches, retrieves, and disseminates information from books, periodicals, reference materials or commercial data bases in response to requests.

25-9011. 00 Audio-Visual Collections Specialists Entry – Mid – Senior level position assuming education and experience prerequisite

Plans and develops preproduction ideas into outlines, scripts, continuity, storyboards, and graphics, or directs assistants to develop ideas. Sets up, adjusts, and operates equipment, such as cameras, sound mixers, and recorders during production. Determines format, approach, content, level, and medium to meet objectives most effectively within budgetary constraints, utilizing research, knowledge, and training. Constructs and positions properties, sets, lighting equipment, and other equipment. Develops manuals, texts, workbooks, or related materials for use in conjunction with production materials. Performs narration or presents announcements. Conducts training sessions on selection, use, and design of audiovisual materials, and operation of presentation equipment. Directs and coordinates activities of assistants and other personnel during production. Executes, or directs assistants to execute, rough and finished graphics and graphic designs. Develops production ideas based on assignment or generates own ideas based on objectives and interest. Locates and secures settings, properties, effects, and other production necessities.

25-9021. 00 Farm and Home Management Advisors Entry – Mid – Senior level position assuming education and experience prerequisite

Advises farmers in matters such as, feeding and health maintenance of livestock, cultivation, growing and harvesting practices, and budgeting. Conducts classes to educate others in subjects such as, nutrition, home management, home furnishing, child care, and farming techniques. Advises individuals and families on home management practices, such as budget planning, meal preparation, energy conservation, clothing, and home furnishings. Plans, develops, organizes, and evaluates training programs in subjects, such as home management, horticulture, and consumer information. Delivers lectures to organizations or talks over radio and television to disseminate information and promote objectives of program. Prepares leaflets, pamphlets, and visual aids for educational and informational purposes. Organizes, advises, and participates in community activities and organizations such as, county and state fair events and 4-H Clubs. Collects and evaluates data to ascertain needs and develop programs beneficial to community.



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

25-9041. 00 Teacher Assistants Entry – Mid – Senior level position assuming education and experience prerequisite

Presents subject matter to students, using lecture, discussion, or supervised role-playing methods. Helps students, individually or in groups, with lesson assignments to present or reinforce learning concepts. Plans, prepares, and develops various teaching aids, such as bibliographies, charts, and graphs. Prepares, administers, and grades examinations. Confers with parents on progress of students. Discusses assigned teaching area with classroom teacher to coordinate instructional efforts. Prepares lesson outline and plan in assigned area and submits outline to teacher for review.

27-2011. 00 Actors Entry – Mid – Senior level position assuming education and experience prerequisite

Portrays and interprets role, using speech, gestures, and body movements, to entertain radio, film, television, or live audience. Constructs puppets and ventriloquist dummies, and sews accessory clothing, using hand tools and machines. Writes original or adapted material for drama, comedy, puppet show, narration, or other performance. Signals start and introduces performers to stimulate excitement and to coordinate smooth transition of acts during circus performance. Manipulates string, wire, rod, or fingers to animate puppet or dummy in synchronization to talking, singing, or recorded program. Sing or dances during dramatic or comedy performance. Performs humorous and serious interpretations of emotions, actions, and situations, using only body movements, facial expressions, and gestures. Reads and rehearses role from script to learn lines, stunts, and cues as directed. Reads from script or book to narrate action, inform, or entertain audience, utilizing few or no stage props. Prepares for and performs action stunts for motion picture, television, or stage production. Dresses in comical clown costume and makeup and performs comedy routines to entertain audience. Tells jokes, performs comic dances and songs, impersonates mannerisms and voice of others, contorts face and uses other devices to amuse audience. Performs original and stock tricks of illusion to entertain and mystify audience, occasionally including audience members as participants.

27-2012. 03 Program Directors Entry – Mid – Senior level position assuming education and experience prerequisite

Directs and coordinates activities of personnel engaged in broadcast news, sports, or programming. Monitors and reviews news and programming copy and film, using audio or video equipment. Establishes work schedules and hires, assigns, and evaluates staff. Writes news copy, notes, letters, and memos, using computer. Examines expenditures to ensure programming and broadcasting activities are within budget. Originates feature ideas and researches program topics for implementation. Evaluates length, content, and suitability of programs for broadcast. Coordinates activities between departments, such as news and programming. Confers with directors and production staff to discuss issues, such as production and casting problems, budget, policy, and news coverage. Directs setup of remote facilities and installs or cancels programs at remote stations. Reviews, corrects, and advises member stations concerning programs and schedules. Plans and schedules programming and event coverage based on length of broadcast and available station or network time.

27-2012. 04 Talent Directors Entry – Mid – Senior level position assuming education and experience prerequisite

Auditions and interviews performers to identify most suitable talent for broadcasting, stage, or musical production. Maintains talent file, including information about personalities, such as specialties, past performances, and availability. Directs recording sessions for musical artists. Promotes record sales by personal appearances and contacts with broadcasting personalities. Negotiates contract agreements with performers. Selects performer or submits list of suitable performers to producer or director for final selection. Arranges for screen tests or auditions for new performers.

27-2012. 05 Technical Directors / Managers Entry – Mid – Senior level position assuming education and experience prerequisite

Coordinates activities of radio or television studio and control room personnel to ensure technical quality of programs. Coordinates elements of program such as audio, camera, special effects, timing, and script to ensure production objectives are met. Schedules use of studio and editing facilities for producers and engineering and maintenance staff. Directs personnel in auditioning talent and programs. Operates equipment to produce programs or broadcast live programs from remote locations. Trains workers in use of equipment such as switcher, camera, monitor, microphones, and lights. Monitors broadcast to ensure that programs conform with station or network policies and regulations. Supervises and assigns duties to workers engaged in technical control and production of radio and television programs. Observes picture through monitor and directs camera and video staff concerning shading and composition.

27-2031. 00 Dancers Entry – Mid – Senior level position assuming education and experience prerequisite

Performs classical, modern, or acrobatic dances in productions. Rehearses solo or with partners or troupe members. Coordinates dancing with that of a partner or dance ensemble. Works with choreographer to refine or modify dance

steps. Auditions for parts in productions. Devises and choreographs dance for self or others. Studies and practices dance moves required in role. Harmonizes body movements to rhythm of musical accompaniment.

27-2032. 00 Choreographers Entry – Mid – Senior level position assuming education and experience prerequisite

Determines dance movements designed to suggest story, interpret emotion, or enliven show. Studies story line and music to envision and devise dance movements. Directs and stages dance presentations for various forms of entertainment. Auditions performers for one or more dance parts. Instructs cast in dance movements at rehearsals to achieve desired effect. Creates original dance routines for ballets, musicals, or other forms of entertainment.

27-2042. 01 Singers Entry – Mid – Senior level position assuming education and experience prerequisite

Sings before audience or recipient of message as soloist, or in a group, as member of vocal ensemble. Practices songs and routines to maintain and improve vocal skills. Observes choral leader or prompter for cues or directions in vocal presentation. Sings a cappella or with musical accompaniment. Memorizes musical selections and routines, or sings following printed text, musical notation, or customer instructions. Interprets or modifies music, applying knowledge of harmony, melody, rhythm, and voice production, to individualize presentation and maintain audience interest.

27-2042. 02 Musicians, Instrumental Entry – Mid – Senior level position assuming education and experience prerequisite

Plays musical instrument as soloist or as member of musical group, such as orchestra or band, to entertain audience. Transposes music to play in alternate key, or to fit individual style or purposes. Teaches music for specific instruments. Composes new musical scores. Directs band/orchestra. Memorizes musical scores. Plays from memory or by following score. Studies and rehearses music to learn and interpret score. Practices performance on musical instrument to maintain and improve skills. Improvises music during performance.

27-3022. 00 Reporters and Correspondents Entry – Mid – Senior level position assuming education and experience prerequisite

Gathers and verifies factual information regarding story through interview, observation, and research. Organizes material and determines slant or emphasis. Reviews and evaluates notes to isolate pertinent facts and details. Conducts taped or filmed interviews or narratives. Writes news stories for publication or broadcast from written or recorded notes provided by reporting staff, following prescribed editorial style and format standards. Receives assignment or evaluates news leads and news tips to develop story idea. Edits or assists in editing videos for broadcast. Takes photographs or shoots video to illustrate stories. Transmits information to writing staff to write story.

27-3041. 00 Editors Entry – Mid – Senior level position assuming education and experience prerequisite

Plans and prepares page layouts to position and space articles and photographs or illustrations. Reads and evaluates manuscripts or other materials submitted for publication and confers with authors regarding changes or publication. Writes and rewrites headlines, captions, columns, articles, and stories to conform to publication's style, editorial policy, and publishing requirements. Confers with management and editorial staff members regarding placement of developing news stories. Reviews and approves proofs submitted by composing room. Arranges topical or alphabetical list of index items, according to page or chapter, indicating location of item in text. Compiles index cross-references and related items such as glossaries, bibliographies, and footnotes. Selects local, state, national, and international news items received by wire from press associations. Verifies facts, dates, and statistics using standard reference sources. Selects and crops photographs and illustrative materials to conform to space and subject matter requirements. Reads copy or proof to detect and correct errors in spelling, punctuation, and syntax, and indicates corrections using standard proofreading and typesetting symbols. Determines placement of stories based on relative significance, available space, and knowledge of layout principles. Reads material to determine items to be included in index of book or other publication.

27-3042. 00 Technical Writers Entry – Mid – Senior level position assuming education and experience prerequisite

Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel. Observes production, developmental, and experimental activities to determine operating procedure and detail. Maintains records and files of work and revisions. Selects photographs, drawings, sketches, diagrams, and charts to illustrate material. Confers with customer representatives, vendors, plant executives, or publisher to establish technical specifications and to determine subject material to be developed for publication. Arranges for typing, duplication, and distribution of material. Draws sketches to illustrate specified materials or assembly sequence. Analyzes developments in specific field to determine need for revisions in previously published materials and

development of new material. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Assists in laying out material for publication. Interviews production and engineering personnel and reads journals and other material to become familiar with product technologies and production methods. Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

27-3043. 01 Poets and Lyricists Entry – Mid – Senior level position assuming education and experience prerequisite

Writes words to fit musical compositions, including lyrics for operas, musical plays, and choral works. Writes narrative, dramatic, lyric, or other types of poetry for publication. Chooses subject matter and suitable form to express personal feeling and experience or ideas or to narrate story or event. Adapts text to accommodate musical requirements of composer and singer.

27-3043. 02 Creative Writers Entry – Mid – Senior level position assuming education and experience prerequisite

Writes fiction or nonfiction prose work, such as short story, novel, biography, article, descriptive or critical analysis, or essay. Develops factors, such as theme, plot, characterization, psychological analysis, historical environment, action, and dialogue, to create material. Reviews, submits for approval, and revises written material to meet personal standards and satisfy needs of client, publisher, director, or producer. Confers with client, publisher, or producer to discuss development changes or revisions. Collaborates with other writers on specific projects. Conducts research to obtain factual information and authentic detail, utilizing sources such as newspaper accounts, diaries, and interviews. Selects subject or theme for writing project based on personal interest and writing specialty, or assignment from publisher, client, producer, or director. Organizes material for project, plans arrangement or outline, and writes synopsis. Writes play or script for moving pictures or television, based on original ideas or adapted from fictional, historical, or narrative sources. Writes humorous material for publication or performance, such as comedy routines, gags, comedy shows, or scripts for entertainers.

27-3043. 03 Caption Writers Entry – Mid – Senior level position assuming education and experience prerequisite

Writes captions to describe music and background noises. Discusses captions with directors or producers of movie and television productions. Oversees encoding of captions to master tape of television production. Watches production and reviews captions simultaneously to determine which caption phrases require editing. Enters commands to synchronize captions with dialogue and place on the screen. Operates computerized captioning system for movies or television productions for hearing impaired and foreign language speaking viewers. Edits translations for correctness of grammar, punctuation, and clarity of expression. Translates foreign language dialogue into English language captions or English dialogue into foreign language captions.

27-3043. 04 Copy Writers Entry – Mid – Senior level position assuming education and experience prerequisite

Writes advertising copy for use by publication or broadcast media and revises copy according to supervisor's instructions. Reviews advertising trends, consumer surveys, and other data regarding marketing of goods and services to formulate approach. Writes articles, bulletins, sales letters, speeches, and other related informative and promotional material. Prepares advertising copy, using computer. Obtains additional background and current development information through research and interview. Consults with sales media and marketing representatives to obtain information on product or service and discuss style and length of advertising copy.

27-3091. 00 Interpreters and Translators Entry – Mid – Senior level position assuming education and experience prerequisite

Translates approximate or exact message of speaker into specified language, orally or by using hand signs for hearing impaired. Translates responses from second language to first. Reads written material, such as legal documents, scientific works, or news reports and rewrites material into specified language, according to established rules of grammar. Receives information on subject to be discussed prior to interpreting session. Listens to statements of speaker to ascertain meaning and to remember what is said, using electronic audio system.

27-4021. 01 Professional Photographers Entry – Mid – Senior level position assuming education and experience prerequisite

Frames subject matter and background in lens to capture desired image. Arranges subject material in desired position. Directs activities of workers assisting in setting up photographic. Selects and assembles equipment and required background properties, according to subject, materials, and conditions. Focuses camera and adjusts settings based on

lighting, subject material, distance, and film speed. Estimates or measures light level, distance, and number of exposures needed, using measuring devices and formulas.

27-4021. 02 Photographers, Scientific Entry – Mid – Senior level position assuming education and experience prerequisite

Photographs variety of subject material to illustrate or record scientific or medical data or phenomena, related to an area of interest. Plans methods and procedures for photographing subject material and set-up of required equipment. Removes exposed film and develops film, using chemicals, touch up tools, and equipment. Sets up, mounts, or installs photographic equipment and cameras. Engages in research to develop new photographic procedure, materials, and scientific data. Observes and arranges subject material to desired position. Sights and focuses camera to take picture of subject material to illustrate or record scientific or medical data or phenomena.

27-4011. 00 Audio and Video Equipment Technicians Entry – Mid – Senior level position assuming education and experience prerequisite

Determines format, approach, content, level, and medium to meet objectives most effectively within budgetary constraints, utilizing research, knowledge, and training. Locates and secures settings, properties, effects, and other production necessities. Constructs and positions properties, sets, lighting equipment, and other equipment. Develops manuals, texts, workbooks, or related materials for use in conjunction with production materials. Develops production ideas based on assignment or generates own ideas based on objectives and interest. Directs and coordinates activities of assistants and other personnel during production. Conducts training sessions on selection, use, and design of audiovisual materials, and operation of presentation equipment. Performs narration or presents announcements. Executes, or directs assistants to execute, rough and finished graphics and graphic designs. Plans and develops preproduction ideas into outlines, scripts, continuity, storyboards, and graphics, or directs assistants to develop ideas. Sets up, adjusts, and operates equipment, such as cameras, sound mixers, and recorders during production.

27-4012. 00 Broadcast Technicians Entry – Mid – Senior level position assuming education and experience prerequisite

Lays electrical cord and audio and video cables between vehicle, microphone, camera, and reporter or person to be interviewed. Aligns antennae with receiving dish to obtain clearest signal for transmission of news event to station. Monitors transmission of news event to station and adjusts equipment as needed to maintain quality broadcast. Performs preventive and minor equipment maintenance, using hand tools. Selects source, such as satellite or studio, from which program will be recorded. Observes monitors and converses with station personnel to set audio and video levels and to verify station is on-air. Drives news van to location of news events. Produces educational and training films and videotapes, including selection of equipment and preparation of script. Instructs trainees how to use television production equipment, to film events, and to copy/edit graphics or sound onto videotape. Edits manuals, schedules programs, and prepares reports outlining past and future programs, including content. Maintains logs, as required by station management and Federal Communications Commission. Reads television programming log to ascertain program to be recorded or aired. Previews scheduled program to ensure that signal is functioning and program is ready for transmission. Sets up, operates, and maintains radio and television production equipment to broadcast programs or events.

27-4014. 00 Sound Engineering Technicians Entry – Mid – Senior level position assuming education and experience prerequisite

Records speech, music, and other sounds on recording media, using recording equipment. Synchronizes and equalizes prerecorded dialog, music, and sound effects with visual action of motion picture or television production, using control console. Reproduces and duplicates sound recordings from original recording media, using sound editing and duplication equipment. Mixes and edits voices, music, and taped sound effects, during stage performances, using sound mixing board. Regulates volume level and quality of sound during motion picture, phonograph, television, or radio production recording sessions, using control console. Keeps log of recordings. Maintains recording equipment. Sets up, adjusts, and tests recording equipment to prepare for recording session.

27-4032. 00 Film and Video Editors Entry – Mid – Senior level position assuming education and experience prerequisite

Edits film and video tape to insert music, dialogue, and sound effects, and to correct errors, using editing equipment. Studies script and confers with producers and directors concerning layout or editing to increase dramatic or entertainment value of production. Supervises and coordinates activities of workers engaged in editing and assembling filmed scenes photographed by others. Evaluates and selects scenes in terms of dramatic and entertainment value and story continuity.

Trims film segments to specified lengths and reassembles segments in sequence that presents story with maximum effect. Reviews assembled film or edited videotape on screen or monitor and makes corrections.

29-1021. 00 Dentists, General Entry – Mid – Senior level position assuming education and experience prerequisite

Fills, extracts, and replaces teeth using rotary and hand instruments, dental appliances, medications, and surgical implements. Applies fluoride and sealants to teeth. Treats exposure of pulp-by-pulp capping, removal of pulp from pulp chamber, or root canal using dental instruments. Fills pulp chamber and canal with endodontic materials. Examines teeth, gums, and related tissues to determine condition using dental instruments, x-ray, and other diagnostic equipment. Eliminates irritating margins of fillings and corrects occlusions using dental instruments. Plans, organizes, and maintains dental health programs. Produces and evaluates dental health educational materials. Fits and adjusts prosthodontic appliances in patient's mouth. Fabricates prosthodontic appliances such as space maintainers, bridges, dentures, and obturating appliances. Counsels and advises patients about growth and development of dental problems and preventative oral health care services. Analyzes and evaluates dental needs to determine changes and trends in patterns of dental disease. Restores natural color of teeth by bleaching, cleaning, and polishing. Removes pathologic tissue or diseased tissue using surgical instruments. Formulates plan of treatment for patient's teeth and mouth tissue. Treats infected root canal and related tissue.

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. Examine 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.

29-1065. 00 Pediatricians, 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. Explains procedures and discusses test results on prescribed treatments with patients. Collects, records, and maintains patient information, such as medical history, reports, and examination results. Advises patients and community concerning diet, activity, hygiene, and disease prevention. Directs and coordinates activities of nurses, students, assistants, specialists, therapists, and other medical staff. 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. Plans, implements, or administers health programs or standards in hospital, business, or community for information, prevention, or treatment of injury or illness. Refers patient to medical specialist or other practitioner when necessary. Operates on patients to remove, repair, or improve functioning of diseased or injured body parts and systems and delivers babies. 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.

29-1066. 00 Psychiatrists Entry – Mid – Senior level position assuming education and experience prerequisite

Analyzes and evaluates patient data and test or examination findings to diagnose nature and extent of mental disorder. Prescribes, directs, and administers psychotherapeutic treatments or medications to treat mental, emotional, or behavioral disorders. Gathers and maintains patient information and records, including social and medical history obtained from patient, relatives, and other professionals. Advises and informs guardians, relatives, and significant others of patient's condition and treatment. Teaches, conducts research, and publishes findings to increase understanding of mental, emotional, behavioral states and disorders. Prepares case reports and summaries for government agencies. Reviews and evaluates treatment procedures and outcomes of other psychiatrists and medical professionals. Examines or conducts laboratory or diagnostic tests on patient to provide information on general physical condition and mental disorder.

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.

29-1121. 00 Audiologists Entry – Mid – Senior level position assuming education and experience prerequisite

Refers clients to additional medical or educational services if needed. Advises educators or other medical staff on speech or hearing topics. Participates in conferences or training to update or share knowledge of new hearing or speech disorder treatment methods or technology. Plans and conducts prevention and treatment programs for clients' hearing or speech problems. Records and maintains reports of speech or hearing research or treatments. Conducts or directs research and reports findings on speech or hearing topics to develop procedures, technology, or treatments. Evaluates hearing and speech/language test results and medical or background information to determine hearing or speech impairment and treatment. Counsels and instructs clients in techniques to improve speech or hearing impairment, including sign language or lip-reading. Administers hearing or speech/language evaluations, tests, or examinations to patients to collect information on type and degree of impairment.

29-1127. 00 Speech-Language Pathologists Entry – Mid – Senior level position assuming education and experience prerequisite

Administers hearing or speech/language evaluations, tests, or examinations to patients to collect information on type and degree of impairment. Records and maintains reports of speech or hearing research or treatments. Advises educators or other medical staff on speech or hearing topics.

Participates in conferences or training to update or share knowledge of new hearing or speech disorder treatment methods or technology. Refers clients to additional medical or educational services if needed. Counsels and instructs clients in techniques to improve speech or hearing impairment, including sign language or lip-reading. Evaluates hearing and speech/language test results and medical or background information to determine hearing or speech impairment and treatment. Conducts or directs research and reports findings on speech or hearing topics to develop procedures, technology, or treatments.

29-2011. 00 Medical and Clinical Laboratory Technologists Entry – Mid – Senior level position assuming education and experience prerequisite

Cuts, stains, and mounts biological material on slides for microscopic study and diagnosis, following standard laboratory procedures. Harvests cell culture at optimum time sequence based on knowledge of cell cycle differences and culture conditions. Cultivates, isolates, and assists in identifying microbial organisms, and performs various tests on these microorganisms. Prepares slide of cell culture to identify chromosomes, views and photographs slide under photomicroscope, and prints picture. Sets up, cleans, and maintains laboratory equipment. Enters analysis of medical tests and clinical results into computer for storage. Calibrates and maintains equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer controlled analyzers. Communicates with physicians, family members, and researchers requesting technical information regarding test results. Conducts research under direction of Microbiologist or Biochemist. Cuts images of chromosomes from photograph and identifies and arranges them in numbered pairs on karyotype chart, using standard practices. Studies blood cells, number of blood cells, and morphology, using microscopic technique. Performs tests to determine blood group, type, and compatibility for transfusion purposes. Conducts chemical analysis of body fluids, including blood, urine, and spinal fluid, to determine presence of normal and abnormal components. Examines and tests human, animal, or other materials for microbial organisms. Selects and prepares specimen and media for cell culture, using aseptic technique and knowledge of medium components and cell requirements. Examines slides under microscope to detect deviations from norm and to report abnormalities for further study. Analyzes samples of biological material for chemical content or reaction.

29-2051. 00 Dietetic Technicians Entry – Mid – Senior level position assuming education and experience prerequisite

Guides individuals and families in food selection, preparation, and menu planning, based upon nutritional needs. Assists in referrals for continuity of patient care. Supervises food production and service. Develops job specifications, job descriptions, and work schedules. Assists in implementing established cost control procedures. Plans menus based on established guidelines. Obtains and evaluates dietary histories of individuals to plan nutritional programs. Selects, schedules, and conducts orientation and in-service education programs. Standardizes recipes and tests new products for use in facility.

29-2052. 00 Pharmacy Technicians Entry – Mid – Senior level position assuming education and experience prerequisite

Assists pharmacist to prepare and dispense medication. Prepares intravenous (IV) packs, using sterile technique, under supervision of hospital pharmacist. Counts stock and enters data in computer to maintain inventory records. Cleans

equipment and sterilizes glassware according to prescribed methods. Mixes pharmaceutical preparations, fills bottles with prescribed tablets and capsules, and types labels for bottles. Receives and stores incoming supplies. Processes records of medication and equipment dispensed to hospital patient, computes charges, and enters data in computer.

33-3021. 04 Child Support, Missing Persons, and Unemployment Insurance Fraud Investigators Entry – Mid – Senior level position assuming education and experience prerequisite

Serves warrants and makes arrests to return persons sought in connection with crimes or for non-payment of child support. Interviews and discusses case with parent charged with non-payment of support to resolve issues in lieu of filing court proceedings. Reviews files and criminal records to develop possible leads, such as previous addresses and aliases. Interviews client to obtain information, such as relocation of absent parent, amount of child support awarded, and names of witnesses. Contacts employers, neighbors, relatives, and law enforcement agencies to locate person sought and verify information gathered about case. Obtains extradition papers to bring about return of fugitive. Confers with prosecuting attorney to prepare court case and with court clerk to obtain arrest warrant and schedule court date. Prepares file indicating data, such as wage records of accused, witnesses, and blood test results. Computes amount of child support payments. Testifies in court to present evidence regarding cases. Examines medical and dental x-rays, fingerprints, and other information to identify bodies held in morgue. Examines case file to determine that divorce decree and court ordered judgment for payment are in order. Completes reports to document information acquired during criminal and child support cases, and actions taken. Monitors child support payments awarded by court to ensure compliance and enforcement of child support laws. Determines types of court jurisdiction, according to facts and circumstances surrounding case, and files court action.

35-3041. 00 Food Servers, Non-restaurant Entry – Mid – Senior level position assuming education and experience prerequisite

Prepares and delivers food trays. Examines filled tray for completeness. Takes order and relays order to kitchen or serving counter to be filled. Apportions and places food servings on plates and trays according to order or instructions. Carries silverware, linen, and food on tray or uses cart. Removes tray and stacks dishes for return to kitchen. Prepares food items, such as sandwiches, salads, soups, and beverages, and places items, such as eating utensils, napkins, and condiments, on trays. Records amount and types of special food items served to customers. Prepares fountain drinks, such as sodas, milkshakes, and malted milks. Washes dishes and cleans work area, tables, cabinets, and ovens; and sweeps service area with broom. Restocks service counter with items, such as ice, napkins, and straws. Totals and presents check to customer and accepts payment for service. Reads orders to determine items to place on food tray. Pushes carts to rooms and serves trays to patients or guests.

35-9011. 00 Dining Room and Cafeteria Attendants and Bartender Helpers Entry – Mid – Senior level position assuming education and experience prerequisite

Carries dirty dishes to kitchen and wipes tables and seats with dampened cloth. Replenishes food and equipment at steam tables and serving counters of cafeteria to facilitate service to patrons. Cleans bar and equipment, and replenishes bar supplies, such as liquor, fruit, ice, and dishes. Sets tables with clean linens, sugar bowls, and condiments. Mixes and prepares flavors for mixed drinks. Garnishes and positions foods on table to ensure visibility to patrons and convenience in serving. Circulates among diners and serves coffee. Washes glasses, bar, and equipment, polishes bar fixtures, mops floors, and removes empty bottles and trash. Stocks refrigerating units with wines and bottled beer, replaces empty beer kegs, and slices and pits fruit used to garnish drinks. Keeps assigned area and equipment clean, makes coffee, fills fruit juice dispensers, and stocks vending machines with food in automat. Carries trays from food counters to tables for cafeteria patrons and serves ice water and butter to patrons. Replenishes supply of clean linens, silverware, glassware, and dishes in dining room. Carries food, dishes, trays, and silverware from kitchen and supply departments to serving counters.

35-9031. 00 Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop Entry – Mid – Senior level position assuming education and experience prerequisite

Greets and escorts guests to tables, and provides menus. Inspects dining room serving stations for neatness and cleanliness. Requisitions table linens and other supplies for tables and serving stations. Schedules dining reservations and arranges parties or special service for diners. Adjusts complaints of patrons. Assigns work tasks and coordinates activities of dining room personnel to ensure prompt and courteous service to patrons.

39-4021. 00 Funeral Attendants Entry – Mid – Senior level position assuming education and experience prerequisite

Places casket in parlor or chapel prior to wake or funeral. Carries flowers to hearse or limousine for transportation to place of interment. Issues and stores funeral equipment. Assists in carrying casket. Assists mourners in and out of

limousines. Arranges floral offerings or lights around casket. Assists in closing casket. Directs or escorts mourners to parlor or chapel in which wake or funeral is being held.

43-4121. 00 Library Assistants, Clerical Entry – Mid – Senior level position assuming education and experience prerequisite

Issues borrower's identification card according to established procedures. Delivers and retrieves items to and from departments by hand or push cart. Answers routine inquiries and refers patrons who need professional assistance to librarian. Repairs books, using mending tape and paste and brush, and places plastic covers on new books. Prepares address labels for books to be mailed, overdue notices, and duty schedules, using computer or typewriter. Operates and maintains audio-visual equipment and explains use of reference equipment to patrons. Places books in mailing container, affixes address label, and secures container with straps for mailing to blind library patrons. Selects substitute titles, following criteria, such as age, education, and interest when requested materials are unavailable. Inspects returned books for damage, verifies due-date, and computes and receives overdue fines. Reviews records, such as microfilm and issue cards, to determine title of overdue materials and to identify borrower. Prepares, stores, and retrieves classification and catalog information, lecture notes, or other documents related to document stored, using computer. Issues books to patrons and records or scans information on borrower's card. Locates library materials for patrons, such as books, periodicals, tape cassettes, Braille volumes, and pictures. Classifies and catalogs items according to contents and purpose. Maintains records of items received, stored, issued, and returned and files catalog cards according to system used. Sorts books, publications, and other items according to procedure and returns them to shelves, files, or other designated storage area. Drives bookmobile to specified locations following library services schedule and to garage for preventive maintenance and repairs.

43-9081. 00 Proofreaders and Copy Markers Entry – Mid – Senior level position assuming education and experience prerequisite

Marks proof to correct errors, using standard printers' marks. Routes proofs with marked corrections to be reprinted and reads corrected copies or proofs. Consults reference books or secures aid of reader to check references to rules of grammar and composition. Measures dimensions, spacing, and positioning of page elements (copy and illustrations) to verify conformance to specifications, using printer's ruler. Reads proof sheet aloud, calling out punctuation marks and spelling unusual words and proper names. Places proof and copy side by side on reading board. Calls attention to discrepancies between copy and proof. Compares information or figures on one record against same data on other records or with original copy to detect errors. Reads proofs against copy and corrects errors in type, arrangement, grammar, punctuation, or spelling, using proofreader marks. Corrects or records omissions, errors, or inconsistencies found.

43-9111. 00 Statistical Assistants Entry – Mid – Senior level position assuming education and experience prerequisite

Compiles statistics from source materials, such as production, sales, and personnel records, surveys, and questionnaires. Verifies completeness and accuracy of source data. Posts and files charts. Prepares reports and graphs to show comparisons or survey results of statistical information obtained. Computes statistical data according to formulas, using computer or calculator. Assembles and classifies statistics, following prescribed procedures Operates computer to enter and retrieve data and prepare correspondence and reports.

49-9063. 01 Keyboard Instrument Repairers and Tuners Entry – Mid – Senior level position assuming education and experience prerequisite

Repairs or replaces defective, broken, or worn parts, using hand tools, power tools, glue, and nails. Disassembles and reassembles instruments and parts to tune and repair, using hand tools and power tools. Removes irregularities from tuning pins, strings, and hammers of piano, using wood block or filing tool. Compares pitch of instruments with specified pitch of tuning tool to tune instrument. Cleans instruments, using vacuum cleaner. Mixes and measures glue. Makes wood replacement parts, using woodworking machines and hand tools. Assembles and installs new pipe organs and pianos in buildings. Inspects and tests parts of pianos, pipe organs, accordions, and concertinas to determine defects, using hand tools, gauges, and electronic testing equipment. Adjusts alignment, string spacing, and striking point of hammers of piano, using wrench, burner, shims, and bushings. Adjusts lips, reeds, or toe hole of organ pipes, using hand tools, to regulate airflow and loudness of sound. Adjusts felt hammers on piano to increase tonal mellowness or brilliance, using sanding paddle, lacquer, or needles.

49-9063. 02 Stringed Instrument Repairers and Tuners Entry – Mid – Senior level position assuming education and experience prerequisite

Repairs broken parts, using glue, clamp, and hand press. Strings instrument and adjusts truss and bridge of instrument to obtain specified string tension and height. Refinishes instruments to protect and decorate them, using hand tools, buffing tools, and varnish. Adjusts string tension to tune instrument, using hand tools and electronic tuning device. Disassembles instrument or bow, using hand tools. Removes cracked, worn, or broken parts of instrument, using heated knife and hand tools. Assembles instruments according to specifications, using hand tools. Tests tubes and pickups in electronic amplifier units, and solders parts and connections. Plays instrument to determine pitch. Carves wood replacement parts, such as wedges or plugs, according to the shape and dimensions of the instrument or bow. Inspects musical instruments, such as cellos, violins, guitars, and mandolins, to determine defects. Reassembles instrument or bow with new or repaired part, using glue, hairs, yarn, resin, and clamps.

49-9063. 03 Reed or Wind Instrument Repairers and Tuners Entry – Mid – Senior level position assuming education and experience prerequisite

Disassembles instrument parts, such as keys, pistons, and other parts, to tune or repair, using gas torch and hand tools. Files reed until pitch corresponds with standard pitch of tuning bar. Lubricates and reassembles instrument, using hand tools and soldering iron or torch. Removes dents and burrs from metal instruments, using mallet and burnishing tool. Operates bellows to sound metal reed and ascertain its pitch. Shapes old parts and replacement parts to improve tone or intonation, using hand tools, lathe, or soldering iron. Washes metal instruments in lacquer-stripping and cyanide solution to remove lacquer and tarnish. Polishes instrument, using rag and polishing compound, buffing wheel, or burnishing tool. Compares pitch of reed with pitch of tuning bar. Inspects mechanical parts of instrument to determine defects. Replaces worn pads and springs, using hand tools. Repairs cracks in wood or metal instruments, using wire, lathe, filler, clamps, or soldering iron.

49-9063. 04 Percussion Instrument Repairers and Tuners Entry – Mid – Senior level position assuming education and experience prerequisite

Stretches skin over rim hoop, using hand-tucking tool. Removes dents in tympani, using steel block and hammer. Compares tone of bar with tuned block, stroboscope, or electronic tuner. Cleans, sands, and paints parts of percussion instruments to maintain their condition, in accordance to blueprints and shop drawings. Solders or welds frames of mallet instruments and metal drum parts. Assembles bar onto instruments. Removes material from bar, using band saw, sanding machine, machine grinder, or hand files and scrapers, to obtain the specified tone. Soaks drumhead in water to make it pliable. Cuts new drumhead from animal skin, using scissors. Removes drumhead, using drum key and cutting tools. Places rim hoop back onto drum shell to allow drumhead to dry and become taut. Strikes wood, fiberglass, or metal bars of instruments, such as xylophone or vibraharp, to ascertain tone. Repairs breaks in percussion instruments, such as drums and cymbals, using drill press, power saw, glues, clamps, or other hand tools.

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. 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.

53-6051. 01 Aviation Inspectors Entry – Mid – Senior level position assuming education and experience prerequisite

Inspects aircraft and components to identify damage or defects and to determine structural and mechanical airworthiness using hand tools and test instruments. Examines maintenance record and flight log to determine if service and maintenance checks and overhauls were performed at prescribed intervals. Examines access plates and doors for security. Starts aircraft and observes gauges, meters, and other instruments to detect evidence of malfunction. Conducts flight test program to test equipment, instruments, and systems under various conditions including adverse weather, using both manual and automatic controls. Recommends purchase, repair, or modification of equipment. Schedules and coordinates in-flight testing program with ground crews and air traffic control to assure ground tracking, equipment monitoring, and related services. Prepares reports to document flight activities, approves or disapproves issuance of certificate of airworthiness. Investigates air accidents to determine cause. Analyzes training program and conducts examinations to assure competency of persons operating, installing, and repairing equipment.

53-6051. 02 Public Transportation Inspectors Entry – Mid – Senior level position assuming education and experience prerequisite

Observes employees performing assigned duties to note their deportment, treatment of passengers, and adherence to company regulations and schedules. Observes and records time required to load and unload passengers or freight volume of traffic on vehicle and at stops. Investigates schedule delays, accidents, and complaints. Inspects company vehicles and other property for evidence of abuse, damage, and mechanical malfunction and directs repair. Determines need for changes in service, such as additional vehicles, route changes, and revised schedules to improve service and efficiency. Drives automobile along route to detect conditions hazardous to equipment and passengers and negotiates with local governments to eliminate hazards. Submits written reports to management with recommendations for improving service. Reports disruptions to service. Assists in dispatching equipment when necessary. Recommends promotions and disciplinary actions involving transportation personnel.