

CUPA-HR NON-EXEMPT STAFF IN HIGHER EDUCATION SALARY SURVEY (NESS) 2014-15

The Non-Exempt Staff Survey (NESS) collects annual (12-month) salary data for 145 positions. All of the positions in the survey are non-exempt, meaning that job incumbents are paid an hourly rate and are eligible for overtime. The annual salary for these individuals is the compensation they would receive for working 2080 hours in 12 months without overtime. All positions are matched to BLS Standard Occupational Classification (SOC) codes to assist with IPEDS reporting, but SOC codes are not used in this survey. Please note that the titles for quite a few of the positions have been revised for this year's survey. In addition, 15 positions have been deleted and are listed at the bottom of

New Position #	Notes	Job Role	Job Description	FLSA Status
OFFICE / CLERICAL STAFF (23 Positions)				
505000	Revised Title 2015	Administrative/Office/Clerical Lead/Supervisor	Perform a variety of administrative tasks, including answering telephones, typing or word processing, making copies of documents, and maintaining records. May oversee the work of others engaged in similar duties. Prior title: Administrative/Office/Clerical Supervisor.	N-E
511000		Executive Assistant	Provide administrative support to management/upper-level administrator by compiling information and preparing reports, handling information requests, and performing relevant administrative support functions. May also supervise lower-level office support staff. <i>Report here positions that do not meet the FLSA administrative exemption criteria.</i>	N-E
512000		Accounting Assistant	Match invoices to purchase orders or vouchers, perform data entry, recordkeeping, customer service, and process financial transactions in support of the accounts payable and/or accounts receivable function.	N-E
512010	New 2015	Accounting Unit Supervisor	Oversee the work of accounting assistants.	N-E

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514000		Administrative Assistant	Perform administrative and office support activities; may support faculty, professionals, or a team; perform word processing, create spreadsheets and presentations, file, handle basic correspondence. Titles may include administrative associate, administrative support coordinator, and similar.	N-E
516000		Cashier	Handle payments from customers purchasing goods and services.	N-E
520000		Clerk, Materials	Serves to provide office/clerical support in a stockroom, warehousing, or shipping/receiving environment. Record stock and shipment data; complete shipping and receiving reports; reports damages and discrepancies for accounting, reimbursement, and recordkeeping.	N-E
522000		Clerk, Records	Serve as a dedicated resource for recordkeeping (e.g. student records, medical records, personnel records, etc.), data collection, and responding to customers as requested for related information. Staff may have title of file clerk, records clerk, and records assistant. Typically ensures compliance with applicable policies and regulations.	N-E
523000	New 2015	Mailing Coordinator	Coordinates bulk mailing and other mailings for on and off-campus clients; may oversee campus mail distribution, and may supervise students.	N-E
524000		Communications Operator	Receives and transmits routine and emergency telephone and radio traffic; dispatches and coordinates police, fire, animal control and other municipal equipment; maintains and processes a variety of communications paperwork, records, and logs. Titles may include switchboard operator, telecommunicator, or dispatcher.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
528000		Customer Service Assistant	Interact with customers to provide information in response to inquiries about processes, products, or services and to handle and resolve complaints, or to refer complex matters to professional or managerial staff.	N-E
530000		Department Assistant	Provides a variety of administrative support to assigned administrator and department; establishes, maintains, and ensures compliance of department records; assist with budgetary matters; tracks department funds and purchasing; compiles reports; and monitors assigned projects and/or program components. May handle a variety of clerical, student support, and facility coordination duties.	N-E
532000		Library Assistant	Assist patrons and organize library materials and information. Compile records, sort and shelve books or other media; remove or repair damaged books or other media; check materials in and out of circulation. Replace materials in shelving area (stacks) or files.	N-E
534000		Receptionist	Greets visitors and performs general administrative duties. Handles incoming calls and may operate a multi-line telephone system. May assist other administrative staff with overflow work, including word processing and data entry.	N-E
536000		Secretary	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments and meetings, organizing and maintaining paper and electronic files, or providing information to callers.	N-E
538000		Transcriptionist	Transcribe reports using various electronic devices. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review, signature, or correction. Titles may include Medical Transcriptionist.	N-E

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541000	New 2015	Event Planning Assistant	Assists in the coordination of events, conferences, and meetings. Duties include assisting with planning, handling logistics, participant registration, producing event collateral/materials, providing onsite event assistance.	N-E
542010	New 2015	Transportation Coordinator	Coordinates daily transportation activities that include arranging transportation vehicles for passenger vehicles; ensure the availability of vehicles and coordinates the repairing process of vehicles.	N-E
542020	New 2015	Campus Recycling Coordinator	Coordinate and oversee daily campus recycling activities including the collection, sorting and disposal of recyclable materials.	N-E
542030	New 2015	Work Control Assistant	Performs a variety of duties in the operation of the institution's facilities management work control system such as estimating, scheduling, planning, and documenting work; procurement of supplies and materials to facilitate work; and inspection of work originating from the facilities management work control center.	N-E
543000	New 2015	Student Services Coordinator	Apply knowledge of programs, procedures, and policies to provide administrative support and assistance in a student services function (e.g. registrar, student records, admissions, residence life, financial aid). Assist current and prospective students and parents with a variety of inquiries and topics.	N-E
544000	New 2015	Grant Proposal Coordinator	Assist faculty members and researchers prepare for sponsored-project submissions by compiling grant proposal content from multiple contributors, compiling budget information, coordinating required approvals authorizations, and ensuring timely submission of proposals to funding agencies.	N-E

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545000	New 2015	Data Reporting Specialist	Enter and collect data, maintain databases, and produce reports for various purposes. Manipulates and organizes data for reporting purposes.	N-E
TECHNICAL / PARAPROFESSIONAL STAFF (53 Positions)				
600000		Paralegal	Perform a variety of tasks to support lawyers by conducting legal research and drafting documents. Provides research and support activity to attorneys. Prepares documents, agreements, and pleadings related to litigation and non-litigation matters. Resolves routine legal questions under the direction of an attorney. Certified Legal Assistant (CLA) accreditation required.	N-E
602020	Revised Title 2015	HR Coordinator	Provides technical support in one or several human resources functions. Duties may include: screen applications, onboarding presentation, benefits enrollment, compiling human resources data, and maintain data in human resources information systems. Completes special assignments and projects as required. Prior title: Institutional Affairs Paraprofessional, HR.	N-E
602040	Revised Title 2015	Training Coordinator	Coordinates training logistics and maintains records of training activities, employee progress and program effectiveness. May support the work of professional trainers. May deliver standardized training and educational programs for employees to improve their skills and knowledge. Prior title: Institutional Affairs Paraprofessional, Training/Organizational Development.	N-E
602090	New 2015	Recruitment Coordinator	Coordinate the flow of candidates through the recruitment process, from scheduling interviews to bringing new employees on board. May work with job candidates, external recruiters and agencies, and other human resource professionals in support of department's hiring needs.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
604010	Revised Title 2015	Purchasing Specialist	Participates in bidding and procurement function. Responsible for reviewing and researching purchasing requests. May involve contacting vendors/suppliers for purchasing proposals. Prior title: Fiscal Affairs Paraprofessional, Purchasing.	N-E
604020	New 2015	Payroll Associate/Coordinator	Process payroll for staff; examine employees' time cards, determine gross earnings, audit calculated wages to ensure accuracy of payroll, and make certain taxes are deducted from each check.	N-E
605000	New 2015	Medical Billing Specialist	Follows patient accounts through the entire billing process from eligibility to completion of payment process. Provides medical billing and collection processes by verifying eligibility and benefits, obtaining pre-authorizations, entering medical codes, requesting payments and resolving account issues.	N-E
606000	Revised Title 2015	Communications Specialist	Perform a range of communications and/or marketing related work which may include print, social media, web content or multi-media. Create and disseminate content for internal/external audiences through a variety of media. Final products may be subject to approval by a higher level professional. Prior title: External Affairs/ Communications Paraprofessional.	N-E
608000		Library Paraprofessional	Provides technical library support as it relates to library catalogs, databases, and indexes and by answering questions that require basic library science knowledge and consultation.	N-E
609010	Revised Title 2015	Advancement Specialist	Research and identify donor prospects to raise money and donations for an organization. Assist with cultivating a donor base, may plan or coordinate events promoting their organization's work. May develop a biography of the prospective donor for the gift officer. Prior title: Functional Paraprofessional, Development.	N-E

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609020	Revised Title 2015	Environment, Health & Safety Technician	Perform tests to monitor the environment and investigate conditions that affect public health. Ensure compliance to state and federal regulations to facilitate risk management and avoid hazardous incidents. Prior title: Functional Paraprofessional, Environment, Health & Safety.	N-E
610000		Audiovisual Technical/Paraprofessional	Operates and repairs a variety of audio/visual equipment.	N-E
610010	New 2015	Videographer	Operates film or video camera equipment to film or videotape special events. May also operate standard editing software. May post on video-sharing websites for clients.	N-E
610020	New 2015	Videographer -Athletics	Operates film or video camera equipment to film or videotape athletic events. Use standard editing software to create highlight reels, recruiting content, and other materials for coaching analysis.	N-E
611000	New 2015	Theater Arts Technician	Provides technical and artistic support for the construction and maintenance of theatrical costumers. May oversee the coordination of costuming order, fitting, and care.	N-E
612000		Engineering Technical/Paraprofessional	Provide assistance to professional engineers by preparing specifications, drafting design plans with understanding of general engineering principles. Work may also focus in a particular branch of engineering or research & development engineering. May include use of CAD and/or GIS systems.	N-E

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614000	Revised Title 2015	IT Technical Support/Paraprofessional	Provides technical support, troubleshoots and resolves urgent technical issues, and responds to help requests. Identifies and escalates complex issues to a higher level position. Installs computer hardware and repairs software, and runs diagnostic programs. Document service repairs and trains staff as needed. Prior title: IT Technical/Paraprofessional.	N-E
614010	New 2015	Computer Network Support Specialist/Technician	Test, troubleshoot, and configure existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.	N-E
614020	New 2015	I.T. Systems Specialist	Provide technical support for software systems; perform troubleshooting techniques to identify systems problems; may initiate and complete corrective tasks as required in restoring service and/or assuring system integrity.	N-E
614030	New 2015	Computer Operations Technician	Monitor computer and peripheral equipment and respond to error messages. May enter commands at a computer terminal, set controls, and/or assist with server installation, and/or monitor data center activity and conditions.	N-E
616000		Telecommunications Technical/Professional	Install and repair telecommunications cable, including fiber optics and logging lines.	N-E
618000	Revised Title 2015	Graphical Design Paraprofessional	Perform a range of visual/graphic arts functions. May use graphics design software to produce graphic art and visual materials for promotion, advertisement, packaging, and informative and instructional materials through a variety of media outlets. Prior title: Technical Design Paraprofessional.	N-E
619000	New 2015	Museum Preparator	Perform semi-skilled duties in the preparation, installation, and care of museum exhibits and works of art.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
620010		Research Asst/Tech, Life Science	Assist researchers in fields such as botany, horticulture, or biology by performing routine tests, processing samples, collecting data, setting up and operating equipment, maintaining laboratory stock.	N-E
620020		Research Asst/Tech, Social Science	Assist social scientists in research efforts including subject observation, surveys, data/questionnaire response collection, coordinating participant consent.	N-E
620030		Research Asst/Tech, Physical Science	Assist researchers in fields such as physics, chemistry, or astronomy by performing routine tests, processing samples, collecting data, setting up and operating equipment, maintaining laboratory stock.	N-E
620050		Research Asst/Tech, Health/Medicine	Assist medical/clinical/human pathology research efforts by performing routine tests or cultures, processing samples, collecting data, setting up and operating equipment, maintaining laboratory stock and/or cell lines.	N-E
620060		Research Asst/Tech, Humanities	Assist in research efforts in the field of humanities. <i>Excludes social sciences.</i>	N-E
620080	Revised Title 2015	Research Assistants, Technicians, Technologists, Animal Science	Assist researchers in animal science fields by performing routine tests, processing samples, collecting data, setting up and operating equipment, maintaining laboratory stock. Prior title: Research Assistants, Technicians, Technologists, Vet Science.	N-E
621000	New 2015	Statistical Data Assistant	Collects, compiles, edits and analyzes data according to standardized methods and procedures for statistical studies and presents results for final interpretation by others.	N-E
622010		Lab Asst/Tech, Life Science	Performs a variety of support tasks in a life science laboratory including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May pickup and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	N-E

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622020		Lab Asst/Tech, Social Science	Assist social scientists in laboratory, survey, and/or in a practicum setting. May help prepare findings for publication and assist in laboratory analysis, quality control, or data management.	N-E
622030		Lab Asst/Tech, Physical Science	Performs a variety of support tasks in a physical science laboratory including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May pickup and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	N-E
622040		Lab Asst/Tech, Engineering	Performs a variety of support tasks in a engineering laboratory including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May pickup and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	N-E
622050		Lab Asst/Tech, Health/Medicine	Conducts laboratory testing on cells, tissues, fluids, and methods used to discover, diagnose and remedy illness and disease. Typically works under the guidance and supervision of a laboratory manager.	N-E
640000		Allied Health Technical/Paraprofessional	Specially trained in clinical aspects of patient care, anatomy, and physiology (e.g. radiation technician, ultrasound technician, emergency medical technician, etc.). Operate high level equipment, transport patients or provide emergency care.	N-E
642000		Dental Technical/Paraprofessional	Assist dentist, set up equipment, prepare patient for treatment, and keep records. Includes trained and certified dental assistants.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
644000		Medical Technical/Paraprofessional	Clinical/medical duties may include recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Operate medical equipment such as x-ray, dialysis, ultrasound, etc. <i>Typically ensures compliance with applicable policies and regulations.</i>	N-E
644010	New 2015	Medical Assistant	Schedule appointments, maintain medical records, billing and coding information for insurance purposes. Clinical duties may include recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Typically ensures compliance with applicable policies and regulations. Certified Medical Assistant (CMA) required.	N-E
646010	New 2015	Licensed Practical Nurse	Provides routine practical nursing work in the care and treatment of patients, under nursing supervision. Participate in nursing assessments, monitor intake and output, collect specimens, catheter and colostomy care, and assist the Registered Nurse and Physician as needed. Licensure required. Replaces: Nursing Technical /Paraprofessional #646000.	N-E
646020	New 2015	Nursing Assistant	Provide basic patient care under direction of nursing staff. May perform duties such as feed, bathe, dress, groom, or move patients, or change linens. Includes nursing care attendants, nursing aides, and nursing attendants. Certified Nursing Assistant (CNA) required.	N-E
648000		Pharmacy Technical/Paraprofessional	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.	N-E
649000	New 2015	Optometric Technician	Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with inserting, removing, and caring for contact lenses.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
650000		Physical / Occupational Therapy Technician	Assist physical/occupational therapists in providing therapy treatments and procedures. May assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and direct activity programs.	N-E
654000		Social / Human Service Paraprofessional	Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.	N-E
656000		Dietetic / Nutrition Technical/Paraprofessional	Assists in the provision of food service and nutritional programs, under the supervision of a dietitian. May plan and produce meals based on established guidelines, teach and advise on principles of food and nutrition.	N-E
660000	Revised Title 2015	Animal Care Technician	Feed, water, groom, bathe, exercise, or otherwise care for animals, such as mice colonies, fish, birds, cats, dogs, cattle, horses, or zoo animals. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens. <i>Excludes "Veterinary Technicians."</i> Prior title: Animal Care Technical/Paraprofessional.	N-E
660010	New 2015	Veterinary Technician	Conduct a variety of clinical and laboratory procedures, including postoperative care, dental care, and specialized nursing care. Perform medical tests under the supervision of a licensed veterinarian to assist with diagnosing the illnesses and injuries of animals. Typically, technicians must be registered, licensed, or certified.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
662000	Revised Title 2015	Forestry Technical/ Paraprofessional	Provide technical assistance regarding the conservation of soil, water, forests, or related natural resources. May compile data pertaining to characteristics of forest tracts. May assist in managing, improving, and protecting rangelands and wildlife habitats. Prior title: Agriculture/ Forestry Technical/Paraprofessional.	N-E
662010	New 2015	Agricultural Technician/Paraprofessional	Performs duties related to agricultural production to ensure successful crop yield or other agricultural product. Prevent spoilage/disease, apply chemical treatments, harvest/cultivate fields, measure/analyze quality standards. Previously combined with 662000.	N-E
662020	New 2015	Horticultural Technician	Applies technical horticultural knowledge of different species, pests, and diseases to influence decisions regarding cultivation, landscaping, and plant species selection. Observe and diagnose horticultural issues.	N-E
664000		Marine Technical/ Paraprofessional	May work closely with oceanographers conducting fieldwork; these techs are often in charge of installing, maintaining and repairing onboard research equipment. May also maintain and repair the body, mechanical, and electrical equipment found on marine vessels.	N-E
668000		Aeronautics Technical/Paraprofessional	May run computer simulations that test new designs and help in quality assurance, testing, and operation of advanced technologies used in producing aircraft and aircraft systems. May also operate and maintain equipment used in testing new aircraft and spacecraft.	N-E
SKILLED CRAFT STAFF (30 Positions)				
705010	Revised Title 2015	Painter Lead/Supervisor	Oversees the activities of workers engaged in interior and/or exterior painting. Hire and train new workers. Inspects work in progress and completed work to determine conformance to specifications. Prior title: Skilled Craft / Trades Foreman / Lead, Painter Supervisor.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
705020	Revised Title 2015	Carpenter Lead/Supervisor	Oversees the activities of workers and helpers engaged in carpentry. Hire and train new workers. Inspects work in progress and completed work to determine conformance to specifications. Prior title: Skilled Craft / Trades Foreman / Lead, Carpenter Supervisor.	N-E
705030	Revised Title 2015	HVAC Lead/Supervisor	Oversees the activities of workers engaged in the operations, maintenance and service repairs on heating, ventilating, and air conditioning systems. Hire and train new workers. Inspects work in progress and completed work to determine conformance to specifications. Prior title: Skilled Craft / Trades Foreman / Lead, HVAC Supervisor	N-E
705040	Revised Title 2015	Electrician Lead/Supervisor	Oversees the activities of workers engaged in the installation and maintenance of electrical systems. Informs work crews of changing codes. Hire and train new workers. Inspects work in progress and completed work to determine conformance to specifications. Prior title: Skilled Craft / Trades Foreman / Lead, Electrician Supervisor.	N-E
705050	Revised Title 2015	Plumber Lead/Supervisor	Oversees activities of workers engaged in the installation and maintenance of plumbing systems. Hire and train new workers. Inspects work in progress and completed work to determine conformance to specifications. Prior title: Skilled Craft / Trades Foreman / Lead, Plumber Supervisor.	N-E
705060	New 2015	Locksmith Supervisor	Oversees the activities of workers engaged in repairing and opening locks, making keys, changing locks and safe combinations, and installing and repairing safes.	N-E
710010	Revised Title 2015	Sign Painter	Responsible for signage for the purpose of announcing or advertising products, services and events.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
710020	Revised Title 2015	Plasterer	Works with plaster, such as forming a layer of plaster on an interior wall or plaster decorative moldings on ceilings or walls to create a finished look to an interior space. Prior title: Skilled Craft Worker, Plasterer.	N-E
710030	Revised Title 2015	Upholsterer	Make, replace, and repair upholstery (e.g. furniture and in vehicles).	N-E
710040	Revised Title 2015	Lab Mechanic	Maintain, repair, and order equipment for laboratories. May work in optical, dental, medical, and engineering and/or laboratory settings. May require specialized knowledge of environment or equipment. Prior title: Skilled Craft Worker, Lab Mechanic	N-E
711000	Revised Title 2015	Electrician (Journeyman)	Installs, maintains, and troubleshoots a variety of electrical equipment and electrical systems. Prior title: Electrician.	N-E
713000		Electronic Equipment Mechanic	Test, install, diagnose, maintain, and repair electronic systems and equipment, and control circuits.	N-E
713010	New 2015	Security and Fire Alarm Technician	Install, program, maintain, or repair security or fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.	N-E
715000	Revised Title 2015	Carpenter (Journeyman)	Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products. Prior title: Carpenter/Cabinetmaker.	N-E
717000	Revised Title 2015	HVAC Mechanic (Journeyman)	Install, repair, and maintain HVAC systems. Conducts work in compliance with local regulation. May diagnose system malfunctions and replace failing mechanical components. Positions will also evaluate ventilation efficiency. Prior title: HVAC/System Control Specialist.	N-E

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718000	New 2015	Building Control Systems Technician	Installs, calibrates, adjusts, and repairs controls for building systems (i.e. lighting, electricity, temperature). May balance air flow and certify laboratory ventilation systems.	N-E
719000		Instrument Maker	Fabricates, assists in the design, modification, and repair of mechanical, electrical or electronic instruments. Coordinates with faculty members, engineers, and graduate assistants to clarify research requirements and advises on feasibility of construction. Drafts, adapts and modifies sketches and blueprints. Repairs, tests, calibrates, and inspects prototype instruments and assemblies.	N-E
721000	Revised Title 2015	Locksmith (Journeyman)	Repair and open locks; make keys; change locks and safe combinations; and install and repair safes. Prior title: Locksmith.	N-E
723000		Machinist	Set up and operate a variety of machine tools to produce precision parts and instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines.	N-E
725000	Revised Title 2015	Mason (Journeyman)	Lay and bind a variety of building materials for the purpose of constructing or repairing a variety of structures. Prior title: Mason.	N-E
727000		Metalworker	Fabricate, assemble, install, and repair sheet metal products and equipment. May set up and operate fabricating machines to cut, bend, and straighten sheet metal.	N-E

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729000	Revised Title 2015	Boilermaker	Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic control mechanisms, water columns, and auxiliary. Control, operate, or maintain machinery to generate electric power. Prior title: Boilermaker/Stationary Engineer/Power Plant Operator.	N-E
730000	New 2015	Power Plant Operator	Control, operate, and maintain machinery to generate electricity. Use control boards to distribute power among generators and regulate the output from several generators. Monitor instruments to maintain voltage and electricity flows from the plant to meet consumer demand for electricity. Previously combined with 729000.	N-E
731000	Revised Title 2015	Painter (Journeyman)	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. Prior title: Painter.	N-E
733000	Revised Title 2015	Plumber (Journeyman)	Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes. Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters. Prior title: Plumber/Pipefitter.	N-E
735000		Printer / Bookbinder	Bind books and other publications or finish printed products by machine. May set up and operate binding and finishing machines.	N-E

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737000	Revised Title 2015	Roofer (Journeyman)	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures. Prior title: Roofer.	N-E
739000	Revised Title 2015	Welder (Journeyman)	Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. Prior title: Welder.	N-E
741000		Textile Skilled Worker	Operate a variety of machines and involved in multiple processes to produce fabrics, yarn and other textiles.	N-E
742000		Vehicle Mechanic	Inspect, maintain, and repair vehicles.	N-E
SERVICE / MAINTENANCE STAFF (39 Positions)				
810000	Revised Title 2015	General Maintenance Lead/Supervisor	Oversee and coordinate maintenance and repair work in buildings or large complexes. Hire, train and oversee workers and determine repair procedures. Prior title: Service/Maintenance Foreman/Lead.	N-E
810010	Revised Title 2015	Housekeeping Lead/Supervisor	Oversee and coordinate work activities of cleaning personnel in buildings, offices, and other establishments. Prior title: Housekeeping Foreman/ Lead.	N-E
810020	Revised Title 2015	Groundskeeping Lead/Supervisor	Oversee a team of groundskeepers in the maintenance of grounds, athletic fields, and surrounding external areas. Prior title: Groundskeeping Foreman/Lead.	N-E
810030	Revised Title 2015	Foodservice Lead/Supervisor	Oversee the activities of staff members who are engaged in serving meals to customers according to written cyclic menus (or may include special events or catering menus). Responsible for daily scheduling and training of employees. Ensure proper sanitation techniques are observed. Prior title: Food Service Foreman/Lead.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
811000	Revised Title 2015	General Maintenance Worker	Performs general preventative maintenance using a variety of equipment and handles tasks that are not complex enough to need the specialized training of a licensed tradesperson, such as a plumber or electrician. Performs a variety of duties in and around buildings and grounds. Prior title: Service / Maintenance Worker, General.	N-E
812000		Construction Laborer	Performs a variety of tasks as a laborer in support of construction activities.	N-E
813000		Custodian / Housekeeper	Performs housekeeping and janitorial duties to maintain offices, patient or guest rooms, restrooms, and public areas in clean and orderly condition. Mixes own cleaning solutions to appropriate strength. Removes trash from offices and other work areas. May assist other service personnel with minor repairs. Follows established routine.	N-E
813010		Custodian / Housekeeper, Floor Maintenance	Scrapes and sands wooden floors to smooth surfaces. These workers use tools such as a floor scraper and floor sanding machine. Apply coats of finish for a polished appearance.	N-E
814000	Revised Title 2015	Equipment Operator - Heavy	Operates large equipment, such as trash compactors, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders. Prior title: Equipment Operator	N-E
814010	New 2015	Equipment Operator-Light	Operates a variety of light motor equipment, machinery, and tools on projects including the construction, maintenance, and/or repair of streets, commercial, or residential grounds.	N-E
815000	Revised Title 2015	Equipment Repairer	Repairs and maintains machinery and mechanical equipment (e.g. pneumatic tools, motors, conveyor systems, production machines, and equipment using testing instruments, hand and power tools, and precision measuring instruments). Prior title: Equipment Repairer / Inspector	N-E

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816000	Revised Title 2015	Farm/Agricultural Worker	Maintain the quality of farms, crops, and livestock by operating machinery and doing physical labor under the supervision of farmers, ranchers, and other agricultural managers. Prior title: Farm Worker	N-E
817000		Food Prep Worker	Perform many routine tasks in the preparation of food.	N-E
817010	New 2015	Baker	Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	N-E
817020	New 2015	Line Cook	Cooks entrée items for a variety of meals.	N-E
818000		Food Server	Serve food to individuals in a dining environment such as in residence halls or a campus dining facility.	N-E
819000		Grounds / Landscape Worker	Performs a variety of landscaping duties (e.g. sod laying, mowing, trimming, planting, watering, fertilizing).	N-E
819010	New 2015	Irrigation Technician	Responsible for the installation and maintenance of irrigation systems.	N-E
820000		Installer / Finisher	Performs duties related to drywall, lighting, and tiling.	N-E
821000		Mail Carrier	Sort mail for delivery. Deliver mail on established route by vehicle or on foot.	N-E
822000		Motor Vehicle Operator	Responsible for operating vehicles (e.g. trucks, buses, and vans). Delivers and transports people, supplies, records, and materials.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
824000		Mover / Delivery Worker	Manually move freight, stock, or other materials or perform other general labor.	N-E
825000		Parking / Traffic Attendant	Park vehicles and/or issue tickets for customers in a parking lot or garage. May collect fee.	N-E
826000		Pest Control Worker	Apply or release chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.	N-E
827000		Trades Helper	Semi-skilled work assisting skilled workers in the performance of duties related to electrical, plumbing, air conditioning, heating, and other building trades work.	N-E
828000		Sales Workers	Performs sales duties and tasks in a merchandise environment.	N-E
828010	New 2015	Museum Shop Manager	Manage museum shop operations to include retail marketing, working with vendors, and hiring and training staff.	N-E
830010	New 2015	Fire Inspector	Examine buildings to detect fire hazards and ensure that federal, state, and local fire codes are met.	N-E
840000		Police / Public Safety Lead	Supervise, evaluate, and train police officers and support staff responsible for the enforcement of local, state, and federal laws. Perform full range of patrol duties including responding to emergency calls, taking citizen complaints, making arrests and serving warrants, issuing citations, and conducting crime investigations.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
841000		Police Officer	Detect and apprehend individuals who break the law by patrolling in an assigned area. Respond to emergency calls. Investigate complaints and work to resolve conflict. Make arrests, issue citations, and serve warrants and subpoenas. <i>Refers to Sworn Officers.</i>	N-E
842000		Security Guard	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.	N-E
842010	New 2015	Security Guard Supervisor	Supervises the activities of security guards. Coordinates and directs personnel (e.g.: scheduling shifts, training, and policies/procedures). Ensures that all the daily security operations run smoothly and effectively.	N-E
850000		Client Care Lead	Oversees the activities of client care staff including patient care assistants, child care workers, teacher aides, eldercare assistants and similar. Do not include certified, degreed teaching or nursing professionals or skilled technical/paraprofessionals.	N-E
851000		Client Care Assistant	Performs client care duties for children, the elderly, recovering patients, or persons with disabilities, such as serving as a daycare or eldercare assistant, providing wheelchair assistance, deliveries to patient rooms, and similar. Do not include certified, degreed teaching or nursing professionals or skilled technical/paraprofessionals.	N-E
851010	New 2015	Teacher – Assistant, Preschool/Toddler	Help the lead teacher in classroom activities of children who have not yet entered kindergarten.	N-E
852010	New 2015	Equipment Manager/Athletics	In charge of a sport team's equipment; tasks include transportation, laundering, repairs, and regular service of athletic equipment.	N-E

New Position #	Notes	Job Role	Job Description	FLSA Status
853000	New 2015	Club Coach	Manage individual club or intra-/extramural sports offered for students at the University.	N-E
854000	New 2015	Greenhouse Worker	Plant, cultivate and harvest flowers, plants, trees and shrubs in a greenhouse environment.	N-E
855000	New 2015	Materials Handler	Handles and maintains flow of materials and products in manufacturing, stockroom, or warehouse environments. May operate motorized and non-motorized material handling equipment.	N-E