

Job Families

* 10. Following is a list of job families which may apply to your company. A Job Family is a group of jobs that involve similar work and require similar training, skills, knowledge, and expertise. Please review the entire list and select all applicable families found within your company. For each job family selected you will then identify job titles within that family which apply to your company.

As an example, if your company is in the Not-For-Profit industry, select the Not-For-Profit Job Family for relevant job titles, as well as any other job families containing job titles within your organization, such as Executive Management (CEO, President, Vice President, etc.), Finance (Accountant, Budget Manager, etc.) or Office Administration (Administrative Assistant, Office Manager, etc.).

- | | | |
|---|---|--|
| <input type="checkbox"/> Executive Management | <input type="checkbox"/> Materials Management | <input type="checkbox"/> Personal Care |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Sales / Service | <input type="checkbox"/> Not-For-Profit |
| <input type="checkbox"/> Office Administration | <input type="checkbox"/> Banking | <input type="checkbox"/> Agriculture - Production |
| <input type="checkbox"/> Education / Instructional Support | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Agriculture - Processing |
| <input type="checkbox"/> Engineering / Scientific / Technical | <input type="checkbox"/> Insurance | <input type="checkbox"/> Religion / Ministry |
| <input type="checkbox"/> Facilities Maintenance | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Distribution / Transportation /
Warehousing | <input type="checkbox"/> Landscape / Outdoor Maintenance /
Tree Service |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Winery / Brewery / Distillery |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Utilities | <input type="checkbox"/> Public Service / Safety / Security |
| <input type="checkbox"/> Marketing / Communications | <input type="checkbox"/> Hospitality / Food Service | |
| <input type="checkbox"/> Other (please specify): | | |

Executive Management Job Titles

11. Within the **Executive Management** job family, please identify those job titles which apply to your company.

- Administrator/Head Public Official
- Chief Executive Officer
- Chief Financial Officer
- Chief Lending Officer
- Chief Operating Officer
- Hospital Administrator
- President
- Senior Corporate Audit Officer
- Senior Corporate Legal Executive
- Senior Engineering Executive
- Senior Human Resources Executive
- Senior Manufacturing Executive
- Senior Marketing Executive
- Senior Sales Executive
- Controller
- Vice President
- Vice President of Business Development (or equivalent)
- Vice President of Operations (or equivalent)
- Vice President of Human Resources
- Other (please specify)

Finance Job Titles

15. Within the **Finance** job family, please identify those job titles which apply to your company.

- Accountant
- Accountant – Senior
- Accounting Clerk
- Accounting Clerk – Senior
- Accounting Director
- Accounting Manager/Supervisor
- Accounts Payable Coordinator
- Accounts Payable/Receivable Clerk
- Accounts Payable/Receivable Manager/Supervisor
- Asset Recovery Specialist
- Assistant Controller
- Auditing Director
- Auditing Manager
- Auditor
- Auditor - Lead/Senior
- Budget Analyst
- Budget Manager
- Cashier
- Controller
- Cost Accountant
- Cost Accounting Manager
- Credit and Collection Manager
- Department Head
- Deputy Director
- Finance Director
- Financial Analyst
- Financial Analyst - Senior
- Financial Planning Manager
- Payroll Clerk
- Payroll Clerk - Senior
- Payroll Coordinator
- Payroll Manager/Supervisor
- Tax Accountant

Tax Manager

Other (please specify)

Office Administration Job Titles

19. Within the **Office Administration** job family, please identify those job titles which apply to your company.

- Administrative Assistant
- Executive Administrative Assistant
- Clerk
- Clerk – County/City
- Clerk - Senior
- Executive Assistant
- Executive Secretary
- Mail Clerk
- Mail Service Supervisor
- Office Manager
- Office Specialist
- Receptionist
- Other (please specify)

Education/Instructional Support Job Titles

23. Within the **Education/Instructional Support** job family, please identify those job titles which apply to your company.

Principal

School Bus Attendant

Teacher

Paraprofessional

Other (please specify)

Engineering/Scientific/Technical Job Titles

27. Within the **Engineering/Scientific/Technical** job family, please identify those job titles which apply to your company.

- Applications Engineer
- Appraiser I
- Appraiser II
- Appraiser III
- Building Code Inspector
- CAD Designer
- CAD Designer - Senior
- CAD Supervisor
- Chemical Engineer
- Chemical Engineer - Lead
- Chemist
- Civil Engineer
- Civil Engineer - Senior
- Design Engineer
- Design Engineer - Senior
- Design Manager
- Electrical Engineer
- Electrical Engineer - Lead/Senior
- Electrical Engineer - Manager
- Electrician
- Electronic Technician
- Electronic Technician - Senior
- Engineering Assistant
- Engineering Director
- Engineering Manager
- Engineering Technician
- Engineering Technician - Senior
- Environmental Engineer
- Environmental Specialist
- Industrial Engineer
- Industrial Engineer - Senior
- Industrial Engineer - Manager

- Laboratory Technician
- Laboratory Technician - Senior
- Manufacturing Engineer
- Manufacturing Engineer - Senior
- Mechanical Engineer
- Mechanical Engineer - Lead/Senior
- Mechanical Engineer - Manager
- Process Engineer
- Product Development Engineer
- Project Engineer
- Project Manager
- Quality Control Engineer
- Quality Inspector
- Research and Development Engineer
- Research and Development Manager
- Research Associate
- Sewer and Water Technician
- Software Engineer
- Systems Engineer
- Other (please specify)

Facilities Maintenance Job Titles

31. Within the **Facilities Maintenance** job family, please identify those job titles which apply to your company.

- Automotive Service Technician
- Capital Projects Director/Fundraising
- Carpenter
- Custodian
- Department Manager
- Diesel Mechanic
- Facilities Planner
- Groundskeeper
- HVAC Technician
- Maintenance Electrician
- Maintenance Electrician - Senior
- Maintenance Helper
- Maintenance Installer/Repairer
- Maintenance Manager
- Maintenance Mechanic
- Maintenance Mechanic - Senior
- Maintenance Mechanic Supervisor
- Maintenance Supervisor
- Maintenance Supervisor - Senior
- Painter - Maintenance
- Plant Engineering Manager
- Plumber
- Other (please specify)

Human Resources Job Titles

35. Within the **Human Resources** job family, please identify those job titles which apply to your company.

- Benefits Clerk
- Benefits Coordinator
- Benefits Manager
- Compensation Analyst
- Compensation/Benefits Manager
- Department Head/Director
- Employment Manager
- Fringe Benefits Specialist
- HRIS Technical Specialist
- Human Resources Assistant
- Human Resources Generalist
- Human Resources Manager
- Human Resources Director
- Recruiter
- Safety Administrator
- Safety Supervisor
- Safety Director
- Security Guard
- Security Supervisor
- Security Director
- Staffing Coordinator
- Technician
- Trainer
- Training Manager
- Other (please specify)

Legal Job Titles

39. Within the **Legal** job family, please identify those job titles which apply to your company.

- Attorney - Staff
- Attorney - Staff - Senior
- Compliance/Regulatory Officer (Legal)
- Legal Secretary
- Librarian - Legal
- Paralegal
- Paralegal - Senior
- Prosecuting Attorney
- Other (please specify)

Information Technology Job Titles

43. Within the **Information Technology** job family, please identify those job titles which apply to your company.

- Applications Programmer
- Applications Programmer - Lead/Senior
- Client/Server Operations Specialist
- Computer Operations Manager/Supervisor
- Computer Operations Specialist
- Computer Operations Specialist - Senior
- Computer Repair Technician
- Data Entry Clerk
- Data Entry Clerk - Senior
- Database Administrator
- Database Administrator Supervisor
- Database Analyst
- Department Head
- Deputy Director
- Desktop/Computer Support Coordinator
- Desktop/Computer Support Specialist
- Documentation Specialist
- Emergency Telecommunicator/ Dispatcher
- Help Desk Coordinator
- Help Desk Supervisor
- Information Security Administrator
- IT/IS Director
- Information Systems Manager
- Network Administrator
- Network Manager
- Network Services Director
- Programmer/Analyst
- Programmer/Analyst - Lead/Senior
- Project Manager
- Software Engineer
- Software Quality Assurance Tester
- Software Technician

- Systems Administrator
- Systems Analyst
- Systems Analyst - Lead/Senior
- Systems and Programming Manager
- Technician
- Technology Director
- Technology Technician
- Telecommunications Analyst
- Telecommunications Manager/Supervisor
- Telecommunications Technician
- Transportation Director
- Web Administrator
- Web Developer
- Other (please specify)

Marketing/Communications Job Titles

47. Within the **Marketing/Communications** job family, please identify those job titles which apply to your company.

- Advertising and Public Relations Manager
- Advertising Specialist
- Advertising Manager
- Audio-Visual Technician
- Communications Manager
- Communications Specialist
- Copy Editor
- Copy Writer
- Creative Services Director
- Desktop Publisher
- Graphic Designer/Artist
- Marketing Coordinator
- Marketing Specialist
- Marketing Manager
- Marketing Director
- Media Producer
- Photographer
- Press Operator - Duplicating
- Press Operator - Offset
- Print Shop Supervisor
- Product Manager
- Proofreader
- Public Relations Manager
- Public Relations Specialist
- Technical Writer
- Other (please specify)

Materials Management Job Titles

51. Within the **Materials Management** job family, please identify those job titles which apply to your company.

- Buyer
- Buyer - Senior
- Dispatcher
- Driver - Light/Non-Manufacturing
- Fleet Coordinator
- Fleet Manager
- Inventory and Production Control Manager
- Inventory Clerk
- Materials Management Director
- Purchasing Clerk
- Purchasing Manager
- Scheduling Manager
- Traffic Manager
- Other (please specify)

Sales/Service Job Titles

55. Within the **Sales/Service** job family, please identify those job titles which apply to your company.

- Cashier
- Customer Service Director
- Customer Service Manager/Supervisor
- Customer Service Representative
- Customer Service Representative - Senior
- Project/Job Estimator/Proposals
- Field Service Engineer
- Field Service Technician
- Inside Sales Manager
- Order Entry Clerk
- Sales Assistant
- Sales Engineer
- Sales Manager - District (Supervisory/Managerial)
- Sales Manager - National (Supervisory/Managerial)
- Sales Manager - Regional (Supervisory/Managerial)
- Sales Representative - Inside
- Sales Representative - Inside - Senior
- Sales Representative - International
- Sales Representative - Outside
- Sales Representative - Outside - Senior
- Stock Clerk
- Store Clerk
- Store Manager
- Warranty Coordinator
- Other (please specify)

Banking Job Titles

59. Within the **Banking** job family, please identify those job titles which apply to your company.

Branch Manager

Collector

Credit Analyst

Loan Officer

Loan Processor - Senior

Operations Manager – Banking

Teller

Other (please specify)

Healthcare Job Titles

63. Within the **Healthcare** job family, please identify those job titles which apply to your company.

- Admissions/Patient Representative
- Behavioral Health Therapist
- Cardiac Catheterization Technician
- Case Manager (RN)
- Chaplain - Certified
- Clinical Psychologist
- CSS/SPD Technician
- CT Technologist
- Dietitian - Registered
- Electrocardiography Technician
- Emergency Medical Technician
- Food Service Manager
- Histotechnician
- Home Health Aide
- Housekeeping Supervisor (First Line)
- Infection Control Specialist (RN)
- Laboratory Technician - Medical
- Laboratory Manager
- Mammography Technologist
- Medical Assistant
- Medical Billing Specialist
- Medical Records Clerk
- Medical Records Coder
- Medical Records Director
- Medical Social Worker - BSW
- Medical Social Worker - MSW
- Medical Technologist
- Medical Transcriptionist
- MRI Technologist
- Nuclear Medicine Technologist
- Nurse Aide - Certified (CNA)
- Nurse Anesthetist
- Nurse - LPN

- Nurse Practitioner
- Nurse - RN - General Duty
- Nurse Manager/Head Nurse
- Nursing Instructor
- Nursing Services Director
- Occupational Therapist
- Paramedic
- Patient Accounts Representative
- Patient Care Technician
- Pharmacist - Staff
- Pharmacy Technician
- Pharmacy Director
- Phlebotomist
- Physical Therapist - Licensed
- Physical Therapy Assistant - Certified
- Physical Therapy Director
- Physician Assistant
- Radiology Technologist - ARRT
- Radiation Therapist
- Radiology Director
- Recreation Therapist
- Respiratory Technician - Cert./Cert. Eligible
- Respiratory Therapist - Reg./Reg. Eligible
- Sonographer - Cardiac/ECHO Technician
- Sonographer/Ultrasound Technologist
- Special Procedures Technologist
- Speech Therapist
- Surgical Technician - Cert./Cert. Eligible
- Surgical Technician - Non-Certified
- Transporter
- Unit Administrative Assistant
- Utilization Review Coordinator
- Other (please specify)

Insurance Job Titles

67. Within the **Insurance** job family, please identify those job titles which apply to your company.

- Actuarial Assistant
- Claims Adjuster
- Claims Adjuster - Senior
- Claims Supervisor
- Commercial Lines P and C Underwriter
- Commercial Lines P and C Underwriter - Senior
- Personal Lines P and C Underwriter
- Personal Lines P and C Underwriter - Senior
- Risk Manager
- Other (please specify)

Manufacturing Job Titles

71. Within the **Manufacturing** job family, please identify those job titles which apply to your company.

- Assembler - Electronic
- Assembler - Heavy
- Assembler - Lead
- Assembler - Light - Non-Electronic
- Assembler - Light - Non-Electronic - Senior
- Chemical Operator
- CNC Operator
- CNC Programmer
- Director of Continuous Improvement
- Director of Operations
- Extrusion Operator
- General Manager
- Injection Molding Operator
- Quality Inspector
- Quality Inspector - Senior
- Job Estimator - Manufacturing
- Machine Operator
- Machine Operator - Senior
- Machine Set-Up/Adjuster
- Machinist
- Manufacturing Manager
- Manufacturing Manager - Senior
- Milling Machine Operator - Senior
- Mill Wright
- Painter - Industrial
- Plant Superintendent
- Plant Manager
- Polisher
- Preventative Maintenance Technician
- Production Scheduler
- Production Scheduler - Senior
- Production Manager/Supervisor
- Production Supervisor - Senior

Production Worker - General

Production Worker - Lead

Punch Press Operator

Quality Control Manager/Supervisor

Quality Technician

Tool and Die Maker

Welder

Welder - Master

Other (please specify)

Distribution/Transportation/Warehousing Job Titles

75. Within the **Distribution/Transportation/Warehousing** job family, please identify those job titles which apply to your company.

- Able Seaman
- Automated Logistical Specialist
- Bus Driver
- CDL Driver
- Customs Entry Clerk
- Data Warehousing Specialist
- Distribution Manager
- Dock Worker
- Fork Lift Operator
- Inventory
- IT Specialist
- Load Planner
- Logistics Supervisor
- Material Handler/Coordinator
- Material Handler - Senior
- Order Picker/Puller
- Owner/Operator
- Package Handler
- Packaging Coordinator
- Packer
- Pilot
- Purchasing
- Purchasing Manager
- Railroad Worker
- Shipping/Receiving Clerk/Associate
- Shipping Supervisor
- Shuttle Driver
- Stocker/Order Filler
- Supply Chain Manager
- Supplier Quality Engineer
- Tank Car Truck/Ship Loader
- Ticket Agent

Train Conductor/Engineer

Transportation Engineer

Transportation Inspector

Transportation Supervisor

Truck Driver - Local

Truck Driver - OTR

Truck Loader

Warehouse Manager/Supervisor

Warehouse Worker

Weigher/Recordkeeper

Other (please specify)

Real Estate Job Titles

79. Within the **Real Estate** job family, please identify those job titles which apply to your company.

- Acquisitions Specialist
- Appraiser
- Assistant Property Manager
- County Assessor
- Home/Building Inspector
- Leasing Manager
- Loan Officer
- Photographer
- Property Inspector
- Property Manager
- Real Estate Appraiser
- Real Estate Associate
- Real Estate Attorney
- Real Estate Broker
- Real Estate Project Analyst
- Real Estate Sales Agent
- Administrative Assistant
- Title Agent
- Title Examiner
- Vacation Rental Manager
- Other (please specify)

Utilities Job Titles

83. Within the **Utilities** job family, please identify those job titles which apply to your company.

- Boiler Mechanic
- Custodian
- Custodian/Maintenance Director
- Customer Service Representative - Utilities
- Dispatcher - Utilities
- Facility/Meter Technician (Installer/Repairer)
- Lineman - Journeyman
- Meter Reader
- Power Plant Maintenance Mechanic
- Power Plant Operator
- Water Treatment Plant Operator
- Other (please specify)

Hospitality/Food Service Job Titles

87. Within the **Hospitality/Food Service** job family, please identify those job titles which apply to your company.

- Bar Staff
- Bellman
- Chef
- Cook
- Food Prep/Sous Chef
- Food Service Helper
- Front Desk Clerk
- Head Cook
- Hostess
- Housekeeping
- Reservation Staff
- Sales
- Wait Staff
- Other (please specify)

Personal Care Job Titles

91. Within the **Personal Care** job family, please identify those job titles which apply to your company.

- Barber
- Beautician
- Chiropractor
- Cosmetologist
- Customer Service
- Dietitian
- Esthetician
- Front Desk
- Hair Removal Specialist
- Hair Stylist
- Makeup Artist
- Manager
- Nail Technician
- Permanent Makeup Artist
- Personal Athletic Trainer
- Receptionist
- Salon Associate
- Scheduler
- Spa Director
- Tattoo Artist
- Waxer
- Wellness Coach
- Other (please specify)

Not-For-Profit Job Titles

95. Within the **Not-For-Profit** job family, please identify those job titles which apply to your company.

- Administrator for Nonprofit Organizations
- Campaign Manager
- Case Manager
- Child Care Worker
- Community Health Director
- Community Outreach Specialist
- Community Relations Director
- Corporate Giving Director
- Counselor
- Development Director
- Financial Aid Counselor
- Financial Aid Director
- Fundraising Coordinator
- Gift Shop Manager
- Grant Administrator
- Grants and Contracts Coordinator
- Grant Writer
- Housing Program Manager
- Human Services Worker
- Librarian
- Library Clerk
- Program Coordinator
- Program Director
- Social Work Manager
- Social Worker
- Support Services Director
- Volunteer Coordinator
- Volunteer Services Director
- Other (please specify)

Agriculture - Production Job Titles

99. Within the **Agriculture - Production** job family, please identify those job titles which apply to your company.

- Agronomist
- Assistant Grower
- Assistant Herdsman
- Bee Keeper
- Breeder
- Commercial Driver
- Equipment Manager
- Equipment Operator
- Farm Hand
- Forester
- Grader/Sorter
- Greenhouse Manager
- Greenhouse Worker
- Grower
- Grower - Lead
- Harvest Manager
- Horticulturist
- Maintenance/Repair Worker
- Organic Farm Worker
- Product Development Scientist
- Quality Inspector
- Other (please specify)

Agriculture - Processing Job Titles

103. Within the **Agriculture - Processing** job family, please identify those job titles which apply to your company.

- Ag Inspector
- Butcher
- Buyer/Purchasing Agent
- Calf Feeder
- Christmas Tree Trimmer
- Cow Pusher
- Equipment Operator
- Faller
- Grain Buyer
- Grain Inspection Technician
- Grain Origination Specialist
- Harvest Manager
- Harvest Scale Operator
- Herdsman
- Manure Hauler
- Milk Scraper
- Milker
- Packer/Packager
- Pesticide Handler/Sprayer
- Post Harvest Manager
- Record Keeper
- Tree Farm Worker
- Truck Driver
- Wreath Maker
- Other (please specify)

Religion/Ministry Job Titles

107. Within the **Religion/Ministry** job family, please identify those job titles which apply to your company.

- Alter Server
- Lead Clergy - Pastor, Minister, Priest, Rabbi, Rector
- Decon
- Event Planner
- Floral Designers
- Music Director
- Nun
- Pianist/Organist
- Program Director
- Secretary/Treasurer
- Other (please specify)

111. Within the **Construction** job family, please identify those job titles which apply to your company.

- Architect/Drafter
- Carpenter
- Carpet/Flooring Installer
- Civil Engineer
- Construction Engineer
- Construction Project Manager
- Construction Scope Writer/Estimator
- Contractor
- Craftsman
- Drywall
- Electrician
- Excavation Foreman
- Flagger - Road Construction
- Foreman
- General Laborer
- Glass Installer
- Heavy Equipment Operator
- HVAC Technician
- Inspector/Building Inspector
- Interior Designer
- Iron/Steel Worker
- Mason
- Millwright
- Painter
- Pipefitter
- Plumber
- Roofer
- Site Supervisor
- Stone Mason
- Surveyor
- Tile Installer
- Water Well Driller
- Window Installer
- Other (please specify)

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Landscape/Outdoor Maintenance/Tree Service Job Titles

115. Within the **Landscape/Outdoor Maintenance/Tree Service** job family, please identify those job titles which apply to your company.

- Arborist
- Cutter Operator
- Foreman
- Gardener/Greenskeeper
- Grounds Maintenance Worker
- Landscape Architect
- Landscape Technician
- Logger
- Pesticide Sprayer/Applicator
- Pruner
- Tree Climber/Trimmer
- Tree/Timber Faller
- Other (please specify)

Winery/Brewery/Distillery Job Titles

119. Within the **Winery/Brewery/Distillery** job family, please identify those job titles which apply to your company.

- Bartender
- Brewer
- Canning Line Operator
- Cellar Assistant
- Cellar Worker
- Head Brewer
- Manager
- Material Handler
- Meadmaker
- Press Helper
- Process Operator
- Quality Analyst
- Tasting Room Associate
- Tasting Room Manager
- Winemaker
- Other (please specify)

Public Service/Safety/Security Job Titles

123. Within the Public Service/Safety/Security job family, please identify those job titles which apply to your company.

- Animal Control Officer
- Animal Control Supervisor
- Bailiff
- Captain
- Correctional Officer
- Deputy Patrol/Deputy Sheriff
- Detective
- Emergency Medical Technician - EMT
- Fire Chief
- Fire Fighter
- Fire Inspector/Investigator
- Paramedic
- Park Ranger
- Police Officer/Patrol Officer
- Police Detective
- Police Sergeant
- Private Detective/Investigator
- Retail Loss Prevention Specialist
- Security Attendant
- Security Guard/Officer
- Sheriff
- Transportation Security Officer
- Undersheriff
- Other (please specify)