CUPA-HR STAFF SURVEY POSITION DESCRIPTIONS 2024-25

The Staff Survey collects annual (12-month) pay data for 153 staff positions that are generally non-exempt and do not require a college degree. The annual pay for these individuals is the compensation they would receive for working 2080 hours in 12 months without overtime. SOC Crosswalks are provided to facilitate completion of IPEDS and other reporting, but these codes are not used in this survey. **HOW TO MATCH POSITIONS:** Match to the appropriate code based on the position description, not the title. Position titles can vary greatly across institutions. To search for a match, use the Find & Select function to search for appropriate keywords that relate to a position's function. Depending on the level of the position, you may find a better match in either the Professionals Survey.

CHANGES TO THIS YEAR'S POSITIONS: *Position changes:* Removed the word "assistant" from "Research Assistant or Technician" titles to avoid overlap with positions in the Professionals Survey. *Positions changed:* The title and description for Instrument Maker (719000) has been changed to Research Machinist to reflect updated functions for this position. *Positions deleted:* Research Technician, Humanities (620060); Research Technician, Animal Science (620080 -- report instead under 660020).

Position Number	Title/Role	Position Description	2018 BLS SOC #	BLS Standard Occupational Code (SOC) Category Name
Office and Clerical Staff; 506000 - 545000				
506000	Administrative or Office or Clerical Lead	Performs a variety of administrative tasks, including answering telephones, typing or word processing, making copies of documents, and maintaining records. May also involve more technical work, but the general function is administrative in nature. These positions are functionally knowledgeable and often serve as the lead for a group of administrative support workers, assigning tasks, prioritizing, and coordinating activities as a backup to the supervisor. Report supervisors under 500000 in the Professionals Survey.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
511000	Executive Assistant	Provides administrative support to management and upper-level administrators by compiling information and preparing reports, handling information requests, and performing relevant administrative support functions. May also oversee lower-level office support staff. *Report here positions that do not meet the FLSA administrative exemption criteria.*	43-6011	Executive Secretaries and Administrative Assistants
512000	Accounting Assistant or Financial Clerk	Matches invoices to purchase orders or vouchers; performs data entry, recordkeeping, and customer service; and processes financial transactions in support of the accounts payable or accounts receivable function.	43-3031	Bookkeeping, Accounting, and Auditing Clerks
512010	Accounting Unit Lead	Assigns tasks, prioritizes, and coordinates the work of accounting assistants. Report supervisors under 430160 in the Professionals Survey.	43-3000	Financial Clerks
514000	Administrative Assistant	Performs administrative and office support activities; may support faculty, professionals, or a team; performs word processing; creates spreadsheets and presentations; files, and handles basic correspondence. Titles may include administrative associate, administrative support coordinator, and similar.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
516000	Cashier	Handles payments from customers purchasing goods and services, typically in a retail setting such as a dining facility, bookstore, or market. Report accounts payable cashiers, such as those receiving payments in student accounts payable functions, under 512000.	41-2011	Cashiers
520000	Clerk, Materials	Serves to provide office and clerical support in a stockroom, warehousing, or shipping and receiving environment. Records stock and shipment data; completes shipping and receiving reports; reports damages and discrepancies for accounting, reimbursement, and recordkeeping.	43-5071	Shipping, Receiving, and Inventory Clerks
522000	Clerk, Records	Serves 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. May have title of file clerk, records clerk, or records assistant. Typically ensures compliance with applicable policies and regulations.	43-4000	Information and Record Clerks
523000	Mailing Coordinator	Coordinates bulk mailing and other mailings for on and off-campus clients; may oversee campus mail distribution, and may supervise student workers.	43-9050	Mail Clerks and Mail Machine Operators, Except Postal Service
524000	Communications or Switchboard Operator	Receives and transmits routine and emergency telephone and radio traffic; dispatches and coordinates police, fire, animal control, and other municipal services; maintains and processes a variety of communications paperwork, records, and logs. Titles may include switchboard operator, telecommunicator, or dispatcher.	43-2011	Switchboard Operators, Including Answering Service
528000	Customer Service Assistant	Interacts with customers to provide information in response to inquiries about processes, products, or services; handle and resolve complaints; or refer complex matters to professional or managerial staff.	43-4051	Customer Service Representatives
530000	Department Assistant	Provides a variety of administrative support to assigned administrator and department; establishes, maintains, and ensures compliance of department records; assists with budgetary matters; tracks department funds and purchasing; compiles reports; and monitors assigned projects and program components. May handle a variety of clerical, student support, and facility coordination duties.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
532000	Library Assistant	Assists patrons and organizes library materials and information. Compiles records, sorts and shelves books or other media; removes or repairs damaged books or other media; checks materials in and out of circulation. Replaces materials in shelving area (stacks) or files.	25-4031	Library Technicians
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.	43-4171	Receptionists and Information Clerks
536000	Secretary	Performs 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.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
538000	Transcriptionist	Transcribes reports using various electronic devices. Transcribes dictated reports and translates abbreviations into fully understandable form. Edits as necessary and returns reports in either printed or electronic form for review, signature, or correction. Title may include Medical Transcriptionist.	43-4000	Information and Record Clerks
541000	Event Planning Assistant	Assists in the coordination of events, conferences, and meetings. Duties include assisting with planning; handling logistics and participant registration; producing event collateral materials; and providing onsite event assistance.	43-9199	Office and Administrative Support Workers, All Other
542010	Transport Coordinator	Coordinates daily transportation activities that include arranging transportation vehicles for passengers. Ensures the availability of vehicles, and coordinates the repairing process of vehicles.	53-6099	Transportation Workers, All Other

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542020	Campus Recycling Coordinator	Coordinate and oversee daily campus recycling activities including the collection, sorting and disposal of recyclable materials.	53-7080	Refuse and Recyclable Material Collectors
542030	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 a facilities management work control center.	43-9199	Office and Administrative Support Workers, All Other
543000	Student Services Coordinator	Applies 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). Assists current and prospective students and parents with a variety of inquiries and topics.	43-4199	Office and Administrative Support Workers, All Other
543010	ID Card Security Access Specialist	Responsible for issuing identification cards to approved individuals and affiliates, provisions specialized attributes or access for the card user, answers questions, secures deactivation and disposal, and processes lost-and-found ID cards, including notification.	43-4199	Office and Administrative Support Workers, All Other
544000	Grant Proposal Coordinator	Assists faculty members and researchers in preparing 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.	43-9199	Office and Administrative Support Workers, All Other
545000	Data Reporting Specialist	Enters and collects data, maintains databases, and produces reports for various purposes. Manipulates and organizes data for reporting purposes.	43-9021	Data Entry Keyers
Technical and Paraprofessional Staff; 600000 - 668000				
600000	Paralegal	Performs 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.	23-2010	Paralegals and Legal Assistants
602020	HR Coordinator	Provides technical support in one or several human resources functions. Duties may include: screening applications, preparing onboarding presentations, managing benefits enrollment, compiling human resources data, and maintaining data in human resources information systems. Completes special assignments and projects as required.	43-4161	Human Resource Assistants, Except Payroll and Timekeeping
602040	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.	43-9199	Office and Administrative Support Workers, All Other
602090	Recruitment Coordinator	Coordinates 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.	13-1071	Human Resources Specialists
604010	Purchasing Specialist	Participates in bidding and procurement functions. Responsible for reviewing and researching purchasing requests. May be involve in contacting vendors or suppliers for purchasing proposals.	43-3061	Procurement Clerks
604020	Payroll Associate or Coordinator	Processes payroll for staff; examines employees' time cards, determines gross earnings, audits calculated wages to ensure accuracy of payroll, and makes certain taxes are deducted from each check.	43-3051	Payroll and Timekeeping Clerks
605000	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.	43-3021	Billing and Posting Clerks
606000	Communications Specialist	Performs a range of communications or marketing related work which may include print, social media, web content, or multi-media. Creates and disseminates content for internal or external audiences through a variety of media. Final products may be subject to approval by a higher level professional.	27-3031	Public Relations Specialists
606010	Interpreter	Interprets for deaf and hard-of-hearing students, faculty, and staff in a variety of settings, including classrooms, campus activities, events, and other situations when needed.	27-3091	Interpreters and Translators
607000	Teaching Technician or Paraprofessional	Staff position that provides teaching support to faculty in a classroom or laboratory setting. May run small-group labs. May assist faculty member in student assessment and test grading. May instruct students in the proper use of laboratory equipment. Staff position rather than grad or undergrad student teaching assistant.	25-9044	Teaching Assistants, Postsecondary
607010	Tutor	Provides tutoring and assistance for one or more subjects. Regular staff position that is not a student teaching assistant.	25-9044	Teaching Assistants, Postsecondary
608000	Library Paraprofessional	Provides technical library support as it relates to library catalogs, databases, and indexes and answers questions that require basic library science knowledge and consultation.	43-4121	Library Assistants, Clerical
609010	Advancement Specialist	Researches and identifies donor prospects to raise money and donations for an organization. Assists 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.	13-1131	Fundraisers
609020	Environment, Health, & Safety Technician	Performs tests to monitor the environment and investigate conditions that affect public health. Ensures compliance to state and federal regulations to facilitate risk management and avoid hazardous incidents.	19-4042	Environmental Science & Protection Technicians, Including Health
610000	Media Services Audiovisual Technician	Responsible for the proper selection, setup, testing, and operation of lights, mics, and other audiovisual equipment.	27-4011	Audio and Video Technicians
610010	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.	27-4031	Camera Operators, Television, Video, and Film
610020	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.	27-4031	Camera Operators, Television, Video, and Film
610030	Photographer	Provides still photography. May collaborate with other media professionals in creative efforts.	27-4021	Photographers
611000	Theater Arts Technician or Assistant	Costumers, lighting assistants, production assistants, stage hands, set builders, and other types of theater art technicians and assistants.	39-3090	Miscellaneous Entertainment Attendants and Related Workers
611010	Studio Arts Technician	Provides technical support for one or more studio arts, e.g. photo lab, wood shop, metals, prints, ceramics.	27-1019	Artists and Related Workers, All Other
611020	Music Accompanist	Provides musical accompaniment for rehearsals, performances, and special events. Collaborates regularly with students and faculty.	27-2042	Musicians and Singers

612000	Engineering Technician or Paraprofessional	Provides assistance to professional engineers by preparing specifications and drafting design plans with an understanding of general engineering principles. Work may also focus in a particular branch of engineering or research & development engineering. May include use of CAD or GIS systems.	17-3020	Engineering Technologists and Technicians, Except Drafters
614000	IT Technical Support Paraprofessional	Provides technical support, troubleshoots and resolves urgent technical issues, and responds to help address requests. Identifies and escalates complex issues to a higher level position. Installs computer hardware, repairs software, and runs diagnostic programs. Documents service repairs and trains staff as needed.	15-1232	Computer User Support Specialists
614010	Computer Network Support Specialist or Technician	Tests, troubleshoots, and configures existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Performs network maintenance to ensure networks operate correctly with minimal interruption.	15-1231	Computer Network Support Specialists
614020	IT Systems Specialist	Provides technical support for software systems; performs troubleshooting techniques to identify systems problems; may initiate and complete corrective tasks as required in restoring service and assuring system integrity.	15-1211	Computer Systems Analysts
614030	Computer Operations Technician	Monitors computer and peripheral equipment and responds to error messages. May enter commands at a computer terminal, set controls, assist with server installation, or monitor data center activity and conditions.	15-1299	Computer Occupations, All Other
616000	Telecommunications Technician or Paraprofessional	Installs and repairs telecommunications cable, including fiber optics and logging lines.	49-9052	Telecommunications Line Installers & Repairers
619000	Museum Preparator	Performs semi-skilled duties in the preparation, installation, and care of museum exhibits and works of art.	25-4013	Museum Technicians and Conservators
620010	Research Technician, Life Science	Assists researchers in fields such as botany, horticulture, or biology by performing routine tests, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock.	19-4000	Life, Physical, & Social Science Technicians
620020	Research Technician, Social Science	Assists social scientists in research efforts including subject observation, surveys, data or questionnaire response collection, and coordinating participant consent.	19-4000	Life, Physical, & Social Science Technicians
620030	Research Technician, Physical Science	Assists researchers in fields such as physics, chemistry, or astronomy by performing routine tests, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock.	19-4000	Life, Physical, & Social Science Technicians
620050	Research Technician, Health and Medicine	Assists medical, clinical, or human pathology research efforts by performing routine tests or cultures, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock or cell lines.	29-2010	Clinical Laboratory Technologists & Technicians
~~**620060**~~	~~Research Technician, Humanities~~	~~Assists in research efforts in the field of humanities. *Excludes social sciences.*~~	~~19-4000~~	~~Life, Physical, & Social Science Technicians~~
~~**620080**~~	~~Research Technician, Animal Science~~	~~Assists researchers in animal science fields by performing routine tests, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock.~~	~~19-4000~~	~~Life, Physical, & Social Science Technicians~~
621000	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.	43-9111	Statistical Assistants
622010	Lab Assistant or Technician, 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 pick up and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	19-4000	Life, Physical, & Social Science Technicians
622020	Lab Assistant or Technician, Social Science	Assists social scientists in a laboratory, survey, or practicum setting. May help prepare findings for publication and assist in laboratory analysis, quality control, or data management.	19-4000	Life, Physical, & Social Science Technicians
622030	Lab Assistant or Technician, 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 pick up and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	19-4000	Life, Physical, & Social Science Technicians
622040	Lab Assistant or Technician, Engineering	Performs a variety of support tasks in an engineering laboratory, including maintenance, cleaning and sterilization of equipment and the laboratory, maintenance and ordering of inventory, and various recordkeeping functions. May pick up and deliver equipment, prepare solutions and media, and dispose of contaminated materials from the area.	17-3029	Engineering Technologists and Technicians, Except Drafters
622050	Lab Assistant or Technician, Health and 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.	29-2010	Clinical Laboratory Technologists & Technicians
640000	Allied Health Technician or Paraprofessional	Specially trained in clinical aspects of patient care, anatomy, and physiology (e.g., radiation technician, ultrasound technician, emergency medical technician, etc.). Operates high-level equipment, transports patients, or provides emergency care.	29-0000	Healthcare Practitioners and Technical Occupations
642000	Dental Technician or Paraprofessional	Assists dentist, sets up equipment, prepares patient for treatment, and keeps records. Includes trained and certified dental assistants.	31-9091	Dental Assistants
644000	Medical Technician or Paraprofessional	Clinical or medical duties may include recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Operates medical equipment such as x-ray, dialysis, ultrasound, etc. Typically ensures compliance with applicable policies and regulations.	31-9092	Medical Assistants
644010	Medical Assistant	Schedules appointments and maintains 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.	31-9092	Medical Assistants
646010	Licensed Practical Nurse	Provides routine practical nursing work in the care and treatment of patients, under nursing supervision. Participates in nursing assessments, monitors intake and output, collects specimens, engages in catheter and colostomy care, and assists the Registered Nurse and Physician as needed. Licensure required.	29-2060	Licensed Practical & Licensed Vocational Nurses
646020	Nursing Assistant	Provides basic patient care under direction of nursing staff. May perform duties such as feeding, bathing, dressing, grooming, or moving patients or changing linens. Includes nursing care attendants, nursing aides, and nursing attendants. Certified Nursing Assistant (CNA) required.	31-1131	Nursing Assistants

648000	Pharmacy Technician or Paraprofessional	Prepares medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.	31-9095	Pharmacy Aides
649000	Optometric Technician	Designs, measures, fits, and adapts lenses and frames for client according to written optical prescription or specification. Assists client with inserting, removing, and caring for contact lenses.	29-2081	Opticians, Dispensing
650000	Physical or Occupational Therapy Technician	Assists physical or occupational therapists in providing therapy treatments and procedures. May assist in the development of treatment plans, carrying out routine functions, documenting the progress of treatment, or directing activity programs.	31-2021	Physical Therapist Assistants
654000	Social or Human Service Paraprofessional	Assists 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.	31-9099	Healthcare Support Workers, All Other
656000	Dietetic or Nutrition Technician or 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, may teach and advise on principles of food and nutrition.	29-1031	Dietitians and Nutritionists
660000	Animal Care Technician	Feeds, waters, grooms, bathes, exercises, or otherwise cares 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 or pens. *Excludes Veterinary Technicians.*	39-2021	Animal Caretakers
660010	Veterinary Technician	Conducts a variety of clinical and laboratory procedures, including postoperative care, dental care, and specialized nursing care. Performs 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.	29-2056	Veterinary Technologists and Technicians
660020	Animal Science Research Technician	Performs standard veterinary technical procedures independently and ensures appropriate accountability for data and specimen collection for various research projects. Works closely with Clinical Veterinarian(s) and Research Support Specialist(s) to perform daily health assessments, perform experimental manipulations, and provide animal treatments as instructed.	29-2056	Veterinary Technologists and Technicians
662000	Forestry Technician or Paraprofessional	Provides 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.	19-4071	Forest and Conservation Technicians
662010	Agricultural Technician or Paraprofessional	Performs duties related to agricultural production to ensure successful crop yield or other agricultural product. Prevents spoilage and disease, applies chemical treatments, harvests and cultivates fields, measures and analyzes quality standards.	45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
662020	Horticultural Technician	Applies technical horticultural knowledge of different species, pests, and diseases to influence decisions regarding cultivation, landscaping, and plant species selection. Observes and diagnoses horticultural issues.	37-3011	Landscaping and Groundskeeping Workers
664000	Marine Technician or Paraprofessional	May work closely with oceanographers conducting fieldwork; 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.	19-4020	Biological Technicians
668000	Aeronautics Technician or 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.	53-6099	Transportation Workers, All Other
Skilled Craft Staff; 705010 - 750000				
705010	Painter Lead	Assigns tasks, prioritizes, and coordinates the activities of workers engaged in interior or exterior painting. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2141	Painters, Construction and Maintenance
705020	Carpenter Lead	Assigns tasks, prioritizes, and coordinates the activities of workers and helpers engaged in carpentry. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2031	Carpenters
705030	HVAC Lead	Assigns tasks, prioritizes, and coordinates the activities of workers engaged in the operations, maintenance and service repairs on heating, ventilating, and air conditioning systems. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
705040	Electrician Lead	Assigns task, prioritizes, and coordinates the activities of workers engaged in the installation and maintenance of electrical systems. Informs work crews of changing codes. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2111	Electricians
705050	Plumber Lead	Assigns tasks, prioritizes, and coordinates activities of workers engaged in the installation and maintenance of plumbing systems. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	47-2152	Plumbers, Pipefitters, and Steamfitters
705060	Locksmith Lead	Assigns tasks, prioritizes, and coordinates the activities of workers engaged in repairing and opening locks, making keys, changing locks and safe combinations, and installing and repairing safes. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 700000 in the Professionals Survey, whether exempt or non-exempt.	49-9094	Locksmiths and Safe Repairers
710010	Sign Painter	Responsible for signage for the purpose of announcing or advertising products, services and events.	51-9123	Painting, Coating, and Decorating Workers
710020	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.	47-2161	Plasterers and Stucco Masons
710030	Upholsterer	Make, replace, and repair upholstery (e.g. furniture and in vehicles).	51-6093	Upholsterers
710040	Lab Mechanic	Maintain, repair, and order equipment for laboratories. May work in optical, dental, medical, and engineering or laboratory settings. May require specialized knowledge of environment or equipment.	49-9099	Installation, Maintenance, and Repair Workers, All Others

711000	Electrician (Journeyman)	Installs, maintains, and troubleshoots a variety of electrical equipment and electrical systems, including high voltage.	47-2111	Electricians
713000	Electronic Equipment Mechanic	Test, install, diagnose, maintain, and repair electronic systems and equipment, and control circuits.	49-2090	Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers
713010	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.	49-2098	Security and Fire Alarm Systems Installers
715000	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.	47-2031	Carpenters
717000	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.	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
718000	Building Control Systems Technician	Installs, calibrates, adjusts, and repairs controls for building systems (e.g., lighting, electricity, temperature). May balance air flow and certify laboratory ventilation systems.	49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
719000	Research Machinist	Under supervision, designs, fabricates, installs, maintains, and repairs new or unique scientific lab devices, equipment, components, and precision instruments for research and teaching purposes; consults with equipment end-users regarding design material selection and application; reads and interprets blueprints and hand-drawn sketches and oral instructions; measures to desired degree of accuracy; sets up and operates precision tools to produce components.	51-4041	Machinists
721000	Locksmith (Journeyman)	Repair and open locks; make keys; change locks and safe combinations; and install and repair safes.	49-9094	Locksmiths and Safe Repairers
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.	51-4041	Machinists
725000	Mason (Journeyman)	Lay and bind a variety of building materials for the purpose of constructing or repairing a variety of structures.	47-2020	Brickmasons, Blockmasons, and Stonemakers
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.	47-2211	Sheet Metal Workers
729000	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.	47-2011	Boilermakers
730000	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.	51-8013	Power Plant Operators
731000	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.	47-2141	Painters, Construction and Maintenance
733000	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.	47-2152	Plumbers, Pipefitters, and Steamfitters
735000	Printer or Bookbinder	Bind books and other publications or finish printed products by machine. May set up and operate binding and finishing machines.	51-5113	Print Binding and Finishing Workers
737000	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.	47-2181	Roofers
739000	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.	51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
741000	Textile Skilled Worker	Operate a variety of machines and involved in multiple processes to produce fabrics, yarn and other textiles.	51-6060	Textile Machine Setters, Operators, and Tenders
742000	Vehicle Mechanic	Inspect, maintain, and repair vehicles.	49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
750000	Arborist	Maintains trees and woody plants to ensure their healthy, safe, and attractive condition, including chemical applications; repairing, cabling, fertilizing, watering, and pruning; and removal of any dead, diseased or declining trees, or other woody plants.	37-3013	Tree Trimmers and Pruners
Service and Maintenance Staff; 810000 - 855000				
810000	General Maintenance Lead	Assigns tasks, prioritizes, and coordinates maintenance and repair work in buildings or large complexes. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 800000 in Professionals Survey, whether exempt or non-exempt.	49-9071	Maintenance and Repair Workers, General
810010	Housekeeping Lead	Assigns tasks, prioritizes, and coordinate work activities of cleaning personnel in buildings, offices, and other establishments. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 800000 in Professionals Survey, whether exempt or non-exempt.	37-2010	Building Cleaning Workers
810020	Groundskeeping Lead	Assigns tasks, prioritizes, and coordinates groundskeepers in the maintenance of grounds, athletic fields, and surrounding external areas. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 800000 in Professionals Survey, whether exempt or non-exempt.	37-3010	Grounds Maintenance Workers

810030	Food Service Lead	Assigns tasks, prioritizes, and coordinates 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). May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors in Professionals Survey, whether exempt or non-exempt.	35-3000	Food and Beverage Serving Workers
811000	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.	49-9098	Helpers-Installation, Maintenance, and Repair Workers
812000	Construction Laborer	Performs a variety of tasks as a laborer in support of construction activities.	47-2061	Construction Laborers
813000	Custodian or 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.	37-2010	Building Cleaning Workers
813010	Custodian or Housekeeper, Floor Maintenance	Scrapes and sands wooden floors to smooth surfaces. Uses tools such as a floor scraper and floor sanding machine. Applies coats of finish for a polished appearance.	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
814000	Equipment Operator - Heavy	Operates large equipment, such as trash compactors, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders.	47-2073	Operating Engineers & Other Construction Equipment Operators
814010	Equipment Operator-Light	Operates a variety of light motor equipment, machinery, and tools on projects including the construction, maintenance, and repair of streets, commercial, or residential grounds.	47-2073	Operating Engineers & Other Construction Equipment Operators
815000	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).	49-9071	Maintenance and Repair Workers, General
816000	Farm or Agricultural Worker	Maintains the quality of farms, crops, and livestock by operating machinery and doing physical labor under the supervision of farmers, ranchers, and other agricultural managers.	45-2090	Miscellaneous Agricultural Workers
817000	Food Prep Worker	Performs many routine tasks in the preparation of food.	35-2021	Food Preparation Workers
817010	Baker	Mixes and bakes ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	51-3011	Bakers
817020	Line Cook	Cooks entrée items for a variety of meals.	35-2012	Cooks, Institution and Cafeteria
817030	Dishwasher	Washes dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintains kitchen work areas, equipment, or utensils in clean and orderly condition.	35-9021	Dishwashers
818000	Food Server	Serves food to individuals in a dining environment such as in residence halls or a campus dining facility.	35-3000	Food and Beverage Serving Workers
819000	Grounds or Landscape Worker	Performs a variety of landscaping duties (e.g. sod laying, mowing, trimming and pruning tress and shrubs, planting, watering, fertilizing).	37-3010	Grounds Maintenance Workers
819010	Irrigation Technician	Responsible for the installation and maintenance of irrigation systems.	49-9099	Installation, Maintenance, and Repair Workers, All Other
820000	Installer or Finisher	Performs duties related to drywall, lighting, and tiling.	47-2081	Drywall and Ceiling Tile Installers
821000	Mail Carrier	Sorts mail for delivery. Delivers mail on established route by vehicle or on foot.	43-5052	Postal Service Mail Carriers
822000	Motor Vehicle Operator	Responsible for operating vehicles (e.g. trucks, buses, and vans). Delivers and transports people, supplies, records, and materials.	53-3000	Motor Vehicle Operators
824000	Mover or Delivery Worker	Manually moves freight, stock, or other materials, or performs other general labor.	53-7062	Laborers and Freight, Stock, and Material Movers, Hand
825000	Parking or Traffic Attendant	Parks vehicles or issues tickets for customers in a parking lot or garage. May collect fee.	53-6021	Parking Attendants
826000	Pest Control Worker	Applies or releases chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.	37-2021	Pest Control Workers
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.	47-3010	Helpers, Construction Trades
828000	Sales Workers	Performs sales duties and tasks in a merchandise environment.	41-2031	Retail Salespersons
828010	Museum Shop Manager	Manages museum shop operations to include retail marketing, working with vendors, and overseeing staff.	11-9199	Managers, All Other
828020	Retail Operations Lead	Oversees the daily operations of a retail facility, such as a student bookstores, gift, and clothing stores, etc. May help train new workers. Serves as a mentor for less-experienced team members. Performs administrative tasks related to these operations. Report supervisors in Professionals Survey, whether exempt or non-exempt.	41-2031	Retail Salespersons
830010	Fire Inspector	Examines buildings to detect fire hazards and ensure that federal, state, and local fire codes are met.	33-2021	Fire Inspectors and Investigators
841000	Police Officer	Detects and apprehends individuals who break the law by patrolling in an assigned area. Responds to emergency calls. Investigates complaints and works to resolve conflict. Makes arrests, issues citations, and serves warrants and subpoenas. *Refers to Sworn Officers.*	33-3051	Police and Sheriff's Patrol Officers
842000	Security Guard	Guards, patrols, or monitors premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment.	33-9032	Security Guards
842010	Security Guard Lead	Assigns tasks, prioritizes, and coordinates the activities of security guards (e.g., scheduling shifts). May help train new workers. Serves as a mentor for less-experienced team members. Ensures that all the daily security operations run smoothly and effectively. Report supervisors in Professionals Survey, whether exempt or non-exempt.	33-9032	Security Guards
850000	Client Care Lead	Assigns tasks, prioritizes, and coordinates the activities of client care staff including patient care assistants, child care workers, teacher aides, eldercare assistants and similar. May help train new workers. Serves as a mentor for less-experienced team members. Do not include certified, degreed teaching or nursing professionals or skilled technicians or paraprofessionals. Report supervisors under 808000 in Professionals Survey, whether exempt or non-exempt.	39-9000	Other Personal Care and Service Workers

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 technicians or paraprofessionals.	39-9000	Other Personal Care and Service Workers
851010	Teacher Assistant, Preschool or Toddler	Helps the lead teacher in classroom activities of children who have not yet entered kindergarten.	25-9042	Teaching Assistants, Preschool, Elementary, Middle, & Secondary School, Except Special Education
852010	Equipment Manager, Athletics	In charge of a sport team's equipment; tasks include transportation, laundering, repairs, and regular service of athletic equipment.	39-3091	Amusement and Recreation Attendants
852020	Equipment Assistant, Athletics	Assists the Equipment Manager with the procurement, distribution, inventory, and maintenance of personal athletic equipment for assigned teams. Tasks typically include travel, laundering, basic repairs, distribution, and fitting.	39-3091	Amusement and Recreation Attendants
853000	Club Coach	Manages individual club, intramural sports, or extramural sports offered for students.	27-2022	Coaches and Scouts
854000	Greenhouse Worker	Plants, cultivates, and harvests flowers, plants, trees, and shrubs in a greenhouse environment.	45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
855000	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.	43-5071	Shipping, Receiving, and Inventory Clerks

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