



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

### Compose Cognofile

#### **11-1021. 00 General and Operations Managers Senior level positions 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 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 Senior level positions 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.

#### **11-3040. 00 Human Resources Managers Senior level positions 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.



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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.

### **11-3042. 00 Training and Development Managers 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.

### **11-9031. 00 Education Administrators, Preschool and Child Care Center/Program 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 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



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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.

### **11-9051. 00 Food Service Managers 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 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 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



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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 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.

### **11-9131. 00 Postmasters and Mail Superintendents 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 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.

### **13-1041. 03 Equal Opportunity Representatives and Officers 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



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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.

### **13-1071. 01 Employment Interviewers, Private or Public Employment Service 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 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 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.



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### **13-1073. 00 Training and Development Specialists 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.

### **13-2052. 00 Personal Financial Advisors 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.

### **13-2071. 00 Loan Counselors 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.

### **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



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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.

### **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



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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 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





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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



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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**



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

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.

### **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.



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

### **21-1015. 00 Rehabilitation Counselors Entry – Mid – Senior level position assuming education and experience prerequisite**

Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement.

### **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**

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



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

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 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.

### **21-2011. 00 Clergy Entry – Mid – Senior level position assuming education and experience prerequisite**

Leads congregation in worship services. Administers religious rites or ordinances. Interprets doctrine of religion. Prepares and delivers sermons and other talks. Instructs people who seek conversion to faith.



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Writes articles for publication. Engages in interfaith, community, civic, educational, and recreational activities sponsored by or related to interest of denomination. Visits sick and shut-ins, and helps poor. Counsels those in spiritual need. Conducts wedding and funeral services.

### **21-2021. 00 Directors, Religious Activities and Education Entry – Mid – Senior level position assuming education and experience prerequisite**

Coordinates activities with religious advisers, councils, and university officials to meet religious needs of students. Develops, organizes, and directs study courses and religious education programs within congregation. Promotes student participation in extracurricular congregational activities. Supervises instructional staff in religious education program. Orders and distributes school supplies. Analyzes revenue and program cost data to determine budget priorities. Interprets religious education to public through speaking, leading discussions, and writing articles for local and national publications. Interprets policies of university to community religious workers. Analyzes member participation and changes in congregation emphasis to determine needs for religious education. Solicits support, participation, and interest in religious education programs from congregation members, organizations, officials, and clergy. Plans and conducts conferences dealing with interpretation of religious ideas and convictions. Assists and advises groups in promoting interfaith understanding. Plans congregational activities and projects to encourage participation in religious education programs. Counsels individuals regarding marital, health, financial, and religious problems.

### **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.

### **25-1061. 00 Anthropology and Archeology 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. 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 bibliographies of specialized materials for outside reading assignments. Compiles, administers, and grades examinations, or assigns this work to others.

### **25-1062. 00 Area, Ethnic, and Cultural Studies Teachers, Postsecondary Entry – Mid – Senior level position assuming education and experience prerequisite**



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

Prepares and delivers lectures to students. 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. Compiles, administers, and grades examinations, or assigns this work to others. Compiles bibliographies of specialized materials for outside reading assignments. 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.

### **25-1081. 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.

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

Teach course in social work.



## JOB TITLES AND ASSOCIATED TASKS Sorted by Cognofile

### **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.

### **25-1126. 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 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





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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**



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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



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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



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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.

### **25-9011. 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.



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### **25-9041. 00 Teacher Assistants Entry 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.

### **27-1011. 00 Art Directors Entry – Mid – Senior level position assuming education and experience prerequisite**

Assigns and directs staff members to develop design concepts into art layouts or prepare layouts for printing. Formulates basic layout design or presentation approach, and conceives material details, such as style and size of type, photographs, graphics, and arrangement. Reviews and approves art and copy materials developed by staff, and proofs of printed copy. Reviews illustrative material and confers with client concerning objectives, budget, background information, and presentation approaches, styles, and techniques. Writes typography instructions, such as margin widths and type sizes, and submits for typesetting or printing. Draws custom illustrations for project. Marks up, pastes, and completes layouts to prepare for printing. Prepares detailed storyboard showing sequence and timing of story development for television production. Presents final layouts to client for approval. Confers with creative, art, copy writing, or production department heads to discuss client requirements, outline presentation concepts, and coordinate creative activities.

### **27-1013. 01 Painters and Illustrators Entry – Mid – Senior level position assuming education and experience prerequisite**

Renders drawings, illustrations, and sketches of buildings, manufactured products, or models, working from sketches, blueprints, memory, or reference materials. Paints scenic backgrounds, murals, and portraiture for motion picture and television production sets, glass artworks, and exhibits. Develops drawings, paintings, diagrams, and models of medical or biological subjects for use in publications, exhibits, consultations, research, and teaching. Etches, carves, paints, or draws artwork on material, such as stone, glass, canvas, wood, and linoleum. Confers with professional personnel or client to discuss objectives of artwork, develop illustration ideas, and theme to be portrayed. Performs tests to determine factors, such as age, structure, pigment stability, and probable reaction to various cleaning agents and solvents. Applies select solvents and cleaning agents to clean surface of painting and remove accretions, discolorations, and deteriorated varnish. Assembles, leads, and solders finished glass to fabricate stained glass article. Installs finished stained glass in window or doorframe. Examines surfaces of paintings and proofs of artwork, using magnifying device, to determine method of restoration or needed corrections. Removes painting from frame or paint layer from canvas to restore artwork, following specified technique and equipment. Studies style, techniques, colors, textures, and materials used by artist to maintain consistency in reconstruction or retouching procedures. Brushes or sprays protective or decorative finish on completed background panels, informational legends, exhibit accessories, or finished painting. Integrates and develops visual elements, such as line, space, mass, color, and perspective to produce desired effect.

### **27-1013. 02 Sketch Artists Entry – Mid – Senior level position assuming education and experience prerequisite**

Draws sketch, Cognofile, or likeness of posed subject or photograph, using pencil, charcoal, pastels, or other medium. Classifies and codes components of image, using established system, to help identify suspect. Operates photocopy or similar machine to reproduce composite image. Measures distances and develops sketches of crime scene from photograph and measurements. Searches police photograph records, using classification and coding system to determine if existing photograph of suspects is available. Poses subject to accentuate most pleasing features or Cognofile. Assembles and arranges outlines of features to form composite image, according to information provided by witness or victim. Alters copy of composite image until witness or victim is satisfied that composite is best possible representation of suspect. Prepares series of simple line drawings conforming to description of suspect and presents drawings to informant for selection of sketch. Interviews crime victims and witnesses to



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obtain descriptive information concerning physical build, sex, nationality, and facial features of unidentified suspect.

### **27-1013. 03 Cartoonists Entry – Mid – Senior level position assuming education and experience prerequisite**

Sketches and submits cartoon or animation for approval. Labels each section with designated colors when colors are used. Develops color patterns and moods and paints background layouts to dramatize action for animated cartoon scenes. Discusses ideas for cartoons, comic strips, or animations with editor or publisher's representative. Renders sequential drawings of characters or other subject material which when photographed and projected at specific speed becomes animated. Creates and prepares sketches and model drawings of characters, providing details from memory, live models, manufactured products, or reference material. Develops personal ideas for cartoons, comic strips, or animations, or reads written material to develop ideas. Makes changes and corrections to cartoon, comic strip, or animation as necessary.

### **27-1013. 04 Sculptors Entry – Mid – Senior level position assuming education and experience prerequisite**

Carves objects from stone, concrete, plaster, wood, or other material, using abrasives and tools, such as chisels, gouges, and mallet. Constructs artistic forms from metal or stone, using metalworking, welding, or masonry tools and equipment. Cuts, bends, laminates, arranges, and fastens individual or mixed raw and manufactured materials and products to form works of art. Models substances, such as clay or wax, using fingers and small hand tools to form objects.

### **27-1014. 00 Multi-Media Artists and Animators Entry – Mid – Senior level position assuming education and experience prerequisite**

Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

### **27-1021. 00 Commercial and Industrial Designers Entry – Mid – Senior level position assuming education and experience prerequisite**

Confers with engineering, marketing, production, or sales department, or customer to establish design concepts for manufactured products. Prepares detailed drawings, illustrations, artwork, or blueprints, using drawing instruments or paints and brushes. Integrates findings and concepts and sketches design ideas. Designs packaging and containers for products, such as foods, beverages, toiletries, or medicines. Creates and designs graphic material for use as ornamentation, illustration, or advertising on manufactured materials and packaging. Modifies design to conform with customer specifications, production limitations, or changes in design trends. Directs and coordinates preparation of detailed drawings from sketches or fabrication of models or samples. Reads publications, attends showings, and studies traditional, period, and contemporary design styles and motifs to obtain perspective and design concepts. Prepares itemized production requirements to produce item. Fabricates model or sample in paper, wood, glass, fabric, plastic, or metal, using hand and power tools. Presents design to customer or design committee for approval and discusses need for modification. Evaluates design ideas for feasibility based on factors, such as appearance, function, serviceability, budget, production costs/methods, and market characteristics.

### **27-1022. 00 Fashion Designers Entry – Mid – Senior level position assuming education and experience prerequisite**

Designs custom garments for clients. Integrates findings of analysis and discussion, and personal tastes and knowledge of design, to originate design ideas. Draws pattern for article designed, cuts pattern, and cuts material according to pattern, using measuring and drawing instruments, and scissors. Attends fashion shows and reviews garment magazines and manuals to analyze fashion trends, predictions, and consumer preferences. Sewes together sections to form mockup or sample of garment or article, using sewing equipment. Directs and coordinates workers who draw and cut patterns, and construct sample or finished garment. Arranges for showing of sample garments at sales meetings or fashion shows. Confers with sales and management executives, or clients regarding design ideas. Examines sample



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garment on and off model, and modifies design to achieve desired effect. Sketches rough and detailed drawings of apparel or accessories, and writes specifications, such as color scheme, construction, or material type.

### **27-1024. 00 Graphic Designers Entry – Mid – Senior level position assuming education and experience prerequisite**

Draws sample of finished layout and presents sample to art director for approval. Produces still and animated graphic formats for on-air and taped portions of television news broadcasts, using electronic video equipment. Prepares illustrations or rough sketches of material according to instructions of client or supervisor. Develops negatives and prints, using negative and print developing equipment and tools and work aids to produce layout photographs. Prepares notes and instructions for workers who assemble and prepare final layouts for printing. Photographs layouts, using camera, to make layout prints for supervisor or client. Confers with client regarding layout design. Prepares series of drawings to illustrate sequence and timing of story development for television production. Reviews final layout and suggests improvements as needed. Studies illustrations and photographs to plan presentation of material, product, or service. Draws and prints charts, graphs, illustrations, and other artwork, using computer. Marks up, pastes, and assembles final layouts to prepare layouts for printer. Keys information into computer equipment to create layouts for client or supervisor. Determines size and arrangement of illustrative material and copy, and selects style and size of type. Arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts.

### **27-1025. 00 Interior Designers Entry – Mid – Senior level position assuming education and experience prerequisite**

Formulates environmental plan to be practical, esthetic, and conducive to intended purposes, such as raising productivity or selling merchandise. Confers with client to determine factors affecting planning interior environments, such as budget, architectural preferences, and purpose and function. Advises client on interior design factors, such as space planning, layout and utilization of furnishings and equipment, and color coordination. Estimates material requirements and costs, and presents design to client for approval. Renders design ideas in form of paste-ups or drawings. Subcontracts fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, artwork, furniture, and related items. Plans and designs interior environments for boats, planes, buses, trains, and other enclosed spaces. Selects or designs and purchases furnishings, art works, and accessories.

### **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. Sings 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 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



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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 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.

### **27-2041. 01 Music Directors Entry – Mid – Senior level position assuming education and experience prerequisite**

Directs group at rehearsals and live or recorded performances to achieve desired effects, such as tonal and harmonic balance dynamics, rhythm, and tempo. Issues assignments and reviews work of staff in such areas as scoring, arranging, and copying music, lyric and vocal coaching. Positions members within group to obtain balance among instrumental sections. Auditions and selects vocal and instrumental groups for musical presentations. Engages services of composer to write score. Transcribes musical compositions and melodic lines to adapt them to or create particular style for group. Selects vocal,





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instrumental, and recorded music suitable to type of performance requirements to accommodate ability of group.

### **27-2041. 02 Music Arrangers and Orchestrators Entry – Mid – Senior level position assuming education and experience prerequisite**

Composes musical scores for orchestra, band, choral group, or individual instrumentalist or vocalist, using knowledge of music theory and instrumental and vocal capabilities. Transposes music from one voice or instrument to another to accommodate particular musician in musical group. Transcribes musical parts from score written by arranger or orchestrator for each instrument or voice, using knowledge of music composition. Copies parts from score for individual performers. Determines voice, instrument, harmonic structure, rhythm, tempo, and tone balance to achieve desired effect. Adapts musical composition for orchestra, band, choral group, or individual to style for which it was not originally written.

### **27-2041. 03 Composers Entry – Mid – Senior level position assuming education and experience prerequisite**

Creates original musical form or writes within circumscribed musical form, such as sonata, symphony, or opera. Transcribes or records musical ideas into notes on scored music paper. Develops pattern of harmony, applying knowledge of music theory. Creates musical and tonal structure, applying elements of music theory, such as instrumental and vocal capabilities. Determines basic pattern of melody, applying knowledge of music theory. Synthesizes ideas for melody of musical scores for choral group, or band.

### **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.

### **27-3043. 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.



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### **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.

### **27-4011. 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.



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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.

### **27-4021. 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.

### **27-4032. 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



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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.

### **29-1011. 00 Chiropractors Entry – Mid – Senior level position assuming education and experience prerequisite**

Examines patient to determine nature and extent of disorder. Manipulates spinal column and other extremities to adjust, align, or correct abnormalities caused by neurological and kinetic articular dysfunction. Utilizes supplementary measure, such as exercise, rest, water, light, heat, and nutritional therapy. Performs diagnostic procedures, including physical, neurological, and orthopedic examinations, and laboratory tests, using instruments and equipment such as s-ray machine and electrocardiograph.

### **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.

### **29-1061. 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,



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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.



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### **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.

### **29-1122. 00 Occupational Therapists Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans, organizes, and conducts occupational therapy program in hospital, institutional, or community setting. Plans programs and social activities to help patients learn work skills and adjust to handicaps. Selects activities, which will help individual learn work skills, within limits of individual's mental and physical capabilities. Recommends changes in individual's work or living environment, consistent with needs and capabilities. Lays out materials for individual's use and cleans and repairs tools after therapy session. Consults with rehabilitation team to select activity programs and coordinate occupational therapy with other therapeutic activities. Completes and maintains necessary records. Trains nurses and other medical staff in therapy techniques and objectives. Designs and constructs special equipment such as splints and braces. Requisitions supplies and equipment. Teaches individuals skills and techniques required for participation in activities and evaluates individual's progress.

### **29-1123. 00 Physical Therapists Entry – Mid – Senior level position assuming education and experience prerequisite**

Administers manual exercises to improve and maintain function. Administers massage, applying knowledge of massage techniques and body physiology. Instructs, motivates, and assists patient to



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perform various physical activities and use supportive devices, such as crutches, canes, and prostheses. Administers traction to relieve pain, using traction equipment. Records treatment, response, and progress in patient's chart or enters information into computer. Confers with medical practitioners to obtain additional information, suggest revisions in treatment, and integrate physical therapy into patient's care. Evaluates, fits, and adjusts prosthetic and orthotic devices and recommends modification to orthoptist. Instructs patient and family in treatment procedures to be continued at home. Plans and prepares written treatment program based on evaluation of patient data. Reviews physician's referral and patient's condition and medical records to determine physical therapy treatment required. Tests and measures patient's strength, motor development, sensory perception, functional capacity, and respiratory and circulatory efficiency and records data. Evaluates effects of treatment at various stages and adjusts treatments to achieve maximum benefit. Administers treatment involving application of physical agents, using equipment, moist packs, ultraviolet and infrared lamps, and ultrasound machines.

### **29-1125. 00 Recreational Therapists Entry – Mid – Senior level position assuming education and experience prerequisite**

Plans, organizes, and participates in treatment programs and activities to facilitate the physical, mental, or emotional rehabilitation or health of patients. Develops treatment plan to meet needs of patient based on needs assessment and objectives of therapy. Observes and confers with patient to assess patient's needs, capabilities, and interests and to devise treatment plan. Instructs patient in activities and techniques such as sports, dance, gardening, music, or art, designed to meet their specific physical or psychological needs. Evaluates patient's reactions to treatment experiences to assess progress or regression and effectiveness of treatment plan. Confers with members of treatment team to determine patient's needs, capabilities, and interests, and to determine objectives of therapy. Prepares and submits reports and charts to treatment team to reflect patient's reactions and evidence of progress or regression. Counsels and encourages patients to develop leisure activities. Conducts therapy sessions to improve patient's mental and physical well-being. Modifies content of patient's treatment program based on observation and evaluation of progress.

### **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



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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 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.

### **29-2053. 00 Psychiatric Technicians Entry – Mid level position assuming education and experience prerequisite**

Helps patients with their personal hygiene, such as bathing and keeping beds, clothing, and living areas clean. Intervenes to restrain violent or potentially violent or suicidal patients by verbal or physical means as required. Leads prescribed individual or group therapy sessions as part of specific therapeutic procedures. Completes initial admittance forms for new patients. Contacts patient's relatives by telephone to arrange family conferences. Administers oral medications and hypodermic injections, following physician's prescriptions and hospital procedures. Takes and records measures of patient's general physical condition, such as pulse, temperature, and respiration, to provide daily information. Observes patients to detect behavior patterns and reports observations to medical staff. Issues medications from dispensary and maintains records in accordance with specified procedures.

### **31-1013. 00 Psychiatric Aides Entry – Mid level position assuming education and experience prerequisite**

Monitors patients to ensure patients remain in assigned areas and aids or restrains patients to prevent injuries. Accompanies patients to and from wards for medical and dental treatments, shopping trips, and to religious and recreational events. Encourages patients to participate in social, educational, and recreational activities. Notes and maintains records of patients' activities, such as vital signs, eating habits, and daily behavior. Administers prescribed medications, measures vital signs, and performs other nursing duties, such as collecting specimens and drawing blood samples. Serves meals and feeds patients needing assistance. Demonstrates and assists patients in bathing, dressing, and grooming. Assists patients in becoming accustomed to hospital routine.

### **31-2011. 00 Occupational Therapist Assistants Entry – Mid level position assuming education and experience prerequisite**

Assists occupational therapist to plan, implement, and administer educational, vocational, and recreational activities to restore, reinforce, and enhance task performances. Reports information and observations to supervisor verbally. Assists in evaluation of physically, developmentally, mentally retarded, or emotionally disabled client's daily living skills and capacities. Instructs or assists in instructing patient and family in home programs and basic living skills as well as care and use of adaptive equipment. Helps professional staff demonstrate therapy techniques, such as manual and creative arts, and games. Designs and adapts equipment and working-living environment. Transports patient to and





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from occupational therapy work area. Prepares work material, assembles and maintains equipment, and orders supplies. Fabricates splints and other assistant devices. Assists educational specialist or clinical psychologist in administering situational or diagnostic tests to measure client's abilities or progress. Maintains observed information in client records and prepares written reports.

### **31-2012. 00 Occupational Therapist Aides Entry – Mid level position assuming education and experience prerequisite**

Assists occupational therapist to plan, implement, and administer educational, vocational, and recreational activities to restore, reinforce, and enhance task performances. Assists in evaluation of physically, developmentally, mentally retarded, or emotionally disabled client's daily living skills and capacities. Instructs or assists in instructing patient and family in home programs and basic living skills as well as care and use of adaptive equipment. Reports information and observations to supervisor verbally. Transports patient to and from occupational therapy work area. Maintains observed information in client records and prepares written reports. Designs and adapts equipment and working-living environment. Prepares work material, assembles and maintains equipment, and orders supplies. Fabricates splints and other assistant devices. Assists educational specialist or clinical psychologist in administering situational or diagnostic tests to measure client's abilities or progress. Helps professional staff demonstrate therapy techniques, such as manual and creative arts, and games.

### **31-9096. 00 Veterinary Assistants and Laboratory Animal Caretakers Entry – Mid level position assuming education and experience prerequisite**

Assists veterinarian in variety of animal health care duties, including injections, venipunctures, and wound dressings. Completes routine laboratory tests and cares for and feeds laboratory animals. Inspects products or carcasses to ensure compliance with health standards, when employed in food processing plant. Assists professional personnel with research projects in commercial, public health, or research laboratories. Assists veterinarian during surgical procedures, passing instruments and materials in accordance with oral instructions. Prepares examination or treatment room, and holds or restrains animal during procedures. Prepares patient, medications, equipment, and instruments for surgical procedures, using specialized knowledge.

### **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.

### **35-3022. 00 Counter Attendants, Cafeteria, Food Concession, and Coffee Shop Entry level position assuming education and experience prerequisite**

Serves food, beverages, or desserts to customers in variety of settings, such as take out counter of restaurant or lunchroom. Calls order to kitchen and picks up and serves order when it is ready. Replenishes foods at serving stations. Brews coffee and tea and fills containers with requested beverages. Accepts payment for food, using cash register or adding machine to total check. Carves meat. Scrubs and polishes counters, steam tables, and other equipment, and cleans glasses, dishes,



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and fountain equipment and polishes metalwork on fountain. Adds relishes and garnishes according to instructions. Orders items to replace stocks. Prepares sandwiches, salads, and other short order items. Wraps menu items, such as sandwiches, hot entrees, and desserts. Serves sandwiches, salads, beverages, desserts, and candies to employees in industrial establishment. Writes items ordered on tickets, totals orders, passes orders to cook, and gives ticket stubs to customers to identify filled orders. Serves salads, vegetables, meat, breads, and cocktails, ladles soups and sauces, portions desserts, and fills beverage cups and glasses. Prepares and serves soft drinks and ice cream dishes, such as sundaes, using memorized formulas and methods of following directions.

### **35-3031. 00 Waiters and Waitresses Entry – Mid level position assuming education and experience prerequisite**

Takes order from patron for food or beverage, writing order down or memorizing it. Serves meals or beverages to patrons. Relays order to kitchen, or enters order into computer. Observes patrons to respond to additional requests, and to determine when meal has been completed or beverage consumed. Obtains and replenishes supplies of food, tableware, and linen. Computes cost of meal or beverage. Removes dishes and glasses from table or counter and takes them to kitchen for cleaning. Accepts payment and returns change, or refers patron to Cashier. Fills salt, pepper, sugar, cream, condiment, and napkin containers. Prepares salads, appetizers, and cold dishes, portions desserts, brews coffee, and performs other services as determined by establishment's size and practices. Carves meats, bones fish and fowl, and prepares special dishes and desserts at workstation or patron's table. Cleans and arranges assigned station, including side stands, chairs, and table pieces, such as linen, silverware, and glassware. Garnishes and decorates dishes preparatory to serving. Prepares hot, cold, and mixed drinks for patrons, and chills bottles of wine. Serves, or assists patrons to serve themselves, at buffet or smorgasbord table. Presents menu to patron, suggests food or beverage selections, and answers questions regarding preparation and service.

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



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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 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.

### **39-9011. 00 Childcare Workers Entry – Mid – Senior level position assuming education and experience prerequisite**

Cares for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped. Disciplines children and recommends or initiates other measures to control behavior, such as caring for own clothing and picking up toys and books. Assists in preparing food for children and serves meals and refreshments to children and regulates rest periods. Wheels handicapped children to classes or other areas of facility, secure in equipment, such as chairs and slings. Monitors children on life-support equipment to detect malfunctioning of equipment and calls for medical assistance when needed. Instructs children regarding desirable health and personal habits, such as eating, resting, and toilet habits. Places or hoists children into baths or pools. Organizes and participates in recreational activities, such as games. Reads to children, and teaches them simple painting, drawing, handwork, and songs.

### **43-4081. 00 Hotel, Motel, and Resort Desk Clerks Entry – Mid level position assuming education and experience prerequisite**

Greets, registers, and assigns rooms to guests of hotel or motel. Date stamps, sorts, and racks incoming mail and messages. Deposits guests' valuables in hotel safe or safe deposit box. Answers inquiries pertaining to hotel services, registration of guest, and shopping, dining, entertainment, and travel directions. Issues room key and escort instructions to bellhop. Computes bill, collects payment, and makes change for guests. Makes and confirms reservations. Transmits and receives messages, using telephone or telephone switchboard. Posts charges, such as room, food, liquor, or telephone, to ledger, manually or using computer. Keeps records of room availability and guests' accounts, manually or using computer.