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Job Matching 101

Match your employees to survey jobs in 3 easy steps...

When participating in a compensation survey the most important stage involves correctly matching the jobs held by your organization's employees to the survey jobs. A correct match helps ensure that the survey results represent an "apples to apples" comparison -- and makes the final report more accurate and meaningful.

- 1 Review job titles:** scan the list of job titles provided to get an idea of the types of jobs included in the survey, and to identify titles similar to job titles in your organization that might be potential matches.
- 2 Read job descriptions:** once potential matches are identified, review the survey job descriptions and compare the responsibilities of the survey job to those of the employees in your organization.
- 3 Match employees to survey jobs:** Match your employees to survey jobs where there is at least a 70% overlap in responsibilities between the employee's organizational job duties and the survey job duties.

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Job Code	Job Title	Job Description
Call Center		
SM15000008	Call Center Representative I - Inbound	Duties include answering telephone call inquiries and promoting an organization's products and services. Responsible for researching and resolving complaints to ensure customer retention and satisfaction. Requires a minimum of a high school diploma or its
SM15000009	Call Center Representative II - Inbound	Duties include answering telephone call inquiries and promoting an organization's products and services. Responsible for researching and resolving complaints to ensure customer retention and satisfaction. May require an associate's degree and 2-4 years of
SM15000010	Call Center Representative III - Inbound	Duties include answering telephone call inquiries and promoting an organization's products and services. Responsible for researching and resolving complaints to ensure customer retention and satisfaction. May require an associate's degree and 4-6 years of
SM15000215	Inbound Call Center Manager	Manages and directs all aspects of incoming call center operations. Implements and reviews call center policies and procedures. Develops and monitors quotas for service volume and timeliness. Requires a bachelor's degree with at least 7 years of experienc
SM15000101	Inbound Call Center Supervisor II	Supervises employees who receive telephone calls from customers or potential customers. Responsible for the daily activity of call center policies and procedures. Ensures quotas for service volume and timeliness are met. A level II supervisor has authorit

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Job Code	Job Title	Job Description
Communications		
AR17000022	Art Director	Supervises creative design within business groups and directs and develops final visual image that communicates the organization's marketing objectives to the consumer. Requires a bachelor's degree with 5-7 years of experience in the field. Familiar with
CM02000013	CopyWriter II	Writes, proofreads, and edits copy brochures/print and other forms of documents. May assist in estimating production costs, overseeing work done by external suppliers, and preparing the marketing program. Requires a bachelor's degree in a related area and
CM02000010	Editor, Sr.	Writes, edits, proofreads, and copyedits a variety of documents. Plans and prepares stories for dissemination. Ensures that all documents meet established content standards. Requires a bachelor's degree in a related area and at least 4 years of experience
CM02000018	Graphic Design Specialist	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. Gen
CM02000019	Graphic Design Specialist, Sr.	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. Gen

Job Code	Job Title	Job Description
Construction		
SC16000333	Construction Coordinator II	Coordinates construction scheduling and communication and acts as a liaison to project management concerning bids, subcontracting, progress and delays. May be responsible for estimates, schedules, materials, and purchase orders. Supervises the installatio

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Job Code	Job Title	Job Description
Distribution		
MM18000013	Distribution Manager	Manages the ordering and distribution of products, parts, and accessories. Ensures timely deliveries to maximize sales. Maintains contact with retailers on product delivery and with the merchandising department on the receiving of products. May require an
MM18000044	Warehouse Manager	Manages all warehouse activities. Manages the warehouse ensuring the receipt, co-ordination and safety of goods coming through a warehouse. Also ensures that orders arrive and are dispatched on time to the appropriate destinations and in the expected quan
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 w
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

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Job Code	Job Title	Job Description
Engineering		
DD19000016	CAD Drafter	Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area
EN04100000	Civil Engineer I	Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. May requi
EN04100001	Civil Engineer II	Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Requires
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 engine

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Job Code	Job Title	Job Description
Finance & Accounting		
FA06000001	Accountant I	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 organizatio
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 organizatio
FA06000003	Accountant III	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 organizatio
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 are
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 ar
OF13000009	Accounting Clerk III	Performs daily 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 at least 5 years of experience in the field or in
FA06000025	Accounting Manager	Responsible for managing the general accounting function. Oversees the completion of ledger accounts and financial statements. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Designation of CPA may be requir
FA06000073	Accounts Payable Clerk	Responsible for compiling amounts owed from purchase orders, charge slips, sales tickets etc, and for preparing invoices and recording transactions. Maintains all payment records. Requires a high school diploma or its equivalent with 0-2 years of experien
FA06000074	Accounts Payable Clerk, Sr	Responsible for compiling amounts owed from purchase orders, charge slips, sales tickets etc, and for preparing invoices and recording transactions. Maintains all payment records. Requires a high school diploma or its equivalent with 2-4 years of experien
FA06000067	Accounts Receivable Clerk	Processes and verifies applications for credit and solicits payment on overdue accounts. Responsibilities also include keeping records of all delinquent accounts, incomplete files, and credit risks. Requires a high school diploma or its equivalent with 0-

2007 Greater Richmond Compensation Survey

Job Code	Job Title	Job Description
Finance & Accounting (Continued)		
FA06000068	Accounts Receivable Clerk, Sr.	Processes and verifies applications for credit and solicits payment on overdue accounts. Responsibilities also include keeping records of all delinquent accounts, incomplete files, and credit risks. Requires a high school diploma or its equivalent with 2-
FA06000150	Accounting Supervisor	Responsible for supervision of accounting professionals. Oversees the calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records. Leads most day to day operations of gro
FA06000151	Billing Supervisor	Supervises the preparation of bills and invoices, the calculation of sales and charge slips, and verification of billing with accounts receivable ledger. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts
FA06000152	Bookkeeper	Maintains and records business transactions. Balances ledgers and prepares reports. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedu
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 repo
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 r
FA06000038	Controller Assistant	Assists the corporate controller in directing an organization's accounting functions. These functions include establishing and maintaining an organization's accounting principles, practices, and procedures. Oversees the preparation and evaluation of budge
FA06000040	Financial Analysis Manager	Responsible for managing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 yea
FA06000010	Financial Analyst I	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been
FA06000011	Financial Analyst II	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been

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Job Code	Job Title	Job Description
Finance & Accounting (Continued)		
FA06000012	Financial Analyst III	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been
OF13000027	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 i
OF13000028	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 i
FA06000028	Payroll Manager	Responsible for all payroll functions. May require accountability to both finance and human resource departments. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and
FA06000550	Payroll Supervisor I	Supervises the processing of payroll data. Ensures that computing, withholding, or deductions associated with net pay is done properly. Organizes and reviews forms associated with federal, state, and local authorities, such as W-2s. Oversees the distribut
FA06000551	Payroll Supervisor II	Supervises the processing of payroll data. Ensures that computing, withholding, or deductions associated with net pay is done properly. Organizes and reviews forms associated with federal, state, and local authorities, such as W-2s. Oversees the distribut
FA06000019	Tax Accountant I	Maintains tax records and prepares tax returns, related schedules, and related reports. Prepares paperwork for local, state and federal level returns. May require a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowl
FA06000021	Tax Accountant III	Maintains tax records and prepares tax returns, related schedules, and related reports. Prepares paperwork for local, state and federal level returns. Requires a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar wit

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Job Code	Job Title	Job Description
Healthcare		
HC07000024	Case Manager	Coordinates the overall interdisciplinary plan of care for a patient, from admission to discharge. Acts as a liaison between patient/family and healthcare personnel to ensure necessary care is provided promptly and effectively. Must be a registered nurse
HC07000119	Certified Nursing Assistant	Performs various direct patient care activities under the supervision of a Registered Nurse. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. Does not
HC07000021	Dietitian	Coordinates, plans and conducts programs to educate patients about nutrition and administering medical nutrition therapy. May oversee activities and provide advice to food service operations. Requires a bachelor's degree and is a registered dietitian with
HC07000028	Head Nurse	Plans and implements the overall nursing policies, procedures, and services for a unit. Maintains nursing staff by recruiting, selecting, orienting, and training clinical staff. Ensures that nurses are current in competency, assessments, licensure, certif
HC07000106	Nursing Director	Administers the nursing program in hospital, nursing home, or other medical facility to maintain standards of patient care; advises medical staff, department heads, and administrators in matters related to nursing service. Recommends establishment or revi
HC07000013	Occupational Therapist	Plans and conducts individualized occupational therapy programs to help patients develop, regain, or maintain their ability to perform daily activities. Teaches patients skills/techniques and how to use adaptive equipment for participating in activities.
HC07000015	Physical Therapist	Responsible for evaluating/assessing needs of referred patients and formulating treatment plans. Provides therapy services defined in treatment plans. Work cooperatively with physicians, case managers, and adjustors. May supervise physical therapy assista
HC07000107	Rehabilitation Director	Directs the programs and staff of the rehabilitation services department. Sets and implements guidelines for rehabilitation programs. May require an advanced degree and professional certification with at least 7 years of direct experience in the field. Fa
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 nu

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Job Code	Job Title	Job Description
Hospitality		
HS08000032	Combined Food Preparation and Service Worker	Prepares salads, sauces, desserts, etc. according to proper preparation methods. Responsible for standard food service work including sanitation duties, and various serving responsibilities. Has knowledge of proper food handling procedures and government
HS08000001	Cook	Follows a menu to prepare and cook meats, fish, poultry, gravies, cereals, soups, vegetables and other foods according to proper preparations methods. May require a high school diploma or its equivalent and at least 4 years of experience in the field or i
HS08000276	Dishwasher	Cleans the cooking areas, utensils, and equipment in the kitchen as necessary. Washes and sorts flatware, serving dishes, china, and glasses. Operates dishwashing machine. May require a high school diploma or its equivalent and 0-2 years of related experi
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 proced
HS08000044	Housekeeping Manager	Manages 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. Inspects facilities and recommends repairs and upgrades when needed. May requir
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 experie

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Job Code	Job Title	Job Description
Human Resources		
HR09200038	Benefits Administrator	Administers, processes, and maintains company benefits programs. May require an associate'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 particu
HR09200005	Compensation Analyst II	Evaluates and analyzes salary data. Administers company compensation programs. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within
HR09200006	Compensation Analyst III	Evaluates and analyzes salary data. Designs and administers company compensation programs. 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, pract
OF13000038	Human Resources Assistant I	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization developm
OF13000006	Human Resources Assistant II	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization developm
OF13000039	Human Resources Assistant III	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization developm
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
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 prep
HR09200011	Human Resources Generalist II	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 prep
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 procedur

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Job Code	Job Title	Job Description
Human Resources (Continued)		
HR09200030	HRIS Analyst II	Evaluates, analyzes, designs, and maintains company Human Resources Information Systems (HRIS). Assists in identifying new HR needs and the software products to fulfill these needs. Makes alterations to existing programs to gather and report data as neces
HR09200031	HRIS Analyst III	Evaluates, analyzes, designs and maintains company Human Resources Information Systems (HRIS). Identifies new HR needs and the software products to fulfill these needs. Makes alterations to existing programs to gather and report data as necessary. Require
HR09200312	HRIS Manager	Manages and oversees an organization's HRIS (Human Resources Information Systems). Develops, implements, and modifies system requirements. Maintains internal database files and tables, and develops custom reports to meet the requirements of company manage
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 a
HR09200043	Recruiter I	Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree in area of specialty and 0-2 years of experience in the fi
HR09200044	Recruiter II	Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree in area of specialty and 2-4 years of experience in the fi
HR09200045	Recruiter III	Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree and 5-8 years of experience in the field or in a related a
HR09200035	Recruiting Manager	Develops and implements strategic recruitment and employment programs. Responsible for supervising a staff of professional recruiters and support personnel. Works with management to ensure timely understanding of current and future workforce needs and imp
LE11000018	Safety Specialist	Responsible for an organization's safety programs. Develops, implements, monitors, and manages safety programs, policies, and procedures. Ensures the organization complies with all current safety regulations. Evaluates the organization's procedures, facil
HR09200013	Training Specialist I	Conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Requires a bachelor's degree in a related area and 0-3 years of experience in the field or in a r

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Job Code	Job Title	Job Description
Human Resources (Continued)		
HR09200014	Training Specialist II	Participates in, and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Requi
HR09200015	Training Specialist III	Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Requires a bac

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Job Code	Job Title	Job Description
Information Technology		
IT10000065	Applications Systems Analyst I	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
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
IT10000067	Applications Systems Analyst III	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
IT10000007	Business Systems Analyst I	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge
IT10000008	Business Systems Analyst II	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. May requ
IT10000009	Business Systems Analyst III	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. May requ
IT10000022	Database Administrator	Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance is
IT10000034	Help Desk Support	Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely r
IT10000035	Help Desk Support, Sr.	Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely
IT10000048	Information Technology Director	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 mod

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Job Code	Job Title	Job Description
Information Technology (Continued)		
IT10000275	Network Administrator I	Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recom
IT10000133	Network Administrator II	Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recom
IT10000242	Network Operations Director	Responsible for the overall performance and availability of network. Analyzes network and recommends upgrades/changes; assesses organization's current and future network needs. Requires a bachelor's degree with at least 10 years of experience in the field
IT10000068	PC Maintenance Technician I	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 s
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 s
IT10000010	Programmer I	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of common
IT10000011	Programmer II	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard
IT10000012	Programmer III	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require a bachelor's degree. Requires 4-6 years of experience in the field or in a related area. Familiar with a variety of the field'
IT10000001	Software Engineer I	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification
IT10000002	Software Engineer II	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification

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Job Code	Job Title	Job Description
Information Technology (Continued)		
IT10000003	Software Engineer III	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification
IT10000135	Systems Administrator	Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. May require a ba
IT10000136	Systems Administrator, Sr.	Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. May require a ba
IT10000024	Web Designer	Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher desi
IT10000025	Web Designer, Sr.	Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher desi
IT10000027	Web Software Developer, Sr.	Consults with clients and other project team members to design, build and manage web sites. Develops installation programs for websites. May negotiate contracts/agreements with software vendors and other internet companies. May require a bachelor's degree
IT10000153	Webmaster	Develops and maintains the company's portal. Performs backups and ensure user accessibility to the site. Monitors site traffic and helps scale site capacity to meet traffic demands performance. Improves the company's efficiency and designs the look and fe

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Job Code	Job Title	Job Description
Not-for-Profit		
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
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
CM02000005	Grants/Proposal Writer	Develops resources, researches funding sources, and writes proposals to a variety of organizations. Prepares contract proposals and may administer major contracts. Also may negotiate contractual provisions with potential partners. Requires a bachelor's de

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Job Code	Job Title	Job Description
Office & Support		
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 prepa
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 prepa
OF13000003	Administrative Assistant III	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 prepa
MM18000001	Buyer I	Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 0-3 years of experience in the field or in a relate
MM18000002	Buyer II	Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 2-5 years of experience in the field or in a relate
MM18000003	Buyer III	Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 5-8 years of experience in the field or in a relate
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
OF13000010	General Clerk I	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to c
OF13000011	General Clerk II	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to c
OF13000012	General Clerk III	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to c

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Job Code	Job Title	Job Description
Office & Support (Continued)		
OF13000047	Mailroom Supervisor I	Supervises mailroom activities, including the sorting and delivery of incoming mail, as well as the preparation and sending of outgoing mail. Supervises inventory, checks and reorders items as needed. May also supervise the receipt and allocation of office
OF13000048	Mailroom Supervisor II	Supervises mailroom activities, including the sorting and delivery of incoming mail, as well as the preparation and sending of outgoing mail. Supervises inventory, checks and reorders items as needed. May also supervise the receipt and allocation of office
OF13000043	Meeting/Event Planner	Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. May require a bachelor's degree in area of specialty and
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 re
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 pla
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
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 year
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 pur
OF13000018	Switchboard Operator	Operates a switchboard or telephone console 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, practic

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Job Code	Job Title	Job Description
Production/Manufacturing		
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
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
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
SC16000413	Production Supervisor I	Supervises the activities of production personnel engaged in all facets of the manufacturing function. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialt
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 s
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
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. Famili

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Job Code	Job Title	Job Description
Retail		
SM15000295	Retail Store Manager	Plans and directs the day-to-day operations of a retail store. Develops strategies to improve customer service, drive store sales, and increase profitability. Ensures customer needs are met, complaints are resolved, and service is quick and efficient. Ens
SM15000296	Retail Store Manager Assistant	Assists the store manager with the day-to-day operations of a retail store. Implements strategies to improve customer service, drive store sales, and increase profitability. Ensures customer needs are met, complaints are resolved, and service is quick and

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Job Code	Job Title	Job Description
Sales & Marketing		
SM15000027	Customer Service Manager	Manages a staff of customer service representatives and ensures that customers are retained, satisfied, and that their needs are fulfilled. Responsible for designing and implementing improved process or operational policies. Recommends changes to products
SM15000005	Customer Service Representative I	Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Requires a high school diploma or equivalent and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, pr
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,
SM15000017	Market Research Analyst I	Collects and analyzes data to evaluate existing and potential product/service markets. Identifies and monitors competitors and researches market conditions or changes in the industry that may affect sales. Requires a bachelor's degree, and 0-2 years of ex
SM15000018	Market Research Analyst II	Collects and analyzes data to evaluate existing and potential product/service markets. Identifies and monitors competitors and researches market conditions or changes in the industry that may affect sales. Requires a bachelor's degree and 2-4 years of exp
SM15000267	Marketing Assistant I	Coordinates and assists with the marketing activities of a product or business line which may include advertising, direct mailing, printing, customer events, and trade shows. May require a bachelor's degree with 0-2 years of experience in the field or in
SM15000050	Marketing Assistant II	Coordinates and assists with the marketing activities of a product or business line which may include advertising, direct mailing, printing, customer events, and trade shows. May require a bachelor's degree with 2-4 years of experience in the field or in
SM15000346	Marketing Coordinator	Coordinates and implements marketing communication projects with responsibilities that include public relations, special events management, advertising, and creating brand awareness. Organizes the preparation of proposals and presentations using marketing
SM15000044	Marketing Manager	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 recomm
SM15000015	Regional Sales Manager	Manages and directs a sales force to achieve sales and profit goals within a region. Manages multiple districts within a region and adjusts sales goals and procedures as appropriate for each district. Designs and recommends sales programs and sets short a

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Job Code	Job Title	Job Description
Sales & Marketing (Continued)		
SM15000067	Sales Assistant II	Creates reports for the sales force regarding market conditions, sales results, and team earnings. Provides customer service regarding products and services. Performs administrative duties for the sales team. May require an associate's degree or its equiv
SM15000014	Sales Manager I	Manages and directs a sales force to achieve sales and profit goals. Designs and recommends sales programs and sets short and long-term sales strategies. Evaluates and implements appropriate new sales techniques to increase the department's sales volume.
SM15000253	Sales Manager II	Manages and directs a sales force to achieve sales and profit goals. Designs and recommends sales programs and sets short and long-term sales strategies. Evaluates and implements appropriate new sales techniques to increase the department's sales volume.
SM15000001	Sales Representative I	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 1-4 years of experience in the field or in a related area. Fam
SM15000224	Sales Representative II	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 3-6 years of experience in the field or in a related area. Fam
SM15000002	Sales Representative III	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. Fam

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Job Code	Job Title	Job Description
Trades		
SC16000032	Automotive Mechanic I	Performs maintenance and repairs on automobiles. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires 0-2 years of experience in the field or in a related are
SC16000033	Automotive Mechanic II	Performs maintenance and repairs on automobiles. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires 2-5 years of experience in the field or in a related are
SC16000034	Automotive Mechanic III	Performs maintenance and repairs on automobiles. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires at least 4 years of experience in the field or in a rela
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
SC16000262	Chemical Technician I	Determines the physical and chemical properties of compounds using quantitative and qualitative analyses in physical, organic, or inorganic chemistry. Performs a variety of chemical tests and is knowledgeable with instrumental techniques. Prepares materia
SC16000049	Electric/Electronics Technician III	Constructs, maintains, and tests electrical systems and components. 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 at least 5 years of experience in
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 apprentice
SC16000009	Electrician III	Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. May have to complete an app
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 de
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 fiel

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Job Code	Job Title	Job Description
Trades (Continued)		
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
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 sch
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
SC16000016	Groundskeeper	Cuts and maintains lawns and/or grass. Rakes and maintains leaves, plants, flowers, trees or shrubs. Determines the appropriate plants or shrubs for walkways or garden areas. Provides grounds maintenance in all seasons. May be responsible for light snow r
SC16000027	HVAC Mechanic II	Performs maintenance and service repairs on heating, ventilating, and air conditioning systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Requires a high school diploma or its
SC16000018	Janitor	Cleans and maintains buildings/facilities. May be expected to make basic repairs. 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 p
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
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
SC16000014	Painter II	Applies paint, varnishes, and stains to interior and/or exterior surfaces. Prepares surfaces for painting by removing old paint, using paint remover, scraper, wire brush, or blowtorch. Fills nail holes, cracks, and joints with caulk, putty, plaster, or ot
SC16000005	Plumber II	Inspects, repairs, installs, modifies, and maintains plumbing fixtures in heating, water and drainage systems. Identifies electrical, plumbing and safety problems applicable to the installation and takes necessary corrective action. Performs necessary cle

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Job Code	Job Title	Job Description
Trades (Continued)		
SC16000006	Plumber III	Inspects, repairs, installs, modifies, and maintains plumbing fixtures in heating, water and drainage systems. Identifies electrical, plumbing and safety problems applicable to the installation and takes necessary corrective action. Performs necessary cle
SC16000212	Security Guard	Periodically patrols buildings and grounds of industrial plants, commercial establishments, docks, logging camp areas, or work sites. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Familiar
TR20000005	Truck Driver - Heavy	Operates a truck that transports cargo to and from specified destinations. Size of truck is more than 3 tons. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloa
TR20000004	Truck Driver - Light	Operates a truck that transports cargo to and from specified destinations. Size of truck is less than 3 tons. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloa
TR20000002	Van Driver	Operates company vans or small buses. Loads and unloads materials, goods, equipment, and passengers between various destinations as assigned. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods or passengers to e