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Job Code	Job Title	Job Description
<b>Customer Service</b>		
SM15000006	Customer Service Representative II	Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Requires a high school diploma or equivalent and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
SM15000007	Customer Service Representative III	Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Requires a high school diploma or equivalent and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

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Job Code	Job Title	Job Description
<b>Distribution/Logistics</b>		
SC16000271	Fork Lift Operator	Operates fork lifts to stack and retrieve supplies and materials. Responsibilities also include documenting and maintaining inventory and ensuring production area organization and cleanliness. Requires a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a manager or head of a unit/department.
MM18000045	Warehouse Supervisor	Supervises the receiving, storing, packing, and shipping of merchandise or materials. Maintains stock records and schedules. Requires a high school diploma or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
MM18000046	Warehouse Worker	Receives, unpacks, checks, and stores merchandise or materials. Fills requisitions and orders. Packs, crates, and ships products and materials to distribution center, departments, or assembly line. May operate fork lift. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
<b>Engineering, Drafting &amp; Design</b>		
EN04100037	Engineering Manager	Plans and directs all aspects of engineering activities within an organization. Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives. Requires a bachelor's degree in engineering and 8 years of experience in the field. Leads and directs the work of others. Typically reports to an executive or head of a unit/department.

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Job Code	Job Title	Job Description
<b>Finance &amp; Accounting</b>		
FA06000002	Accountant II	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
OF13000007	Accounting Clerk I	Performs accounting activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF13000008	Accounting Clerk II	Performs accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
FA06000031	Chief Financial Officer	Responsible for directing an organization's overall financial policies. Oversees all financial functions including accounting, budget, credit, insurance, tax, and treasury. Designs and coordinates a wide variety of accounting and statistical data and reports. Requires a bachelor's degree and at least 15 years of direct experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to CEO or COO.
FA06000023	Controller	Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Requires a bachelor's degree and at least 7 years of direct experience in the field. Typically requires a CPA. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top financial officer or CEO.

Job Code	Job Title	Job Description
<b>Finance &amp; Accounting (Continued)</b>		
OF1300027	Payroll Clerk	Inputs data from time sheets, production records, or individual time cards to computerized payroll system. Also responsible for balancing payroll runs, producing federal, state and local tax payments, and answering employee questions and troubleshooting issues. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF1300028	Payroll Clerk, Sr.	Inputs data from time sheets, production records, or individual time cards to computerized payroll system. Also responsible for balancing payroll runs, producing federal, state and local tax payments, and answering employee questions and troubleshooting issues. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

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Job Code	Job Title	Job Description
<b>Healthcare/Home Care</b>		
HC07000004	Licensed Practical Nurse	Administers nursing care under the supervision of a registered nurse. Participates in the implementation and evaluation of patient care. Ensures the health, comfort and safety of patients. Requires a high school diploma, and is certified as a licensed practical nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a registered nurse or supervisor. A certain degree of creativity and latitude is required.
HC07000001	Staff Nurse – RN	Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physician during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of the registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
<b>Hospitality</b>		
HS08000041	Housekeeper	Works to ensure offices, patient/guest rooms, and other specified areas are kept in a clean and orderly condition. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
HS08000034	Housekeeping Supervisor	Supervises the daily operations of a housekeeping services department to ensure offices, patient/guest rooms, and other specified areas are kept in a clean and orderly condition. May require a high school diploma or its equivalent and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

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Job Code	Job Title	Job Description
<b>Human Resources</b>		
HR09200142	Human Resources Director	Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years experience in Human Resources. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.
HR09200010	Human Resources Generalist I	Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. May require a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
HR09200012	Human Resources Generalist III	Designs and administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. Prepares internal employee communications regarding compensation, benefits, or company policies. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.
HR09200032	Human Resources Manager	Designs, plans, and implements human resources programs and policies including staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

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Job Code	Job Title	Job Description
<b>Information Technology</b>		
IT10000066	Applications Systems Analyst II	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. May require a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with relational databases and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.
IT10000048	Director, Information Technology	Establishes, plans, and administers the overall policies and goals for the information technology department. Analyzes the needs of departments and establishes priorities for feasibility studies, systems design and implementation to develop new and/or modify the company's information processing systems. Requires a bachelor's degree in a related area with at least 8 years of experience in the field. Generally manages a group of exempt and nonexempt employees, and consultants. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
IT10000069	PC Maintenance Technician II	Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. May require an associate's degree or its equivalent and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Job Code	Job Title	Job Description
<b>Not-For-Profit</b>		
EX05000184	Chief Executive, Not-For-Profit	Plans and directs all policies, objectives, and initiatives for a not-for-profit organization. Responsible for the development, promotion, and operations of the organization. Ensures all activities support the focus of the organization. May represent the organization in the community or serve as spokesperson. May require a bachelor's degree with at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors/trustees.
FA06000564	Fundraising Manager	Develops fundraising strategies and oversees all aspects of fundraising programs. Creates fundraising goals and solicits funds to meet these goals. Identifies new donors and organizes initiatives to solicit funding. May be responsible for developing major gift opportunities and writing grant proposals. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

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Job Code	Job Title	Job Description
<b>Office Support</b>		
OF13000001	Administrative Assistant I	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
OF13000002	Administrative Assistant II	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
OF13000004	Executive Assistant	Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.
OF13000019	Office Manager	Supervises office activities to achieve maximum expense control and productivity. Develops procedures and policies for office activities, such as filing, dictating, records maintenance, typing, word processing, faxing and mail distribution. May also be responsible for the maintenance of office equipment and supplies. Requires a high school diploma or its equivalent with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.
OF13000017	Receptionist	Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
<b>Office Support (Continued)</b>		
MM18000035	Shipping and Receiving Clerk	Assembles orders and prepares goods for shipment. Records shipment data, including weight, charges, and space availability. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Requires a high school diploma or equivalent with 0 - 2 years experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
<b>Production/Manufacturing</b>		
SC16000086	Machine Operator I	Sets-up and operates a production machine in accordance with established procedures and guidelines. Reads and interprets blueprints and diagrams to select, position and secure machinery. Adjusts machine setting to complete tasks according to specification, accurately and in a timely fashion. Requires a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.
SC16000087	Machine Operator II	Sets-up and operates a production machine in accordance with established procedures and guidelines. Reads and interprets blueprints and diagrams to select, position and secure machinery. Adjusts machine setting to complete tasks according to specification, accurately and in a timely fashion. Requires a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
SC16000088	Machine Operator III	Sets-up and operates a production machine in accordance with established procedures and guidelines. Reads and interprets blueprints and diagrams to select, position and secure machinery. Adjusts machine setting to complete tasks according to specification, accurately and in a timely fashion. Requires a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Directs and leads the work of others. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
SC16000022	Machinist III	Assembles, repairs, and fabricates metal parts by operating mechanical equipment. Assembles parts into sub-units or complete units. Uses blueprints and design sketches to ensure the proper dimensions and tolerance levels of the finished product. Requires a high school diploma or its equivalent. May be required to meet certain certifications in a specialized area and have at least 4 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Directs and leads the work of others. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
EN04100206	Manufacturing Manager	Oversees an organization's manufacturing processes. Assists with planning and directing the layout of equipment, workflow, assembly methods, and work force utilization. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit/department head.

Job Code	Job Title	Job Description
<b>Production/Manufacturing (Continued)</b>		
SC16000414	Production Supervisor II	Supervises the activities of production personnel engaged in all facets of the manufacturing function. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
SC16000415	Production Supervisor III	Supervises the activities of production personnel engaged in all facets of the manufacturing function. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
RD14000092	Quality Control Analyst I	Responsible for biological and chemical evaluation of final product, intermediate products, raw materials, and production facilities. Duties include performing QC assays, writing and establishing specifications, assisting in the validation of QC assays, and writing Standard Operating Procedures. May require a bachelor's degree in area of specialty and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a manager.
RD14000142	Quality Control Manager	Oversees the evaluation of a finished product for quality and reliability. May assist in the development of quality control standards. Requires a bachelor's degree in area of specialty and 7-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Job Code	Job Title	Job Description
<b>Purchasing</b>		
MM18000004	Purchasing Agent	Responsible for all purchases by the organization. Evaluates and approves vendors and authorizes purchase orders for goods or services. Requires a bachelor's degree with at least 8 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. May manage a staff of buyers and typically reports to a purchasing manager.
MM18000005	Purchasing Manager	Manages all purchasing functions. Receives and grants approval for purchases of goods or services. Analyzes changes or new issues in materials and supply to reduce costs and improve quality. Requires a bachelor's degree with at least 8 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff and typically reports to top management.

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Job Code	Job Title	Job Description
<b>Sales &amp; Marketing</b>		
CM02000018	Graphic Design Specialist	<p>Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization. May require a bachelor's degree or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A great deal of creativity and latitude is expected.</p>
SM15000044	Marketing Manager	<p>Develops and implements strategic marketing plan for an organization. Stays abreast of changes in the marketing environment to best serve the objectives of the organization and adjusts plans accordingly. Researches and develops pricing policies and recommends appropriate sales channels. Requires a bachelor's degree with at least 7 years of marketing experience. Generally manages a group of marketing professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.</p>
SM15000002	Sales Representative III	<p>Develops new prospects and interacts with existing customers to increase sales of an organization's products and/or services. Requires a minimum of an associate's degree or its equivalent with 6-9 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.</p>

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Job Code	Job Title	Job Description
<b>Technical &amp; Trades</b>		
SC16000011	Carpenter II	Inspects, repairs, installs, modifies, rebuilds, constructs, and maintains woodwork and other related structures. Requires a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
SC16000008	Electrician II	Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. May have to complete an apprenticeship and/or formal training in area of specialty. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
MM18000056	Facilities Maintenance Supervisor	Supervises staff of facilities maintenance workers who perform maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, or electrical servicing to the organization's facilities. Requires a bachelor's degree and 5-7 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
SC16000077	General Laborer	Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Assists a variety of functions with manual labor tasks as needed. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
SC16000023	General Maintenance Worker I	Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
<b>Technical &amp; Trades (Continued)</b>		
SC16000024	General Maintenance Worker II	Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. May require a high school diploma and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
SC16000025	General Maintenance Worker III	Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires a high school diploma and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.
SC16000051	Mechanic Technician II	Constructs, maintains, and tests mechanical equipment, machinery, and components. Identifies parts or machines that need new parts or need to be replaced and places orders as necessary. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. May require 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
SC16000052	Mechanic Technician III	Constructs, maintains, and tests mechanical equipment, machinery, and components. Identifies parts or machines that need new parts or need to be replaced and places orders as necessary. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires a minimum of 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.