Line Item	Category	Functional Area	Job Title	Job Description
U-NonIT-001	Employer of Record (EOR) services	EOR Management and Operations	Client Services Manager (EOR)	**Job Summary:** The Client Services Manager is responsible for ensuring exceptional client satisfaction by overseeing the delivery of services, managing client relationships, and leading a team of client service representatives. This role requires a proactive and strategic approach to manage and improve client service operations, resolve client issues, and enhance overall client experience. **Key Responsibilities:** Client Relationship Management: Build and maintain strong relationships with clients, understanding their needs and ensuring their satisfaction with the services provided. Service Delivery Oversight: Oversee the delivery of client services to ensure they meet the agreed-upon standards and SLAs. Team Leadership: Lead, mentor, and manage a team of client service representatives, providing guidance and support to ensure high performance. Issue Resolution: Act as the primary point of contact for client escalations and work to resolve issues promptly and effectively. Performance Monitoring: Monitor and report on the performance of client services, using metrics and feedback to drive continuous improvement. Strategic Planning: Develop and implement strategies to enhance client satisfaction and retention. Collaboration: Work closely with other departments (e.g., Sales, Operations, Product Development) to ensure a cohesive approach to client management.
U-NonIT-002	Employer of Record (EOR) services	EOR Management and Operations	Director of EOR Solutions	**Job Summary:** The Director of Employer of Records (EOR) Solutions is responsible for leading and managing the Employer of Records division, ensuring compliance with international employment laws, and delivering exceptional EOR services to clients. This role requires strategic oversight, strong leadership, and in-depth knowledge of global employment practices to facilitate seamless employment solutions for multinational clients. **Key Responsibilities:** Strategic Leadership: Develop and execute the strategic vision for the Employer of Records division, aligning it with the overall business objectives. Service Delivery Management: Oversee the delivery of EOR services, ensuring they meet high standards of compliance, efficiency, and client satisfaction. Compliance Oversight: Ensure all EOR operations comply with relevant international employment laws and regulations. Client Relationship Management: Build and maintain strong relationships with clients, understanding their needs and providing tailored EOR solutions. Team Leadership: Lead, mentor, and manage a team of EOR professionals, fostering a culture of excellence and continuous improvement. Performance Monitoring: Track and report on the performance of EOR services, using metrics to drive improvements and ensure alignment with client expectations. Collaboration: Work closely with other departments (e.g., Legal, HR, Finance) to ensure a cohesive approach to EOR services.
U-NonIT-003	Employer of Record (EOR) services	EOR Management and Operations	Employer of Record Specialist	**Job Summary:** The Employer of Record Specialist ensures smooth onboarding and ongoing support for employees by managing compliance, payroll processing, and employment documentation. This role focuses on accurate record-keeping and coordination to uphold legal and contractual obligations within the EOR framework. **Key Responsibilities:** Onboarding Management: Facilitate seamless onboarding processes for employees by ensuring all documentation is accurate and complete. Compliance Monitoring: Ensure compliance with employment laws and regulations across multiple jurisdictions. Payroll Administration: Oversee payroll setup, processing, and reporting to guarantee timely and accurate employee payments. Employment Documentation: Maintain and update employment records, including contracts, benefits enrollment, and tax forms. Employee Inquiries: Address employee questions related to payroll, benefits, or employment policies efficiently and professionally. Cross-Functional Coordination: Collaborate with HR and legal teams to address employee-related concerns and minimize risks.
U-NonIT-004	Employer of Record (EOR) services	EOR Management and Operations	EOR Compliance Manager	**Job Summary:** The EOR Compliance Manager is responsible for ensuring organizational adherence to employment laws, regulations, and industry standards within Employer of Record operations. This role includes developing compliance strategies and mitigating risks related to labor and tax laws. **Key Responsibilities:** Regulatory Research: Continuously monitor changes in employment laws and regulations to maintain compliance across all jurisdictions. Policy Development: Establish and update internal policies and procedures to ensure adherence to legal standards. Risk Management: Identify potential compliance risks and develop mitigation strategies to protect the organization. Audit Coordination: Conduct internal audits and prepare for external audits to validate compliance with applicable regulations. Training Delivery: Train staff on compliance policies and procedures to enhance organizational awareness and adherence. Reporting: Compile and present compliance reports to senior management, ensuring transparency and accountability.

U-NonIT-005	Employer of Record (EOR) services	EOR Management and Operations	EOR Operations Manager	Job Summary: The EOR Operations Manager oversees the daily operations of Employer of Record services, ensuring efficient workflows, superior client satisfaction, and adherence to service level agreements. This role is pivotal in optimizing operational processes and ensuring seamless service delivery. Key Responsibilities: Operational Oversight: Manage day-to-day EOR operations to ensure all services meet quality standards. Process Optimization: Identify and implement process improvements to enhance efficiency and reduce errors. Team Leadership: Supervise and mentor operational staff, fostering a culture of excellence and accountability. Client Satisfaction: Act as a key point of contact for clients, ensuring their needs are met promptly and effectively. Performance Metrics: Track and analyze operational performance indicators, driving improvements based on data-driven insights. Cross-Department Collaboration: Work with other departments to align operational strategies with organizational goals.
U-NonIT-006	Employer of Record (EOR) services	EOR Management and Operations	EOR Program Director	Job Summary: The EOR Program Director leads and oversees the comprehensive global employment solutions program, ensuring strategic alignment and operational excellence across multiple regions. Key Responsibilities: Program Leadership: Direct the overall EOR program strategy and operations, ensuring alignment with organizational goals and compliance. Stakeholder Management: Foster relationships with key stakeholders including clients, internal teams, and international partners. Risk Management: Develop and implement risk mitigation strategies across all operating jurisdictions. Team Development: Build and lead high-performing teams across multiple regions. Process Optimization: Evaluate and improve EOR program processes and best practices. Performance Monitoring: Establish and track key performance indicators for continuous improvement.
U-NonIT-007	Employer of Record (EOR) services	EOR Management and Operations	EOR Project Manager	Job Summary: The EOR Project Manager oversees the implementation and execution of specific EOR initiatives while ensuring successful delivery within defined parameters. Key Responsibilities: Project Planning: Develop comprehensive project plans and timelines for EOR initiatives. Resource Allocation: Manage project resources and budgets effectively. Stakeholder Communication: Maintain regular updates with all project stakeholders. Risk Assessment: Identify and mitigate project risks proactively. Quality Control: Ensure deliverables meet quality standards and client expectations. Performance Tracking: Monitor project KPIs and deliver regular status reports.
U-NonIT-008	Employer of Record (EOR) services	EOR Management and Operations	EOR Services Manager	Job Summary: The EOR Services Manager coordinates and optimizes the delivery of EOR services while ensuring client satisfaction and operational efficiency. Key Responsibilities: Service Delivery: Oversee daily EOR service operations and quality standards. Process Management: Develop and maintain service delivery procedures. Team Leadership: Supervise and mentor service delivery team members. Client Relations: Manage client expectations and service level agreements. Quality Assurance: Monitor service metrics and implement improvements. Compliance: Ensure services align with regulatory requirements.
U-NonIT-009	Employer of Record (EOR) services	EOR Management and Operations	Global EOR Manager	Job Summary: The Global EOR Manager directs worldwide EOR operations while ensuring consistent service delivery and compliance across international jurisdictions. Key Responsibilities: Global Strategy: Develop and implement international EOR strategies. Compliance Oversight: Ensure adherence to employment laws across all regions. Partnership Management: Build and maintain international partner relationships. Service Standardization: Establish consistent global service standards. Performance Optimization: Monitor and improve global operations efficiency. Risk Management: Identify and mitigate international operational risks.
U-NonIT-010	Employer of Record (EOR) services	EOR Management and Operations	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-011	Employer of Record (EOR) services	Employee Support	Employee Assistance Program Coord	Job Summary: The Employee Assistance Program Coordinator manages comprehensive support services for international employees while ensuring access to necessary resources. Key Responsibilities: Program Administration: Manage EAP services and resources globally. Case Management: Coordinate assistance cases and ensure proper follow-up. Resource Development: Create support materials and documentation. Provider Relations: Maintain relationships with service providers. Confidentiality: Ensure strict privacy of employee information. Program Evaluation: Monitor program effectiveness and utilization.
U-NonIT-012	Employer of Record (EOR) services	Employee Support	Employee Support Specialist (EOR)	Job Summary: The Employee Support Specialist (EOR) is responsible for ensuring employees under the Employer of Record (EOR) service receive comprehensive support, including onboarding assistance, benefits enrollment, and issue resolution. This role is critical to fostering a positive employee experience and maintaining high satisfaction levels. Key Responsibilities: - Onboarding Support: Assist employees with the onboarding process, ensuring all necessary documentation is completed accurately and efficiently. - Benefits Enrollment Assistance: Guide employees through the benefits enrollment process, addressing any questions and resolving issues. - Employee Relations: Act as the first point of contact for employee inquiries, resolving concerns related to payroll, benefits, or employment policies. - Issue Escalation: Identify and escalate complex issues to appropriate departments, ensuring timely and effective resolution. - Documentation Management: Maintain accurate records of employee interactions and ensure compliance with company policies.

U-NonIT-013	Employer of Record (EOR) services	Employee Support	EOR Helpdesk Coordinator	**Job Summary:** The EOR Helpdesk Coordinator serves as the central point of contact for resolving inquiries and technical issues related to the Employer of Record services. This role ensures timely and effective communication between employees, clients, and internal teams. **Key Responsibilities:** Helpdesk Management: Monitor and respond to incoming helpdesk tickets, ensuring prompt and professional resolution of issues. Technical Support: Provide assistance with HR software and tools used for EOR services, resolving technical issues or escalating when necessary. Knowledge Base Maintenance: Develop and update a knowledge base of common issues and solutions to improve helpdesk efficiency. Client Interaction: Collaborate with clients to address specific concerns or provide updates on issue resolutions. Reporting: Generate regular reports on helpdesk performance metrics and identify areas for improvement.
U-NonIT-014	Employer of Record (EOR) services	Employee Support	Workforce Support Analyst (EOR)	**Job Summary:** The Workforce Support Analyst (EOR) is responsible for analyzing workforce data to identify trends, optimize employee support services, and ensure compliance with EOR operational standards. This role involves close collaboration with internal teams to enhance service delivery. **Key Responsibilities:** Data Analysis: Analyze workforce trends and metrics to provide actionable insights for improving employee support services. Service Optimization: Develop recommendations for enhancing processes based on data findings and feedback. Compliance Monitoring: Ensure EOR operations comply with relevant regulations and standards. Collaboration: Work with cross-functional teams to align workforce support initiatives with organizational goals. Reporting: Create detailed reports and dashboards to track the effectiveness of support services.
U-NonIT-015	Employer of Record (EOR) services	Employee Support	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-016	Employer of Record (EOR) services	Financial and Accounting	Accounts Receivable/Payable Specia	**Job Summary:** The Accounts Receivable/Payable Specialist (EOR) manages all financial transactions related to Employer of Record services, ensuring accuracy, compliance, and timely processing. This role is essential to maintaining financial integrity within the EOR framework. **Key Responsibilities:** Invoice Management: Prepare and process invoices for EOR services, ensuring accuracy and compliance with client agreements. Payment Processing: Manage accounts payable, including vendor payments and employee reimbursements. Reconciliation: Conduct regular reconciliation of accounts to maintain accurate financial records. Compliance: Ensure all financial transactions comply with applicable laws and organizational policies. Reporting: Generate financial reports to provide insights into EOR financial operations.
U-NonIT-017	Employer of Record (EOR) services	Financial and Accounting	EOR Account Manager	**Job Summary:** The EOR Account Manager is responsible for overseeing client relationships, ensuring the successful delivery of Employer of Record services, and identifying opportunities for service improvement. This role combines account management expertise with strategic planning to enhance client satisfaction. **Key Responsibilities:** Client Relationship Management: Build and maintain strong relationships with clients, serving as their primary point of contact. Service Delivery Oversight: Monitor the delivery of EOR services to ensure they meet client expectations and contractual obligations. Issue Resolution: Address and resolve client concerns promptly, collaborating with internal teams as necessary. Performance Analysis: Track and analyze service performance metrics to identify areas for improvement. Strategic Planning: Develop and implement strategies to enhance client satisfaction and service delivery outcomes.
U-NonIT-018	Employer of Record (EOR) services	Financial and Accounting	EOR Billing Coordinator	**Job Summary:** The EOR Billing Coordinator is responsible for managing and processing all billing activities related to Employer of Record (EOR) services. This role ensures invoices are accurate, timely, and compliant with client agreements and organizational policies. **Key Responsibilities:** Invoice Preparation: Generate and review invoices for EOR services, ensuring they accurately reflect client agreements and services rendered. Billing Discrepancies: Identify and resolve discrepancies in billing, collaborating with internal teams and clients as necessary. Record Maintenance: Maintain detailed records of billing transactions and ensure data accuracy within financial systems. Compliance Monitoring: Ensure all billing activities comply with applicable laws, regulations, and organizational policies. Reporting: Prepare regular billing reports for management to track revenue and identify trends.

U-NonIT-019	Employer of Record (EOR) services	Financial and Accounting	EOR Financial Analyst	Job Summary: The EOR Financial Analyst evaluates and analyzes financial data related to global employment operations, providing critical insights and recommendations to optimize financial performance across multiple regions. Key Responsibilities: Financial Analysis: Conduct comprehensive analysis of EOR program costs, revenue streams, and financial performance metrics across different regions and client accounts. Reporting: Prepare detailed financial reports, forecasts, and presentations for stakeholders, highlighting key trends and opportunities for optimization. Budget Management: Monitor and track budget performance, identifying variances and recommending corrective actions to maintain financial targets. Cost Analysis: Perform detailed cost analysis of global employment operations, identifying areas for cost reduction and efficiency improvements. Process Improvement: Develop and implement financial processes and controls to enhance accuracy and efficiency of financial operations. Compliance Support: Assist in ensuring financial compliance with local regulations and reporting requirements across multiple jurisdictions.
U-NonIT-020	Employer of Record (EOR) services	Financial and Accounting	EOR Financial Officer	Job Summary: The EOR Financial Officer oversees the financial operations related to Employer of Record (EOR) services, ensuring financial accuracy, compliance, and strategic alignment with business objectives. This role involves financial planning, analysis, and reporting to support organizational goals. Key Responsibilities: Financial Planning: Develop and implement financial plans and budgets for EOR services. Revenue Management: Monitor and analyze revenue streams to ensure financial health and identify opportunities for growth. Compliance Assurance: Ensure all financial activities comply with legal, regulatory, and organizational standards. Financial Reporting: Prepare detailed financial reports and presentations for stakeholders. Collaboration: Work with cross-functional teams to align financial strategies with operational goals.
U-NonIT-021	Employer of Record (EOR) services	Financial and Accounting	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-022	Employer of Record (EOR) services	Human Resources	Employer of Record Specialist	Job Summary: The Employer of Record Specialist provides dedicated support for EOR services, ensuring seamless operations, compliance, and employee satisfaction. This role is pivotal in facilitating onboarding, payroll, and benefits management for EOR employees. Key Responsibilities: Onboarding Coordination: Guide employees through the onboarding process, ensuring all documentation is completed and compliant. Payroll Processing: Manage payroll operations for EOR employees, addressing any issues promptly. Benefits Administration: Support employees in enrolling and managing their benefits, answering any questions that arise. Compliance Oversight: Ensure all EOR processes adhere to relevant laws and organizational policies. Employee Support: Act as the primary point of contact for employees, resolving inquiries and escalating issues when necessary.
U-NonIT-023	Employer of Record (EOR) services	Human Resources	EOR Compliance Manager	Job Summary: The EOR Compliance Manager ensures that all Employer of Record (EOR) services comply with applicable regulations, standards, and organizational policies. This role focuses on risk management, auditing, and process improvement to maintain operational integrity. Key Responsibilities: Policy Development: Develop and update compliance policies for EOR operations. Risk Assessment: Identify and mitigate compliance risks through regular assessments and audits. Regulatory Monitoring: Stay updated on changes in laws and regulations affecting EOR services. Training: Provide compliance training for internal teams and stakeholders. Reporting: Generate compliance reports and recommend improvements to leadership.
U-NonIT-024	Employer of Record (EOR) services	Human Resources	EOR Operations Manager	Job Summary: The EOR Operations Manager oversees the day-to-day operations of Employer of Record (EOR) services, ensuring efficiency, compliance, and high-quality service delivery. This role involves strategic planning, team leadership, and process optimization. Key Responsibilities: Operational Oversight: Manage all aspects of EOR operations, ensuring processes are efficient and compliant. Team Leadership: Lead and mentor the EOR operations team, fostering a culture of accountability and excellence. Process Improvement: Identify and implement strategies to improve operational efficiency and client satisfaction. Client Interaction: Collaborate with clients to ensure their needs are met and issues are resolved promptly. Performance Metrics: Track and analyze operational performance, providing regular updates to leadership.

U-NonIT-025	Employer of Record (EOR) services	Human Resources	EOR Program Director	Job Summary: The EOR Program Director leads and oversees the comprehensive Employer of Record services program, ensuring seamless global employment solutions while managing strategic relationships with international clients and local entities. This senior-level position is responsible for developing and implementing EOR program strategies, policies, and best practices across multiple regions. Key Responsibilities: Program Leadership: Direct the overall EOR program strategy and operations, ensuring alignment with organizational goals and compliance with international employment regulations. Stakeholder Management: Foster and maintain relationships with key stakeholders including clients, internal teams, and international partners to ensure program success. Risk Management: Develop and implement risk mitigation strategies across the EOR program, ensuring compliance with local employment laws and regulations in all operating jurisdictions. Team Development: Build and lead high-performing teams across multiple regions, providing guidance and professional development opportunities. Process Optimization: Continuously evaluate and improve EOR program processes, implementing best practices and innovative solutions to enhance efficiency. Performance Monitoring: Establish and track key performance indicators for the EOR program, regularly reporting on progress and implementing improvements based on data-driven insights.
U-NonIT-026	Employer of Record (EOR) services	Human Resources	EOR Project Manager	EOR Project Manager Job Summary: The EOR Project Manager leads initiatives to implement and optimize Employer of Record (EOR) services for clients, ensuring projects are completed on time, within scope, and on budget. This role requires excellent coordination, communication, and strategic planning skills. Key Responsibilities: Project Planning: Develop detailed project plans, including timelines, deliverables, and resource allocation. Client Coordination: Collaborate with clients to understand their requirements and ensure successful project delivery. Team Collaboration: Work with cross-functional teams to ensure seamless project execution. Risk Management: Identify and mitigate risks to ensure project success. Status Reporting: Provide regular project updates to stakeholders, highlighting progress and addressing challenges.
U-NonIT-027	Employer of Record (EOR) services	Human Resources	EOR Services Manager	Job Summary: The EOR Services Manager is responsible for overseeing the delivery of Employer of Record (EOR) services, ensuring exceptional client satisfaction and operational excellence. This role focuses on team leadership, client relationships, and continuous improvement. Key Responsibilities: Service Delivery: Oversee the day-to-day delivery of EOR services to ensure high standards are met. Team Management: Lead and support the EOR services team, fostering a collaborative and productive work environment. Client Engagement: Build and maintain strong client relationships, addressing any concerns or feedback. Process Enhancement: Identify and implement improvements to service delivery processes. Performance Metrics: Monitor and analyze service performance to drive continuous improvement.
U-NonIT-028	Employer of Record (EOR) services	Human Resources	Global EOR Manager	Job Summary: The Global EOR Manager manages Employer of Record (EOR) operations across multiple regions, ensuring consistent service quality, compliance, and alignment with organizational goals. This role involves strategic planning, cross-border coordination, and leadership. Key Responsibilities: Global Strategy: Develop and implement strategies to expand and optimize global EOR operations. Regional Oversight: Manage EOR teams in various regions to ensure consistency and compliance. Compliance Assurance: Ensure global EOR operations adhere to local labor laws and regulations. Client Management: Collaborate with international clients to provide tailored EOR solutions. Reporting: Prepare global performance reports and present insights to leadership.
U-NonIT-029	Employer of Record (EOR) services	Human Resources	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-030	Employer of Record (EOR) services	Legal and Compliance	Compliance Officer (EOR)	Job Summary: The Compliance Officer (EOR) ensures Employer of Record (EOR) services meet all regulatory, legal, and ethical standards. This role focuses on risk assessment, policy enforcement, and compliance education. Key Responsibilities: Policy Development: Create and update compliance policies to align with regulations. Risk Analysis: Identify compliance risks and implement mitigation strategies. Audit Coordination: Conduct regular audits to ensure adherence to policies and standards. Training: Educate staff and clients on compliance requirements. Documentation: Maintain accurate compliance records and provide reports to stakeholders.
U-NonIT-031	Employer of Record (EOR) services	Legal and Compliance	Employment Law Specialist (EOR)	Job Summary: The Employment Law Specialist (EOR) provides expertise on labor laws and regulations related to Employer of Record (EOR) services. This role advises on compliance, risk management, and policy development. Key Responsibilities: Legal Guidance: Provide advice on employment laws affecting EOR operations. Policy Review: Develop and review policies to ensure legal compliance. Dispute Resolution: Assist in resolving legal disputes related to employment matters. Training: Educate teams on employment law requirements. Research: Stay updated on changes in labor laws and provide timely updates to leadership.

U-NonIT-032	Employer of Record (EOR) services	Legal and Compliance	EOR Policy Specialist	Job Summary: The EOR Policy Specialist develops and implements organizational policies and procedures to ensure compliance with labor laws, company standards, and industry best practices. This role focuses on maintaining legal compliance and supporting the development of policies tailored to EOR services. Key Responsibilities: Policy Development: Design and revise policies to align with federal, state, and local regulations. Compliance Audits: Conduct regular reviews of company practices to ensure compliance with applicable laws. Stakeholder Consultation: Collaborate with internal teams and clients to implement EOR-related policies effectively. Documentation Management: Maintain accurate and accessible records of policies and revisions. Training Facilitation: Provide training to employees and clients on updated policies and procedures.
U-NonIT-033	Employer of Record (EOR) services	Legal and Compliance	Labor Relations Manager (EOR)	Job Summary: The Labor Relations Manager oversees employee relations, ensuring fair labor practices and fostering positive relationships between employees, clients, and EOR services. This role addresses labor disputes and negotiates collective agreements. Key Responsibilities: Dispute Resolution: Mediate conflicts between employees and employers to ensure satisfactory outcomes. Collective Bargaining: Lead negotiations for agreements, ensuring alignment with EOR principles. Policy Compliance: Ensure adherence to labor laws and company standards. Training Programs: Design programs to educate clients on employee relations best practices. Workplace Investigations: Conduct investigations into grievances and complaints.
U-NonIT-034	Employer of Record (EOR) services	Legal and Compliance	Legal Counsel (EOR)	Job Summary: The Legal Counsel provides expert legal advice to ensure EOR operations remain compliant with labor laws, contracts, and other regulatory requirements. Key Responsibilities: Contract Review: Draft and review employment contracts for compliance and accuracy. Risk Mitigation: Identify and address potential legal risks in EOR operations. Regulatory Updates: Monitor changes in labor laws and advise stakeholders on compliance. Legal Representation: Represent the organization in legal proceedings related to employment issues. Client Consultation: Provide guidance to clients on EOR-related legal matters.
U-NonIT-035	Employer of Record (EOR) services	Legal and Compliance	Regulatory Compliance Analyst (EOR)	Job Summary: The Regulatory Compliance Analyst ensures all EOR services align with labor laws and industry standards by monitoring compliance and implementing corrective measures. Key Responsibilities: Compliance Monitoring: Track and report adherence to regulatory requirements. Process Audits: Conduct internal audits to identify compliance gaps. Risk Analysis: Assess compliance risks and recommend mitigation strategies. Policy Development: Assist in creating policies that meet regulatory standards. Reporting: Prepare detailed compliance reports for management and clients.
U-NonIT-036	Employer of Record (EOR) services	Legal and Compliance	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-037	Employer of Record (EOR) services	Payroll and Benefits	Benefits Coordinator (EOR)	Job Summary: The Benefits Coordinator administers employee benefits programs for EOR services, ensuring efficient delivery and client satisfaction. Key Responsibilities: Benefits Enrollment: Manage employee enrollment and updates for benefits programs. Vendor Coordination: Liaise with benefits providers to resolve issues and optimize offerings. Client Support: Assist clients in understanding and managing benefits programs. Compliance: Ensure benefit plans meet regulatory requirements. Data Management: Maintain accurate records of employee benefits.
U-NonIT-038	Employer of Record (EOR) services	Payroll and Benefits	Compensation and Benefits Manager	Job Summary: The Compensation and Benefits Manager oversees competitive salary and benefits structures for EOR clients, ensuring they attract and retain top talent. Key Responsibilities: Compensation Strategy: Develop and implement competitive pay structures. Benefits Optimization: Design benefits plans that align with client needs and budgets. Market Analysis: Conduct market research to ensure competitive offerings. Compliance Assurance: Ensure all compensation and benefits meet regulatory standards. Budget Management: Oversee benefits budgets and manage associated costs.
U-NonIT-039	Employer of Record (EOR) services	Payroll and Benefits	EOR Payroll Manager	Job Summary: The EOR Payroll Manager oversees payroll operations, ensuring accurate and timely processing while maintaining compliance with tax laws and regulations. Key Responsibilities: Payroll Processing: Manage end-to-end payroll operations for EOR clients. Compliance Monitoring: Ensure payroll practices align with tax and labor laws. Team Supervision: Lead and support payroll staff for optimal performance. Technology Optimization: Implement and maintain payroll systems for efficiency. Audit Management: Conduct regular payroll audits to ensure accuracy.
U-NonIT-040	Employer of Record (EOR) services	Payroll and Benefits	Payroll Administrator (EOR)	Job Summary: The Payroll Administrator handles day-to-day payroll tasks, ensuring employees are compensated accurately and on time. Key Responsibilities: Data Entry: Input and update payroll data accurately. Payment Processing: Ensure timely disbursement of employee salaries. Issue Resolution: Address payroll-related inquiries and discrepancies. Record Maintenance: Maintain detailed payroll records for compliance. System Updates: Assist with payroll system updates and maintenance.

ID	Service	Category	Job Title	Description
U-NonIT-041	Employer of Record (EOR) services	Payroll and Benefits	Payroll and Tax Compliance Specialist	Job Summary: The Payroll and Tax Compliance Specialist ensures payroll processes adhere to tax laws and regulations, minimizing risks for EOR services. Key Responsibilities: Tax Filings: Prepare and file payroll tax documents accurately. Regulatory Updates: Stay informed on tax law changes and implement updates. Compliance Audits: Conduct regular audits to ensure tax compliance. Client Support: Provide guidance on tax-related payroll issues. Documentation: Maintain accurate tax records for audits and reviews.
U-NonIT-042	Employer of Record (EOR) services	Payroll and Benefits	Payroll Specialist (EOR)	Job Summary: The Payroll Specialist processes payroll transactions, ensuring accuracy and compliance with EOR standards. Key Responsibilities: Payroll Processing: Prepare and process payroll for EOR employees. Compliance Checks: Ensure all payroll transactions meet legal standards. Client Communication: Collaborate with clients to address payroll concerns. Error Resolution: Investigate and resolve payroll discrepancies promptly. Reporting: Generate payroll reports for management and clients.
U-NonIT-043	Employer of Record (EOR) services	Payroll and Benefits	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-044	Employer of Record (EOR) services	Risk Management	EOR Risk Compliance Officer	Job Summary: The EOR Risk Compliance Officer identifies and mitigates risks, ensuring compliance with regulatory and client-specific requirements. Key Responsibilities: Risk Assessment: Analyze operational risks and implement mitigation strategies. Compliance Monitoring: Ensure all operations comply with laws and standards. Training: Educate staff on compliance and risk management practices. Incident Management: Respond to and resolve compliance breaches effectively. Policy Updates: Revise risk and compliance policies as needed.
U-NonIT-045	Employer of Record (EOR) services	Risk Management	EOR Safety Coordinator	Job Summary: The EOR Safety Coordinator promotes workplace safety by implementing effective safety policies and conducting regular training. Key Responsibilities: Safety Audits: Conduct inspections to ensure a safe work environment. Training Programs: Educate employees on safety protocols and regulations. Incident Response: Investigate and report workplace incidents. Compliance: Ensure adherence to occupational safety and health standards. Policy Development: Update safety policies based on industry best practices.
U-NonIT-046	Employer of Record (EOR) services	Risk Management	Risk Manager (EOR)	Job Summary: The Risk Manager oversees the identification and management of risks related to EOR services, ensuring operational stability and compliance. Key Responsibilities: Risk Mitigation: Develop strategies to address potential risks. Compliance Oversight: Ensure all operations meet regulatory requirements. Incident Investigation: Analyze incidents and recommend preventive measures. Training Initiatives: Educate employees on risk management procedures. Reporting: Provide detailed risk analysis reports to stakeholders.
U-NonIT-047	Employer of Record (EOR) services	Risk Management	Workers' Compensation Specialist (E	Job Summary: The Workers' Compensation Specialist manages claims and ensures compliance with workers' compensation laws, providing support to injured employees. Key Responsibilities: Claims Management: Oversee workers' compensation claims from filing to resolution. Compliance Assurance: Ensure adherence to workers' compensation laws. Client Support: Assist clients in managing workers' compensation programs. Data Analysis: Monitor trends to identify areas for improvement. Employee Communication: Provide clear guidance to injured employees.
U-NonIT-048	Employer of Record (EOR) services	Risk Management	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-049	Instructional and non-instructional education	Custodial	Custodian	Job Summary: The Custodian ensures a clean, safe, and sanitary environment within educational facilities by performing routine cleaning and maintenance tasks. Key Responsibilities: Facility Cleaning: Perform daily cleaning tasks, including sweeping, mopping, and sanitizing classrooms, hallways, and restrooms. Trash Management: Collect, sort, and dispose of waste and recyclable materials to maintain a tidy facility. Minor Repairs: Conduct minor maintenance tasks such as replacing light bulbs, tightening fixtures, or fixing leaks. Equipment Maintenance: Ensure cleaning equipment is in proper working order and report any malfunctions. Event Support: Set up and break down furniture and equipment for school events and activities.
U-NonIT-050	Instructional and non-instructional education	Custodial	Facilities Manager	Job Summary: The Facilities Manager oversees the maintenance and operations of school buildings and grounds to ensure a safe and efficient environment for students and staff. Key Responsibilities: Maintenance Oversight: Supervise maintenance staff and prioritize repair tasks to address facility needs promptly. Vendor Coordination: Manage relationships with contractors and service providers to ensure timely and cost-effective solutions. Safety Standards: Implement safety protocols and conduct regular inspections to ensure compliance with local and federal regulations. Budget Management: Develop and monitor budgets for facility operations and maintenance projects. Long-Term Planning: Create and execute strategic plans for facility improvements and capital projects.

U-NonIT-051	Instructional and non-instructional education	Custodial	Groundskeeper	Job Summary: The Groundskeeper maintains outdoor spaces, ensuring the school grounds are safe, functional, and visually appealing for students, staff, and visitors. Key Responsibilities: Landscaping: Mow lawns, trim bushes, and plant seasonal flowers to enhance the appearance of the grounds. Trash Collection: Remove litter and debris from outdoor areas, including playgrounds and parking lots. Irrigation Maintenance: Inspect and maintain irrigation systems to ensure proper hydration of plants and lawns. Snow and Ice Removal: Clear snow and ice from walkways and parking areas to ensure safe access during winter. Playground Safety: Inspect and maintain playground equipment to ensure it meets safety standards.
U-NonIT-052	Instructional and non-instructional education	Custodial	Head Custodian	Job Summary: The Head Custodian supervises custodial staff, oversees daily cleaning operations, and ensures compliance with safety and sanitation standards within the school. Key Responsibilities: Staff Supervision: Assign tasks, train custodial staff, and monitor performance to maintain high cleaning standards. Inventory Management: Order and manage cleaning supplies to ensure adequate stock for ongoing operations. Facility Inspections: Conduct regular inspections to identify areas needing attention and ensure cleanliness. Emergency Response: Coordinate custodial response during facility emergencies, such as spills or system failures. Reporting: Maintain logs and records of cleaning activities, repairs, and incidents for administrative review.
U-NonIT-053	Instructional and non-instructional education	Custodial	Janitor	Job Summary: The Janitor provides routine cleaning and maintenance services to ensure a clean and organized learning environment for all school occupants. Key Responsibilities: Cleaning Tasks: Perform daily cleaning activities, including vacuuming, dusting, and sanitizing surfaces throughout the facility. Supply Replenishment: Restock restrooms, classrooms, and common areas with necessary supplies. Spill Management: Address spills and accidents promptly to minimize disruption and maintain safety. Equipment Upkeep: Clean and maintain janitorial tools and equipment for efficient operations. Building Security: Lock and unlock buildings and secure facilities during non-operating hours.
U-NonIT-054	Instructional and non-instructional education	Custodial	Maintenance Worker	Job Summary: The Maintenance Worker performs repairs and upkeep to ensure the school's buildings and infrastructure are safe and functional for daily operations. Key Responsibilities: General Repairs: Repair fixtures, furniture, and mechanical systems as needed to keep facilities in working order. Preventative Maintenance: Conduct regular inspections and maintenance of HVAC, plumbing, and electrical systems. Work Orders: Respond to maintenance requests from staff and resolve issues efficiently. Safety Compliance: Adhere to safety protocols and address hazards promptly to ensure a safe environment. Tool Management: Maintain tools and equipment in good condition for immediate use when needed.
U-NonIT-055	Instructional and non-instructional education	Custodial	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-056	Instructional and non-instructional education	Education Administration	Academic Counselor	Job Summary: The Academic Counselor supports students in achieving academic success by providing guidance on course selection, career planning, and personal development. Key Responsibilities: Student Advising: Assist students in creating academic plans that align with their goals and interests. Career Guidance: Provide resources and advice to help students explore career options and opportunities. Crisis Intervention: Offer support and resources to students dealing with personal or academic challenges. Collaboration: Work closely with teachers and parents to address students' academic and emotional needs. Program Development: Design and implement workshops and programs to support student development.
U-NonIT-057	Instructional and non-instructional education	Education Administration	Assessment Coordinator	Job Summary: The Assessment Coordinator manages testing programs and data analysis to monitor student achievement and inform instructional decisions. Key Responsibilities: Test Administration: Plan and oversee the administration of standardized tests in compliance with regulations. Data Analysis: Compile and analyze assessment data to identify trends and areas for improvement. Reporting: Prepare detailed reports on student performance for administrators, teachers, and parents. Training Support: Provide training to teachers on effective use of assessment tools and data interpretation. Program Evaluation: Evaluate the effectiveness of assessment programs and recommend improvements.
U-NonIT-058	Instructional and non-instructional education	Education Administration	Curriculum Developer	Job Summary: The Curriculum Developer designs and evaluates educational programs, ensuring alignment with academic standards and the needs of students and educators. Key Responsibilities: Program Design: Develop comprehensive curricula that meet educational standards and student learning objectives. Material Evaluation: Review and select textbooks, technology, and learning materials to enhance educational programs. Stakeholder Collaboration: Work with teachers, administrators, and subject matter experts to create effective curricula. Assessment Integration: Incorporate evaluation methods to measure curriculum effectiveness and student progress. Professional Development: Conduct training sessions for educators on new curricula and instructional strategies.

U-NonIT-059	Instructional and non-instructional education	Education Administration	Dean of Students	Job Summary: The Dean of Students oversees student conduct, fosters a positive school culture, and supports students' academic and personal growth. Key Responsibilities: Behavioral Oversight: Enforce disciplinary policies and address student behavior issues in a fair and consistent manner. Student Support: Provide counseling and mentorship to help students overcome personal or academic challenges. Event Coordination: Organize extracurricular programs and events to engage students and promote school spirit. Policy Development: Develop and implement policies that enhance the student experience and maintain a safe environment. Collaboration: Work with teachers and parents to address student concerns and create intervention plans when necessary.
U-NonIT-060	Instructional and non-instructional education	Education Administration	Education Policy Analyst	Job Summary: The Education Policy Analyst researches, evaluates, and develops policies to improve educational outcomes and address systemic challenges. Key Responsibilities: Policy Research: Analyze existing education policies to identify gaps and areas for improvement. Data Analysis: Compile and interpret data to support policy recommendations and decision-making. Stakeholder Engagement: Collaborate with government officials, educators, and community leaders to shape policies. Report Preparation: Produce detailed policy reports and presentations for policymakers and stakeholders. Trend Monitoring: Stay informed on emerging trends and regulations in education to provide relevant insights.
U-NonIT-061	Instructional and non-instructional education	Education Administration	Education Program Director	Job Summary: The Education Program Director manages academic programs, ensuring they meet institutional goals and improve student learning outcomes. Key Responsibilities: Program Oversight: Plan, implement, and evaluate educational programs to align with organizational goals. Budget Management: Develop and monitor program budgets to ensure financial sustainability. Staff Leadership: Recruit, train, and supervise program staff to ensure effective program delivery. Partnership Building: Collaborate with community organizations and stakeholders to enhance program impact. Performance Monitoring: Use data and feedback to assess program effectiveness and recommend improvements.
U-NonIT-062	Instructional and non-instructional education	Education Administration	School Administrator	Job Summary: The School Administrator manages daily operations, supporting faculty, staff, and students to ensure a productive and efficient educational environment. Key Responsibilities: Staff Supervision: Oversee and support teachers and staff to maintain high performance standards. Operational Oversight: Manage school resources, schedules, and facilities to ensure smooth daily operations. Policy Implementation: Enforce school policies and procedures to maintain compliance and consistency. Parent Engagement: Act as a liaison between the school and families to address concerns and improve communication. Crisis Management: Respond to emergencies and implement safety protocols to protect students and staff.
U-NonIT-063	Instructional and non-instructional education	Education Administration	School Board Member	Job Summary: The School Board Member helps govern the school district, ensuring policies and budgets support quality education for all students. Key Responsibilities: Policy Approval: Review and vote on policies that impact school operations and student learning. Budget Oversight: Approve and monitor budgets to ensure financial accountability and transparency. Community Representation: Serve as a voice for the community, addressing concerns and advocating for student needs. Strategic Planning: Contribute to long-term planning to guide the district's educational goals and priorities. Superintendent Support: Evaluate and provide guidance to the superintendent to ensure effective leadership.
U-NonIT-064	Instructional and non-instructional education	Education Administration	School Principal	Job Summary: The School Principal provides visionary leadership, overseeing all aspects of school operations to ensure academic excellence and a positive school culture. Key Responsibilities: Instructional Leadership: Guide teachers in implementing effective instructional practices and achieving academic goals. Staff Management: Hire, evaluate, and develop faculty and staff to create a strong team. Student Achievement: Monitor and support student progress through data analysis and targeted interventions. Community Engagement: Foster relationships with parents, local organizations, and stakeholders to support school initiatives. Budget Administration: Manage school budgets and allocate resources efficiently to meet educational needs.
U-NonIT-065	Instructional and non-instructional education	Education Administration	Superintendent	Job Summary: The Superintendent provides strategic leadership for the school district, ensuring high-quality education and operational excellence. Key Responsibilities: District Oversight: Manage all district operations, including academic programs, facilities, and human resources. Strategic Planning: Develop and implement long-term plans to achieve district goals. Board Collaboration: Work with the school board to create policies and address community concerns. Resource Management: Oversee budgets, funding, and resources to support district-wide initiatives. Performance Monitoring: Evaluate school performance and provide guidance to principals and staff to ensure improvement.
U-NonIT-066	Instructional and non-instructional education	Education Administration	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-067	Instructional and non-instructional education	Food & Nutrition	Cafeteria Worker	Job Summary: The Cafeteria Worker prepares and serves meals, ensuring cleanliness and adherence to food safety standards in school cafeterias. Key Responsibilities: Meal Preparation: Assist in cooking and assembling meals following established menus and portion sizes. Serving: Distribute meals efficiently during lunch periods while maintaining friendly interactions with students. Sanitation: Clean and sanitize kitchen surfaces, utensils, and equipment to meet health standards. Inventory Restocking: Monitor and replenish food supplies to avoid shortages during meal service. Compliance: Follow dietary guidelines and food safety protocols to ensure student health and well-being.
U-NonIT-068	Instructional and non-instructional education	Food & Nutrition	Cook	Job Summary: The Cook prepares nutritious meals for students and staff, following menu plans and dietary requirements. Key Responsibilities: Food Preparation: Cook and prepare meals using approved recipes and portion guidelines. Menu Planning: Assist in planning menus that meet nutritional guidelines and accommodate special diets. Equipment Operation: Use kitchen appliances and equipment safely and efficiently during meal preparation. Quality Control: Ensure meals are prepared to high standards of taste, quality, and presentation. Safety Standards: Adhere to food safety and hygiene regulations at all times.
U-NonIT-069	Instructional and non-instructional education	Food & Nutrition	Dishwasher	Job Summary: The Dishwasher ensures cleanliness in the kitchen by washing dishes, utensils, and equipment, supporting smooth food service operations. Key Responsibilities: Dishwashing: Clean and sanitize all dishes, trays, and cooking utensils promptly. Equipment Maintenance: Operate and maintain dishwashing machines to ensure efficiency and reliability. Cleaning Duties: Assist in cleaning kitchen surfaces and floors to maintain a sanitary workspace. Trash Disposal: Collect and dispose of garbage and recyclables in accordance with waste management protocols. Inventory Support: Restock clean dishes and utensils in designated areas for efficient access.
U-NonIT-070	Instructional and non-instructional education	Food & Nutrition	Food Service Assistant	Job Summary: The Food Service Assistant supports food preparation and service operations, ensuring efficient and timely meal delivery in school cafeterias. Key Responsibilities: Meal Setup: Assist in setting up serving lines and distributing food to students. Preparation: Perform basic food prep tasks, such as cutting vegetables or portioning ingredients. Cleanliness Maintenance: Maintain cleanliness of workstations and dining areas during and after service. Customer Interaction: Provide courteous service to students and staff, answering basic inquiries about meals. Stock Management: Replenish food and supplies during meal service to ensure availability.
U-NonIT-071	Instructional and non-instructional education	Food & Nutrition	Food Service Director	Job Summary: The Food Service Director oversees all aspects of the school's food service program, ensuring compliance with nutritional standards and operational efficiency. Key Responsibilities: Program Management: Develop and implement meal programs that meet state and federal guidelines. Budget Oversight: Manage budgets for food procurement, staffing, and operational expenses. Staff Supervision: Recruit, train, and supervise food service staff to ensure high performance. Vendor Coordination: Negotiate with suppliers to secure quality ingredients at competitive prices. Compliance: Ensure all food service operations adhere to health, safety, and dietary regulations.
U-NonIT-072	Instructional and non-instructional education	Food & Nutrition	Food Service Manager	Job Summary: The Food Service Manager oversees daily operations in the school cafeteria, ensuring smooth service delivery and compliance with health standards. Key Responsibilities: Staff Supervision: Schedule and manage cafeteria staff to ensure efficient operations. Inventory Control: Monitor and order supplies to maintain adequate stock levels. Operational Efficiency: Coordinate meal preparation and service to meet scheduled meal times. Quality Assurance: Ensure food is prepared to high standards of taste and safety. Compliance Monitoring: Conduct regular checks to ensure adherence to food safety and sanitation standards.
U-NonIT-073	Instructional and non-instructional education	Food & Nutrition	School Nutritionist	Job Summary: The School Nutritionist develops and implements nutrition programs to promote student health and wellness through balanced meal planning. Key Responsibilities: Menu Planning: Create menus that meet dietary guidelines and accommodate diverse nutritional needs. Education Programs: Develop initiatives to educate students and staff about healthy eating habits. Nutritional Analysis: Assess the nutritional content of meals and recommend improvements where needed. Compliance Assurance: Ensure all meals meet local, state, and federal nutrition standards. Collaboration: Work with food service staff and school administrators to implement nutrition policies effectively.
U-NonIT-074	Instructional and non-instructional education	Food & Nutrition	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-075	Instructional and non-instructional education	Instructional Education (Teaching)	Art Teacher	Job Summary: The Art Teacher is responsible for developing and implementing a comprehensive art education program that fosters creativity, critical thinking, and artistic expression while meeting state education standards and curriculum requirements. This position focuses on inspiring students through various artistic mediums and techniques while creating an inclusive and encouraging learning environment. Key Responsibilities: Curriculum Development: Design and implement age-appropriate art curriculum that includes various media, art history, and contemporary artistic practices. Instruction Delivery: Teach fundamental art concepts, techniques, and skills to students while adapting teaching methods to accommodate different learning styles and abilities. Student Assessment: Evaluate student progress through portfolio development, projects, and participation, providing constructive feedback to support artistic growth. Resource Management: Maintain art supplies, equipment, and facilities while managing budget allocations for materials and special projects. Exhibition Coordination: Organize and curate student art exhibitions, competitions, and presentations to showcase student work and achievements. Professional Development: Stay current with art education trends, techniques, and technologies while participating in professional development opportunities.
U-NonIT-076	Instructional and non-instructional education	Instructional Education (Teaching)	English as a Second Language (ESL) T	The ESL Teacher supports non-native English-speaking students by developing their language proficiency and integrating them into mainstream classrooms. Key Responsibilities: Lesson Design: Design and deliver lessons tailored to language learning needs. Progress Monitoring: Monitor and assess student progress through formative assessments. Collaboration: Collaborate with classroom teachers to support inclusive learning. Positive Environment: Create a positive learning environment that fosters cultural diversity. Family Engagement: Engage families to support language development at home.
U-NonIT-077	Instructional and non-instructional education	Instructional Education (Teaching)	Literacy Coach	The Literacy Coach provides support to teachers and students to improve reading and writing skills across grade levels. Key Responsibilities: Data Analysis: Analyze student literacy data to guide instructional decisions. - Training Delivery: Develop and deliver teacher training on effective literacy strategies. - Lesson Modeling: Model lessons and provide feedback to enhance instructional practices. - Intervention Implementation: Collaborate with teachers to implement reading interventions. - Program Monitoring: Monitor and report on the effectiveness of literacy programs.
U-NonIT-078	Instructional and non-instructional education	Instructional Education (Teaching)	Music Teacher	The Music Teacher develops students' musical abilities and appreciation through creative instruction and performance opportunities. Key Responsibilities: - Lesson Planning: Plan and deliver engaging music lessons aligned with curriculum standards. - Skill Instruction: Teach students to play instruments, read music, and understand music theory. - Performance Coordination: Organize and direct school concerts and performances. - Classroom Environment: Foster a positive classroom environment to encourage creativity and collaboration. - Instrument Maintenance: Maintain and care for musical instruments and resources.
U-NonIT-079	Instructional and non-instructional education	Instructional Education (Teaching)	Physical Education Teacher	The Physical Education Teacher promotes physical fitness and healthy lifestyles by delivering engaging and age-appropriate physical activity programs. Key Responsibilities: - Lesson Execution: Plan and execute physical education lessons that meet curriculum goals. - Fitness Instruction: Teach students about the benefits of physical fitness and healthy habits. - Activity Coordination: Organize and referee team sports, games, and activities. - Adaptation: Monitor student progress and adapt lessons to accommodate diverse needs. - Teamwork Promotion: Promote teamwork, sportsmanship, and safe play.
U-NonIT-080	Instructional and non-instructional education	Instructional Education (Teaching)	Special Education Teacher	The Special Education Teacher provides individualized support to students with disabilities, ensuring their academic and personal growth in a supportive environment. Key Responsibilities: - IEP Development: Develop and implement Individualized Education Programs (IEPs) based on student needs. - Instruction Adaptation: Adapt curriculum and teaching strategies to accommodate diverse learning styles. - Collaboration: Collaborate with general education teachers, parents, and specialists. - Progress Tracking: Monitor student progress and adjust interventions as needed. - Advocacy: Advocate for the students' best interests in school settings.
U-NonIT-081	Instructional and non-instructional education	Instructional Education (Teaching)	Subject Matter Teacher (Math, Scien	The Subject Matter Teacher delivers specialized instruction in their area of expertise, ensuring students gain mastery of the subject. Key Responsibilities: - Lesson Execution: Plan and execute engaging lessons aligned with subject standards. - Student Assessment: Assess and evaluate student performance using diverse methods. - Student Support: Provide additional support to students who need assistance in understanding concepts. - Professional Development: Stay updated on advancements and best practices in the subject area. - Critical Thinking: Foster an environment of curiosity and critical thinking.

U-NonIT-082	Instructional and non-instructional education	Instructional Education (Teaching)	Substitute Teacher	The Substitute Teacher provides temporary instruction and classroom management when regular teachers are unavailable. Key Responsibilities: - Plan Adherence: Follow lesson plans left by the regular teacher to maintain instructional continuity. - Classroom Management: Manage classroom behavior and ensure a safe learning environment. - Adaptability: Adapt to varying grade levels and subject areas as needed. - Communication: Communicate effectively with students, staff, and administrators. - Reporting: Leave detailed reports for the regular teacher on student progress and activities.
U-NonIT-083	Instructional and non-instructional education	Instructional Education (Teaching)	Teacher (Elementary, Middle School	The Teacher delivers age-appropriate instruction, fostering a love for learning and ensuring student academic success. Key Responsibilities: - Curriculum Delivery: Develop and implement lesson plans aligned with curriculum standards. - Student Assessment: Assess and monitor student learning to provide differentiated support. - Classroom Management: Create a classroom environment conducive to learning and growth. - Parent Collaboration: Collaborate with parents, colleagues, and administrators to address student needs. - Student Engagement: Encourage critical thinking and active participation in the classroom.
U-NonIT-084	Instructional and non-instructional education	Instructional Education (Teaching)	Teaching Assistant	The Teaching Assistant supports classroom instruction by assisting teachers and working with students individually or in small groups. Key Responsibilities: - Material Preparation: Help prepare materials and resources for lessons and activities. - Student Support: Support students with learning tasks and provide individual attention as needed. - Behavior Management: Assist in managing classroom behavior to ensure a positive learning environment. - Observation: Monitor student progress and communicate observations to the teacher. - Supervision: Supervise students during non-instructional times, such as lunch or recess.
U-NonIT-085	Instructional and non-instructional education	Instructional Education (Teaching)	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-086	Instructional and non-instructional education	Interpreting	Educational Interpreter (for the hear	The Educational Interpreter facilitates communication for hearing-impaired students, ensuring they have equal access to educational content and activities. Key Responsibilities: Language Interpretation: Interpret spoken language into sign language during lessons and events. Student Support: Support students in understanding and participating in classroom discussions. Instruction Alignment: Collaborate with teachers to ensure effective instructional delivery. Confidentiality: Maintain confidentiality and professionalism in all interactions. Adaptation: Adapt interpretation style to meet individual student needs.
U-NonIT-087	Instructional and non-instructional education	Interpreting	Language Interpreter (various langua	The Language Interpreter bridges language barriers in the educational setting, ensuring effective communication for students and families. Key Responsibilities: - Interpretation Services: Provide accurate interpretation during parent-teacher conferences, IEP meetings, and events. - Classroom Support: Support students in accessing classroom instruction and resources. - Family Engagement: Facilitate communication between teachers and families from diverse linguistic backgrounds. - Translation Assistance: Translate documents and educational materials when needed. - Cultural Sensitivity: Maintain a high level of cultural competency and sensitivity.
U-NonIT-088	Instructional and non-instructional education	Interpreting	Sign Language Interpreter	The Sign Language Interpreter supports students with hearing impairments by providing real-time interpretation of classroom instruction and school activities. Key Responsibilities: - Language Interpretation: Interpret spoken language into sign language and vice versa during lessons and events. - Student Facilitation: Facilitate communication between hearing-impaired students, peers, and staff. - Curriculum Accessibility: Ensure students fully access the academic curriculum and participate in activities. - Teacher Collaboration: Work closely with teachers to align interpretation with instructional goals. - Professional Conduct: Maintain professional boundaries and confidentiality
U-NonIT-089	Instructional and non-instructional education	Interpreting	Speech-to-Text Reporter	The Speech-to-Text Reporter provides real-time captioning for students with hearing impairments or auditory processing challenges, ensuring they have access to spoken content. Key Responsibilities: - Live Captioning: Use speech recognition software or typing to provide live captions during lessons and activities. - Collaboration: Collaborate with educators to ensure accurate and relevant captions. - Adaptation: Adapt captions to suit the academic level and needs of students. - Technology Maintenance: Troubleshoot technology and ensure captioning systems function properly. - Recordkeeping: Maintain records of captioning services provided.

U-NonIT-090	Instructional and non-instructional education	Interpreting	Translator	The Translator converts written educational materials from one language to another, ensuring accessibility for non-native speakers. Key Responsibilities: - Document Translation: Translate school documents, newsletters, and instructional materials accurately. - Content Preservation: Ensure translated content preserves meaning and cultural appropriateness. - Teacher Support: Work with teachers and administrators to address language-related needs. - Quality Assurance: Proofread and edit translations to maintain high-quality standards. - Multilingual Communication: Support communication between schools and multilingual families.
U-NonIT-091	Instructional and non-instructional education	Interpreting	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-092	Instructional and non-instructional education	Paraprofessionals	Educational Technician	The Educational Technician supports teachers and students by providing technical assistance with instructional tools and resources. Key Responsibilities: - Technology Setup: Set up and maintain classroom technology and equipment. - Training Delivery: Provide training to teachers on using educational software and hardware. - Troubleshooting: Troubleshoot technical issues to minimize disruptions to learning. - Resource Management: Assist in creating and organizing digital and physical teaching materials. - Technology Monitoring: Monitor and report on the functionality of educational technologies.
U-NonIT-093	Instructional and non-instructional education	Paraprofessionals	Instructional Assistant	The Instructional Assistant provides instructional and administrative support to teachers, ensuring the smooth operation of the classroom. Key Responsibilities: - Lesson Preparation: Assist with lesson preparation, including setting up materials and equipment. - Student Support: Work with students individually or in small groups to reinforce learning. - Classroom Behavior: Monitor student behavior and help maintain a positive classroom environment. - Administrative Tasks: Support teachers with administrative tasks, such as grading and record-keeping. - Student Supervision: Supervise students during non-instructional times.
U-NonIT-094	Instructional and non-instructional education	Paraprofessionals	Library Assistant	The Library Assistant helps manage library resources, supports student learning, and promotes a love for reading. Key Responsibilities: - Library Organization: Assist students and staff in locating and borrowing library materials. - Collection Maintenance: Organize and maintain library collections, including cataloging and shelving. - Literacy Support: Support literacy programs and reading initiatives for students. - Instructional Assistance: Provide basic instruction on research and the use of library technologies. - Library Environment: Monitor library usage and ensure a quiet, productive atmosphere.
U-NonIT-095	Instructional and non-instructional education	Paraprofessionals	Reading Aide	The Reading Aide helps students develop literacy skills by providing individualized support and targeted interventions. Key Responsibilities: - One-on-One Support: Work with students one-on-one or in small groups to improve reading fluency and comprehension. - Progress Monitoring: Use assessment tools to monitor progress and adjust strategies. - Classroom Integration: Collaborate with teachers to align interventions with classroom instruction. - Student Encouragement: Provide encouragement and motivation to foster a love for reading. - Documentation: Maintain accurate records of student progress and activities.
U-NonIT-096	Instructional and non-instructional education	Paraprofessionals	Special Education Paraprofessional	The Special Education Paraprofessional supports students with disabilities by providing individualized assistance to meet their educational needs. Key Responsibilities: - Student Assistance: Assist students with academic tasks, personal care, and mobility needs. - IEP Implementation: Implement accommodations and modifications outlined in students' IEPs. - Progress Documentation: Monitor and document student progress to share with teachers and specialists. - Supportive Environment: Maintain a safe and supportive environment for students. - Teacher Collaboration: Collaborate with teachers to ensure effective inclusion practices.
U-NonIT-097	Instructional and non-instructional education	Paraprofessionals	Teacher's Aide	The Teacher's Aide assists teachers with classroom management and student support, ensuring a positive learning environment. Key Responsibilities: - Material Preparation: Prepare materials and set up activities as directed by the teacher. - Student Support: Support students with learning tasks and behavior management. - Supervision: Supervise students during transitions, lunch, or recess. - Organization Assistance: Help maintain classroom organization and cleanliness. - Administrative Support: Provide administrative support, such as photocopying and record-keeping.
U-NonIT-098	Instructional and non-instructional education	Paraprofessionals	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-099	Instructional and non-instructional education	Special and Alternative Education	Adaptive Physical Education Teacher	The Adaptive Physical Education Teacher designs and implements physical education programs tailored to students with disabilities, promoting health and wellness. Key Responsibilities: - Lesson Planning: Assess students' abilities to develop appropriate physical activity plans. - Activity Adaptation: Adapt sports and activities to accommodate individual needs. - Team Collaboration: Collaborate with special education teams to align programs with IEP goals. - Positive Environment: Foster a positive and inclusive environment for physical activity. - Progress Monitoring: Monitor progress and celebrate student achievements.

U-NonIT-100	Instructional and non-instructional education	Special and Alternative Education	Alternative Education Teacher	The Alternative Education Teacher provides specialized instruction to at-risk students, addressing academic, social, and emotional needs. Key Responsibilities: - Personalized Plans: Develop personalized learning plans to reengage students in education. - Flexible Teaching: Deliver lessons using innovative and flexible instructional strategies. - Relationship Building: Build strong relationships to support students' emotional well-being. - Progress Tracking: Monitor academic progress and adjust teaching methods as needed. - Family Collaboration: Collaborate with families and community resources to support students.
U-NonIT-101	Instructional and non-instructional education	Special and Alternative Education	Behavior Intervention Specialist	The Behavior Intervention Specialist develops and implements strategies to address challenging behaviors in students, promoting positive social and academic outcomes. Key Responsibilities: - Behavior Assessments: Conduct functional behavior assessments to identify triggers and root causes. - Intervention Plans: Develop behavior intervention plans tailored to individual student needs. - Staff Training: Provide training and support to teachers and staff on behavior management strategies. - Plan Adjustments: Monitor progress and adjust plans based on data. - Family Collaboration: Collaborate with families and outside specialists to ensure consistency.
U-NonIT-102	Instructional and non-instructional education	Special and Alternative Education	Gifted and Talented Teacher	The Gifted and Talented Teacher provides enrichment opportunities to challenge advanced learners, fostering creativity and critical thinking. Key Responsibilities: - Enrichment Lessons: Design and deliver lessons that promote higher-order thinking skills. - Student Identification: Identify and assess students for gifted and talented programs. - Independent Projects: Provide opportunities for independent study and research projects. - Collaboration: Collaborate with teachers and families to support students' unique needs. - Extracurricular Activities: Organize extracurricular activities and competitions to engage gifted learners.
U-NonIT-103	Instructional and non-instructional education	Special and Alternative Education	Learning Support Teacher	The Learning Support Teacher provides targeted instruction and interventions to students who require additional academic support. Key Responsibilities: - Student Assessment: Assess students' strengths and challenges to create personalized learning plans. - Targeted Instruction: Deliver small-group or one-on-one instruction to address skill gaps. - Teacher Collaboration: Collaborate with classroom teachers to align support with curriculum goals. - Progress Monitoring: Monitor student progress and adjust interventions as needed. - Family Communication: Maintain open communication with families to ensure student success.
U-NonIT-104	Instructional and non-instructional education	Special and Alternative Education	Special Education Coordinator	The Special Education Coordinator oversees programs and services for students with disabilities, ensuring compliance and high-quality instruction. Key Responsibilities: - Policy Development: Develop and implement policies and procedures for special education services. - Staff Support: Provide training and support to teachers and staff on special education best practices. - Compliance Monitoring: Monitor compliance with federal and state regulations, including IEP implementation. - Family Collaboration: Collaborate with families and community resources to support student needs. - Program Evaluation: Evaluate the effectiveness of special education programs and services.
U-NonIT-105	Instructional and non-instructional education	Special and Alternative Education	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-106	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Client Program Coordinator	The Client Program Coordinator manages client-specific staffing programs, ensuring smooth operations and high client satisfaction. Key Responsibilities: - Client Coordination: Serve as the main point of contact for client staffing needs. - Reporting: Track and report program metrics to evaluate effectiveness. - Issue Resolution: Address and resolve program-related concerns promptly. - Stakeholder Collaboration: Partner with internal and external stakeholders to optimize program delivery. - Continuous Improvement: Recommend and implement process improvements for program success.
U-NonIT-107	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Implementation Coordinator (MSP)	The Implementation Coordinator (MSP) oversees the deployment of managed service programs, ensuring timely and effective implementation. Key Responsibilities: - Project Management: Plan and execute implementation projects, ensuring adherence to timelines. - Client Training: Provide comprehensive training to clients on program processes and tools. - Documentation: Develop and maintain implementation documentation and checklists. - Team Collaboration: Work closely with cross-functional teams to align implementation efforts. - Feedback Incorporation: Gather and incorporate client feedback into program improvements.

U-NonIT-108	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Program Support Coordinator	Job Summary: The Program Support Coordinator provides administrative and operational support for MSP and vendor-managed programs, ensuring efficiency in workflows and adherence to service agreements. This role assists in tracking program performance, coordinating between teams, and managing documentation. Key Responsibilities: Administrative Support: Maintain accurate records, reports, and documentation to support program operations. Process Coordination: Assist in executing workflows and standard operating procedures within the program. Stakeholder Communication: Serve as a liaison between internal teams, vendors, and clients to ensure smooth program execution. Performance Tracking: Monitor and report on key metrics, identifying areas for improvement. Issue Resolution: Address inquiries and operational challenges, escalating concerns as needed. Compliance Assistance: Support adherence to policies and regulatory requirements within program operations.
U-NonIT-109	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Service Delivery Coordinator	Job Summary: The Service Delivery Coordinator ensures the effective execution of MSP service commitments by overseeing vendor compliance, managing service timelines, and supporting operational processes. Key Responsibilities: Vendor Oversight: Ensure vendors meet service level agreements and quality standards. Process Management: Coordinate service delivery tasks to maintain operational efficiency. Client Engagement: Support account teams in resolving service issues and aligning expectations. Data Analysis: Track and report on service performance, identifying improvement opportunities. Problem Resolution: Address service disruptions, escalating complex issues as needed. Continuous Improvement: Recommend optimizations to enhance service execution.
U-NonIT-110	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Staffing Coordinator (MSP)	Job Summary: The Staffing Coordinator supports contingent workforce management within an MSP framework, ensuring seamless talent acquisition, compliance, and placement processes. Key Responsibilities: Candidate Coordination: Facilitate the recruitment, onboarding, and assignment of contingent workers. Compliance Management: Ensure all workforce placements align with legal and contractual guidelines. Stakeholder Communication: Act as a bridge between hiring managers, vendors, and talent pools. Performance Monitoring: Track contingent workforce metrics to optimize talent utilization. System Maintenance: Manage workforce databases and tracking systems for accuracy. Process Improvement: Identify and implement enhancements in staffing workflows.
U-NonIT-111	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Workforce Solutions Coordinator	Job Summary: The Workforce Solutions Coordinator plays a key role in managing workforce programs, ensuring alignment with business needs, vendor compliance, and efficiency in contingent labor processes. Key Responsibilities: Workforce Planning: Assist in forecasting and workforce allocation to meet organizational needs. Vendor Liaison: Work closely with staffing vendors to maintain service quality and compliance. Data Reporting: Generate reports and analyze workforce trends to support decision-making. Process Optimization: Identify areas for efficiency improvements in workforce management. Issue Resolution: Address workforce-related challenges and implement solutions. Regulatory Compliance: Ensure adherence to labor laws and company policies.
U-NonIT-112	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-113	Managed Services and Vendor Programs	Managed Service Program (MSP)	Account Manager (MSP)	Job Summary: The Account Manager (MSP) is responsible for overseeing client relationships, ensuring MSP services meet business needs, and driving continuous program improvements. Key Responsibilities: Client Relationship Management: Act as the primary point of contact for assigned accounts, ensuring satisfaction. Service Oversight: Manage the delivery of MSP solutions, ensuring alignment with client goals. Performance Analysis: Monitor program KPIs and drive strategic improvements. Vendor Coordination: Work with staffing partners to optimize workforce solutions. Contract Compliance: Ensure adherence to MSP contracts and regulatory requirements. Problem Resolution: Address and resolve account-specific challenges efficiently.
U-NonIT-114	Managed Services and Vendor Programs	Managed Service Program (MSP)	Client Services Manager (MSP)	Job Summary: The Client Services Manager oversees service delivery within an MSP, ensuring seamless interactions between vendors, clients, and internal teams to drive program success. Key Responsibilities: Client Engagement: Develop and maintain strong relationships with MSP clients. Service Performance: Ensure service levels are met and exceeded. Process Standardization: Implement best practices to enhance service efficiency. Issue Resolution: Address escalations and drive resolutions in service delivery. Reporting and Insights: Provide data-driven recommendations to improve workforce strategies. Cross-Functional Collaboration: Work with teams across procurement, HR, and operations.

U-NonIT-115	Managed Services and Vendor Programs	Managed Service Program (MSP)	Director of Managed Services	Job Summary: The Director of Managed Services leads MSP operations, ensuring strategic alignment, operational efficiency, and high client satisfaction in workforce management programs. Key Responsibilities: Program Leadership: Develop and execute MSP strategies aligned with business objectives. Operational Excellence: Oversee service delivery, ensuring compliance and efficiency. Stakeholder Engagement: Partner with key stakeholders to optimize program success. Performance Monitoring: Analyze key program metrics and drive improvements. Team Management: Lead and mentor MSP teams to deliver exceptional service. Strategic Growth: Identify and implement expansion opportunities within the MSP framework.
U-NonIT-116	Managed Services and Vendor Programs	Managed Service Program (MSP)	Managed Service Provider Manager	Job Summary: The MSP Manager is responsible for managing daily MSP operations, ensuring compliance, vendor efficiency, and continuous service improvement. Key Responsibilities: Operational Oversight: Manage MSP workflows and day-to-day operations. Vendor Management: Optimize vendor performance and maintain compliance. Client Collaboration: Work closely with clients to refine service delivery. Metrics & Reporting: Track KPIs and drive continuous process improvement. Issue Resolution: Address operational challenges and mitigate risks. Compliance Assurance: Ensure adherence to contractual and regulatory obligations.
U-NonIT-117	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Analyst	Job Summary: The MSP Analyst supports program performance by analyzing data, identifying trends, and generating reports to drive informed decision-making. Key Responsibilities: Data Analysis: Collect and interpret workforce and vendor data. Reporting: Generate reports to assess MSP efficiency. Trend Identification: Highlight areas for performance improvement. Process Optimization: Recommend data-backed program enhancements. Compliance Support: Ensure reporting aligns with contractual obligations. Technology Utilization: Leverage analytics tools to improve program insights.
U-NonIT-118	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Coordinator	Job Summary: The MSP Coordinator supports the daily operations of the Managed Service Program by facilitating vendor communications, tracking performance metrics, and ensuring compliance with program requirements. Key Responsibilities: Program Support: Assist in the execution and administration of MSP activities to ensure seamless operations. Vendor Coordination: Act as a liaison between vendors, hiring managers, and program stakeholders to facilitate communication. Compliance Monitoring: Ensure adherence to MSP policies, contracts, and regulatory requirements. Data Management: Maintain accurate program documentation, including contracts, reports, and vendor records. Performance Reporting: Track vendor performance metrics and generate reports for management review. Issue Resolution: Address and escalate vendor-related concerns to ensure service quality. Process Optimization: Identify and recommend improvements to enhance the efficiency of MSP workflows.
U-NonIT-119	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Operations Manager	Job Summary: The MSP Operations Manager oversees the operational aspects of the Managed Service Program, ensuring vendor performance, compliance, and process efficiency. Key Responsibilities: Operational Oversight: Manage day-to-day MSP operations, ensuring smooth workflow and compliance with service agreements. Vendor Performance Management: Monitor vendor service levels, addressing deficiencies and optimizing performance. Process Standardization: Develop and implement best practices to streamline MSP operations. Stakeholder Collaboration: Work closely with hiring managers, procurement teams, and vendors to align operations with business goals. Risk Management: Identify operational risks and implement mitigation strategies. Technology Utilization: Leverage MSP tools and platforms to enhance program efficiency and data accuracy. Performance Metrics Reporting: Track KPIs and generate insights to drive continuous improvement.
U-NonIT-120	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Program Manager	Job Summary: The MSP Program Manager leads the execution of the Managed Service Program, overseeing vendor relationships, service delivery, and program compliance to ensure business success. Key Responsibilities: Program Strategy Development: Design and implement MSP strategies that align with business objectives. Vendor Management: Maintain strong relationships with vendors, ensuring service levels meet contractual agreements. Stakeholder Engagement: Collaborate with internal teams to align program operations with workforce needs. Performance Optimization: Evaluate program effectiveness and implement enhancements to improve service quality. Contract Compliance: Ensure all program activities comply with vendor agreements and industry regulations. Financial Oversight: Monitor program budgets, cost efficiencies, and financial reporting. Technology Integration: Utilize MSP platforms to enhance tracking, reporting, and service management.

U-NonIT-121	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Solutions Architect	Job Summary: The MSP Solutions Architect designs and implements scalable and efficient MSP solutions, ensuring alignment with business objectives and workforce management needs. Key Responsibilities: Solution Design: Develop MSP solutions tailored to client-specific workforce and vendor management requirements. Technology Integration: Identify and implement MSP technology platforms that streamline processes and improve efficiency. Process Optimization: Analyze existing workflows and recommend improvements to enhance service delivery. Stakeholder Consultation: Work closely with clients and internal teams to understand business needs and design effective MSP models. Risk Mitigation: Assess potential risks associated with MSP implementations and propose mitigation strategies. Data Analytics: Leverage data insights to optimize vendor management and workforce strategies. Continuous Improvement: Stay updated on industry trends and emerging MSP best practices to enhance program design.
U-NonIT-122	Managed Services and Vendor Programs	Managed Service Program (MSP)	Vendor Management System (VMS)	Job Summary: The VMS Coordinator manages system configurations, ensures accurate data entry, and supports MSP technology integrations. Key Responsibilities: System Administration: Maintain and configure VMS platforms. Data Accuracy: Ensure accurate tracking of workforce and vendor information. User Support: Provide training and assistance to VMS users. Process Integration: Align VMS functionalities with workforce needs. Issue Resolution: Troubleshoot system errors and coordinate fixes. Performance Monitoring: Track system efficiency and suggest enhancements.
U-NonIT-123	Managed Services and Vendor Programs	Managed Service Program (MSP)	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-124	Managed Services and Vendor Programs	Management of Staffing Services	Account Director (Staffing Services)	Job Summary: The Account Director (Staffing Services) is responsible for overseeing strategic staffing initiatives, client relationships, and workforce solutions to ensure optimal talent acquisition and retention within managed staffing programs. Key Responsibilities: Strategic Leadership: Develop and execute workforce strategies aligned with client goals and business objectives. Client Relationship Management: Serve as the primary liaison for key accounts, ensuring high service satisfaction. Operational Oversight: Ensure staffing operations are executed efficiently and meet SLAs. Performance Monitoring: Analyze staffing metrics and implement continuous improvement initiatives. Vendor Collaboration: Work with third-party staffing providers to optimize workforce solutions. Market Analysis: Stay informed on industry trends to guide staffing decisions and innovations.
U-NonIT-125	Managed Services and Vendor Programs	Management of Staffing Services	Client Delivery Manager (Staffing Services)	Job Summary: The Client Delivery Manager ensures the successful execution of staffing services by managing client expectations, workforce operations, and vendor relationships to achieve business objectives. Key Responsibilities: Service Delivery Management: Oversee the fulfillment of staffing needs, ensuring efficiency and quality. Client Engagement: Collaborate with clients to align workforce solutions with their operational goals. Process Optimization: Identify opportunities to enhance staffing workflows and service efficiency. Vendor Oversight: Manage staffing suppliers to ensure compliance with contracts and performance expectations. Risk Management: Address and resolve challenges in talent acquisition and workforce management. Data-Driven Decisions: Utilize analytics to track and improve staffing service delivery.
U-NonIT-126	Managed Services and Vendor Programs	Management of Staffing Services	Contingent Workforce Manager	Job Summary: The Contingent Workforce Manager oversees the strategy, compliance, and optimization of an organization's contingent workforce, ensuring effective vendor management and workforce planning. Key Responsibilities: Workforce Strategy: Develop and implement strategies to manage contingent labor effectively. Compliance Management: Ensure adherence to employment regulations and company policies. Vendor Coordination: Manage staffing suppliers to ensure contract compliance and performance. Budget Oversight: Monitor workforce costs and optimize spend allocation. Technology Utilization: Leverage workforce management tools to track performance and trends. Program Improvement: Continuously evaluate and refine workforce management strategies.
U-NonIT-127	Managed Services and Vendor Programs	Management of Staffing Services	Onsite Manager (Vendor Staffing)	Job Summary: The Onsite Manager serves as the primary point of contact for contingent workforce operations at a client site, managing staffing suppliers, worker performance, and operational efficiency. Key Responsibilities: Onsite Workforce Management: Oversee daily operations of contingent workers to ensure productivity. Client Support: Act as a direct liaison between the client and staffing vendors. Issue Resolution: Address workforce challenges, ensuring compliance with policies and contracts. Performance Tracking: Monitor key workforce metrics and implement improvements. Training and Onboarding: Support the integration of new contingent staff into the work environment. Process Optimization: Identify opportunities to improve workforce efficiency and effectiveness.

U-NonIT-128	Managed Services and Vendor Programs	Management of Staffing Services	Recruitment Process Outsourcing (R	Job Summary: The RPO Manager leads recruitment outsourcing programs, optimizing hiring processes, talent pipelines, and employer branding for clients. Key Responsibilities: Recruitment Strategy: Design and implement hiring solutions that align with client needs. Process Management: Oversee RPO workflows to ensure efficiency and compliance. Talent Acquisition Oversight: Drive candidate sourcing, selection, and onboarding strategies. Stakeholder Collaboration: Work with HR, hiring managers, and vendors to optimize recruitment. Technology Utilization: Leverage applicant tracking systems and analytics for recruitment insights. Market Research: Stay updated on industry hiring trends to refine strategies.
U-NonIT-129	Managed Services and Vendor Programs	Management of Staffing Services	Staffing Director (MSP)	Job Summary: The Staffing Director (MSP) leads workforce strategy and vendor management efforts, ensuring effective staffing solutions within a managed service program (MSP). Key Responsibilities: Strategic Workforce Planning: Develop and oversee MSP staffing strategies. Vendor Management: Ensure third-party providers meet staffing quality and compliance requirements. Client Relationship Management: Collaborate with clients to understand and address workforce needs. Compliance Assurance: Maintain adherence to labor laws and company policies. Operational Efficiency: Streamline staffing processes for cost and performance optimization. Program Development: Drive continuous enhancements in workforce management practices.
U-NonIT-130	Managed Services and Vendor Programs	Management of Staffing Services	Staffing Manager (MSP)	Job Summary: The Staffing Manager (MSP) oversees workforce deployment, vendor relationships, and compliance within a managed service provider framework. Key Responsibilities: Workforce Planning: Ensure optimal staffing levels across client accounts. Supplier Management: Oversee vendor compliance and performance within the MSP. Contract Compliance: Maintain adherence to staffing agreements and regulations. Performance Reporting: Track key metrics to assess staffing effectiveness. Issue Resolution: Address workforce-related challenges and implement corrective actions. Process Standardization: Implement best practices for consistent service delivery.
U-NonIT-131	Managed Services and Vendor Programs	Management of Staffing Services	Talent Acquisition Manager (Vendor	Job Summary: The Talent Acquisition Manager leads recruitment efforts within a vendor-managed staffing model, ensuring quality hires, streamlined hiring processes, and strong employer branding. Key Responsibilities: Recruitment Strategy Development: Design talent acquisition strategies to meet workforce demands. Vendor Collaboration: Work with staffing partners to source high-quality talent. Hiring Process Optimization: Enhance recruiting workflows for efficiency and effectiveness. Employer Branding: Develop initiatives to attract top-tier talent. Compliance Management: Ensure hiring practices align with employment laws. Data Analytics: Use recruitment metrics to inform decision-making.
U-NonIT-132	Managed Services and Vendor Programs	Management of Staffing Services	Talent Supply Chain Manager	Job Summary: The Talent Supply Chain Manager oversees workforce planning, supplier management, and labor market analysis to ensure a steady pipeline of skilled talent. Key Responsibilities: Supply Chain Optimization: Develop strategies for managing talent pipelines efficiently. Vendor Relationships: Ensure staffing partners deliver quality and timely talent solutions. Market Trend Analysis: Monitor labor market data to inform workforce decisions. Cost Management: Optimize talent supply chain expenses to maximize ROI. Risk Mitigation: Identify and address risks in talent sourcing. Technology Integration: Leverage data and analytics to enhance workforce planning.
U-NonIT-133	Managed Services and Vendor Programs	Management of Staffing Services	Workforce Planning and Analytics M	Job Summary: The Workforce Planning and Analytics Manager develops data-driven strategies to optimize staffing levels, workforce allocation, and talent forecasting. Key Responsibilities: Workforce Forecasting: Predict hiring needs based on business trends and workforce data. Data-Driven Insights: Use analytics to optimize workforce strategies and allocation. Strategic Planning: Align workforce planning with company goals and market demands. Stakeholder Collaboration: Partner with HR, finance, and operations teams to implement workforce strategies. Risk Mitigation: Identify workforce risks and develop contingency plans. Technology Utilization: Leverage workforce analytics tools to enhance decision-making.
U-NonIT-134	Managed Services and Vendor Programs	Management of Staffing Services	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-135	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Category Procurement Manager	Job Summary: The Category Procurement Manager leads procurement strategies within the MSP framework, ensuring cost efficiency and vendor performance optimization. Key Responsibilities: Category Strategy: Develop procurement strategies for workforce-related spend. Vendor Selection: Identify and manage supplier relationships. Contract Negotiation: Secure cost-effective agreements within vendor guidelines. Risk Management: Assess and mitigate procurement risks. Spend Analysis: Monitor and optimize category expenditure. Compliance Assurance: Ensure procurement processes adhere to industry regulations.

U-NonIT-136	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Indirect Procurement Manager	Job Summary: The Indirect Procurement Manager oversees procurement strategies for non-direct spend areas, optimizing costs and vendor performance in staffing-related categories. Key Responsibilities: Procurement Oversight: Manage procurement activities across indirect spend categories. Supplier Management: Build and maintain vendor relationships for optimal performance. Cost Optimization: Develop strategies to reduce indirect spend. Contract Compliance: Ensure agreements align with organizational policies. Market Research: Stay updated on industry trends and procurement best practices. Performance Monitoring: Track vendor service levels and enforce accountability.
U-NonIT-137	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Analyst (Vendor-Mana	Job Summary: The Procurement Analyst evaluates vendor performance, analyzes spending patterns, and implements cost-saving strategies within the vendor-managed procurement framework. Key Responsibilities: Spend Analysis: Conduct detailed analysis of procurement data to identify trends, opportunities, and areas for cost reduction. Vendor Assessment: Evaluate vendor performance metrics and prepare comprehensive vendor performance reports. Cost Optimization: Identify and implement cost-saving opportunities through data analysis and market research. Process Improvement: Recommend and implement improvements to procurement processes and policies. Contract Management: Support contract administration and ensure compliance with established agreements. Reporting: Create regular reports on procurement activities, savings achieved, and vendor performance metrics.
U-NonIT-138	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Consultant (Vendor-M	Job Summary: The Procurement Consultant (Vendor-Managed) supports clients in optimizing procurement strategies within a vendor-managed environment. This role focuses on improving sourcing processes, negotiating vendor contracts, and ensuring cost-effective procurement solutions. Key Responsibilities: Vendor Management: Develop and maintain relationships with vendors to ensure quality service and compliance. Procurement Strategy: Assist clients in designing and implementing procurement strategies to drive efficiency and cost savings. Contract Negotiation: Negotiate pricing, terms, and service agreements with vendors to align with business objectives. Process Optimization: Identify areas for improvement in procurement workflows and recommend best practices. Market Analysis: Conduct research on industry trends, supplier performance, and cost benchmarks. Compliance Monitoring: Ensure procurement activities align with legal, regulatory, and contractual requirements.
U-NonIT-139	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Operations Manager	Job Summary: The Procurement Operations Manager oversees daily procurement functions within an MSP/vendor-managed environment, ensuring seamless execution of procurement processes, vendor compliance, and cost optimization. Key Responsibilities: Operational Oversight: Manage procurement workflows, ensuring timely and accurate processing of purchases. Supplier Relations: Maintain strong partnerships with vendors to optimize service levels and pricing. Process Efficiency: Implement and refine procurement best practices to streamline operations. Performance Monitoring: Track and analyze key procurement metrics to identify improvement opportunities. Cross-Functional Collaboration: Work closely with finance, legal, and operations teams to align procurement strategies. Risk Mitigation: Ensure compliance with contractual agreements, regulatory requirements, and organizational policies.
U-NonIT-140	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Project Manager	Job Summary: The Procurement Project Manager leads procurement-related projects within an MSP/vendor-managed framework, ensuring successful implementation of sourcing initiatives, cost reduction programs, and vendor optimization strategies. Key Responsibilities: Project Planning: Define project scope, objectives, and timelines in collaboration with stakeholders. Vendor Coordination: Work with suppliers to implement procurement initiatives that align with business goals. Process Optimization: Identify and drive improvements in procurement workflows and cost efficiency. Stakeholder Communication: Provide updates to leadership on project milestones, risks, and outcomes. Budget Management: Ensure procurement projects stay within budget while delivering maximum value. Risk Assessment: Identify and mitigate potential risks related to procurement operations.
U-NonIT-141	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Specialist (MSP)	Job Summary: The Procurement Specialist (MSP) manages sourcing, supplier negotiations, and contract administration within a managed services provider (MSP) environment, ensuring compliance and efficiency in procurement operations. Key Responsibilities: Supplier Selection: Identify, evaluate, and onboard vendors that align with business requirements. Contract Management: Assist in drafting, reviewing, and executing supplier contracts. Cost Analysis: Monitor procurement costs and recommend cost-saving opportunities. Stakeholder Support: Collaborate with internal teams to meet procurement needs effectively. Compliance Assurance: Ensure adherence to company policies and regulatory standards. Data Management: Maintain accurate procurement records and reports.

U-NonIT-142	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Sourcing Specialist (MSP)	Job Summary: The Sourcing Specialist (MSP) is responsible for identifying and qualifying suppliers, negotiating competitive contracts, and ensuring procurement aligns with business goals in an MSP setting. Key Responsibilities: Supplier Research: Conduct market research to identify the best vendors for goods and services. Contract Negotiation: Secure optimal pricing and terms with suppliers. Strategic Sourcing: Develop and implement sourcing strategies to maximize efficiency and value. Vendor Performance: Monitor and evaluate supplier performance to ensure contract adherence. Stakeholder Engagement: Work with procurement and finance teams to align sourcing initiatives. Data Analysis: Use procurement data to inform sourcing decisions and drive process improvements.
U-NonIT-143	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Strategic Procurement Lead	Job Summary: The Strategic Procurement Lead develops and implements procurement strategies, ensuring alignment with business objectives while driving cost savings, operational efficiency, and vendor performance improvements. Key Responsibilities: Strategic Planning: Develop procurement strategies that align with long-term business goals. Supplier Relationship Management: Build and manage vendor relationships to optimize quality and pricing. Contract Oversight: Negotiate and oversee supplier agreements, ensuring compliance with company policies. Cost Reduction Initiatives: Identify and implement strategies to reduce procurement costs. Process Optimization: Enhance procurement processes to improve efficiency and effectiveness. Performance Analysis: Track key procurement metrics to measure success and identify opportunities.
U-NonIT-144	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-145	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	IT Project Manager (Vendor-Manage	Job Summary: The IT Project Manager (Vendor-Managed Solutions) leads technology-related projects within an MSP/vendor-managed framework, ensuring successful implementation of IT initiatives and vendor integrations. Key Responsibilities: Project Execution: Oversee IT projects from initiation to completion, ensuring on-time delivery. Stakeholder Collaboration: Work with internal and external teams to align project goals. Vendor Management: Coordinate with third-party technology providers to ensure seamless integration. Risk Management: Identify and mitigate project risks to ensure successful outcomes. Budget Oversight: Manage project budgets and resources efficiently. Performance Tracking: Monitor project milestones and report on key metrics.
U-NonIT-146	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	IT Solutions Manager (MSP)	Job Summary: The IT Solutions Manager (MSP) is responsible for evaluating, implementing, and managing IT solutions within an MSP environment, ensuring technology aligns with business needs. Key Responsibilities: Technology Strategy: Define and oversee the implementation of IT solutions. Vendor Coordination: Work with technology partners to ensure seamless service delivery. Process Improvement: Identify opportunities to enhance IT service efficiency. System Implementation: Lead deployment and integration of IT solutions. Compliance Assurance: Ensure adherence to security and regulatory standards. Performance Monitoring: Track IT system effectiveness and recommend enhancements.
U-NonIT-147	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	MSP Data Analyst	Job Summary: The MSP Data Analyst is responsible for analyzing procurement and vendor management data, generating insights to optimize operations, and supporting strategic decision-making. Key Responsibilities: Data Analysis: Extract, interpret, and present procurement and vendor data. Reporting: Create dashboards and reports to track key performance metrics. Process Optimization: Identify trends and areas for improvement in vendor management. Risk Assessment: Analyze data to detect inefficiencies and compliance risks. Collaboration: Work with procurement and IT teams to implement data-driven solutions.
U-NonIT-148	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	MSP Technology Consultant	Job Summary: The MSP Technology Consultant provides expertise on IT solutions, system integrations, and vendor management to enhance technology service delivery. Key Responsibilities: IT Advisory: Offer guidance on selecting and implementing MSP technologies. Vendor Evaluation: Assess technology vendors to ensure alignment with business needs. Integration Planning: Support seamless integration of new IT solutions. Compliance and Security: Ensure technology solutions adhere to industry standards. Training: Educate teams on best practices for MSP technology use.
U-NonIT-149	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	VMS Administrator	Job Summary: The VMS Administrator manages and supports vendor management system (VMS) operations, ensuring efficient workflows and accurate data management. Key Responsibilities: System Administration: Configure and maintain the VMS platform. User Support: Assist internal users with system-related inquiries and issues. Data Management: Ensure accuracy and consistency of VMS records. Process Improvement: Identify and implement enhancements to VMS functionality. Compliance Monitoring: Ensure adherence to policies and regulatory requirements.

U-NonIT-150	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	VMS Technology Analyst	The VMS Technology Analyst analyzes vendor management system data and provides insights to optimize vendor performance and procurement strategies. Key Responsibilities: Data Reporting: Generate reports on vendor performance and system usage. System Optimization: Identify improvements for VMS efficiency. Trend Analysis: Provide insights on procurement trends and vendor behaviors. Collaboration: Work with IT and procurement teams to enhance VMS functionality.
U-NonIT-151	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-152	Managed Services and Vendor Programs	Vendor-Managed Solutions	Category Manager	Job Summary: The Category Manager (Vendor-Managed Solutions) is responsible for developing and executing category strategies, optimizing supplier performance, and driving cost efficiencies within a vendor-managed framework. Key Responsibilities: Category Strategy Development: Define and implement strategic sourcing plans for assigned categories. Supplier Performance Management: Evaluate and improve vendor performance based on KPIs and business objectives. Cost Optimization: Identify and execute cost-saving initiatives while maintaining quality and service standards. Market Analysis: Conduct market research to assess trends, pricing structures, and competitive landscapes. Contract Negotiation: Lead negotiations with suppliers to secure favorable terms and conditions. Stakeholder Collaboration: Work closely with internal teams to align category strategies with business needs. Risk Mitigation: Identify potential risks in the supply chain and develop contingency plans.
U-NonIT-153	Managed Services and Vendor Programs	Vendor-Managed Solutions	Contract Manager (Vendor-Managed	Job Summary: The Contract Manager (Vendor-Managed) oversees the negotiation, execution, and compliance of contracts with vendors, ensuring legal and operational alignment with business goals. Key Responsibilities: Contract Drafting and Review: Develop, review, and finalize vendor contracts to align with company policies. Negotiation: Lead contract negotiations to achieve optimal terms and risk mitigation. Compliance Monitoring: Ensure vendor agreements comply with legal, regulatory, and company requirements. Contract Lifecycle Management: Track contract timelines, renewals, and amendments to ensure seamless execution. Dispute Resolution: Address and resolve contractual disputes to protect business interests. Stakeholder Coordination: Collaborate with procurement, legal, and finance teams to ensure contract consistency. Reporting: Maintain contract records and generate reports on vendor compliance and performance.
U-NonIT-154	Managed Services and Vendor Programs	Vendor-Managed Solutions	Procurement Manager (Vendor-Man	Job Summary: The Procurement Manager (Vendor-Managed Solutions) oversees procurement activities, ensuring vendor relationships and sourcing strategies align with business objectives. Key Responsibilities: Procurement Strategy Execution: Develop and implement procurement strategies to optimize costs and efficiency. Vendor Selection: Assess and onboard vendors that align with business needs and quality standards. Contract Management: Negotiate and oversee procurement contracts to ensure favorable terms. Supplier Performance Monitoring: Track and evaluate vendor service levels to maintain high operational standards. Cost Control: Identify and implement cost-saving initiatives within procurement processes. Risk Assessment: Analyze and mitigate procurement risks related to supply chain disruptions. Process Improvement: Continuously refine procurement workflows to enhance efficiency and compliance.
U-NonIT-155	Managed Services and Vendor Programs	Vendor-Managed Solutions	Strategic Sourcing Manager	Job Summary: The Strategic Sourcing Manager leads sourcing initiatives, optimizing vendor selection, cost savings, and procurement processes within a vendor-managed environment. Key Responsibilities: Sourcing Strategy Development: Design and execute sourcing plans aligned with business needs. Vendor Market Research: Conduct in-depth market analysis to identify new sourcing opportunities. Cost Reduction Planning: Identify and implement strategies to reduce procurement costs. Supplier Negotiations: Negotiate supplier agreements to ensure competitive pricing and service levels. Procurement Risk Management: Identify and mitigate potential risks in sourcing and supplier partnerships. Collaboration with Stakeholders: Work with procurement, finance, and operations teams to align sourcing goals. Performance Metrics Tracking: Establish and monitor KPIs to evaluate sourcing effectiveness.

U-NonIT-156	Managed Services and Vendor Programs	Vendor-Managed Solutions	Supplier Relationship Manager	Job Summary: The Supplier Relationship Manager builds and maintains strong vendor partnerships, ensuring alignment with business objectives and service expectations. Key Responsibilities: Vendor Relationship Management: Develop and nurture strategic partnerships with key suppliers. Supplier Performance Evaluation: Monitor vendor KPIs and take action to address performance gaps. Contract Compliance: Ensure suppliers adhere to contractual agreements and service expectations. Issue Resolution: Address and resolve supplier-related challenges to maintain operational continuity. Cost Optimization: Collaborate with suppliers to identify opportunities for cost savings. Risk Management: Identify supplier-related risks and implement mitigation strategies. Continuous Improvement: Work with vendors to drive process and service improvements.
U-NonIT-157	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Compliance Officer	Job Summary: The Vendor Compliance Officer ensures all vendor activities comply with contractual obligations, company policies, and regulatory requirements. Key Responsibilities: Regulatory Compliance Monitoring: Ensure vendors adhere to legal, contractual, and regulatory standards. Audit Management: Conduct vendor audits to assess risk and compliance adherence. Contractual Enforcement: Monitor vendor agreements to ensure all obligations are met. Incident Investigation: Address and resolve compliance issues or breaches with corrective actions. Policy Development: Establish and refine vendor compliance policies and procedures. Training and Support: Educate internal teams and vendors on compliance expectations. Reporting and Documentation: Maintain compliance records and generate reports for leadership review.
U-NonIT-158	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Manager	Job Summary: The Vendor Manager oversees vendor relationships, ensuring seamless collaboration, service quality, and cost efficiency within a vendor-managed model. Key Responsibilities: Vendor Onboarding and Management: Source, onboard, and maintain relationships with vendors. Performance Monitoring: Track vendor service levels and enforce corrective actions when needed. Contract Oversight: Manage vendor agreements to ensure compliance and optimal terms. Cost Analysis: Identify cost-saving opportunities while maintaining service quality. Risk Mitigation: Address vendor-related risks and develop proactive solutions. Stakeholder Communication: Collaborate with internal teams to ensure vendor alignment with business needs. Process Optimization: Continuously refine vendor management workflows for efficiency.
U-NonIT-159	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Performance Manager	Job Summary: The Vendor Performance Manager tracks and evaluates vendor service levels, ensuring continuous improvement and alignment with business objectives. Key Responsibilities: Vendor KPI Development: Establish and monitor performance metrics for vendor evaluation. Performance Reviews: Conduct regular assessments to measure vendor effectiveness. Issue Resolution: Address vendor performance issues with corrective actions. Cost Efficiency Analysis: Optimize vendor performance to drive cost savings. Contract Adherence: Ensure vendors comply with service level agreements (SLAs). Stakeholder Reporting: Provide performance insights to leadership and procurement teams. Process Enhancements: Implement strategies to improve vendor performance outcomes.
U-NonIT-160	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Relations Specialist	Job Summary: The Vendor Relations Specialist serves as the primary point of contact between the organization and vendors, ensuring strong communication and service quality. Key Responsibilities: Vendor Engagement: Build and maintain productive relationships with key suppliers. Service Issue Resolution: Act as a liaison to resolve vendor-related challenges effectively. Contract Compliance Oversight: Monitor vendor adherence to contractual terms and policies. Process Coordination: Ensure seamless communication between internal teams and vendors. Market Research: Gather insights on vendor capabilities and industry trends. Stakeholder Support: Assist procurement and operations teams in vendor selection and management. Reporting: Maintain records on vendor interactions, agreements, and service quality metrics.
U-NonIT-161	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Risk Manager	Job Summary: The Vendor Risk Manager identifies, evaluates, and mitigates risks associated with vendor partnerships to safeguard business operations. Key Responsibilities: Risk Assessment: Analyze vendor-related risks and implement mitigation strategies. Compliance Monitoring: Ensure vendor adherence to regulatory and contractual requirements. Business Continuity Planning: Develop contingency plans for vendor-related disruptions. Vendor Due Diligence: Conduct thorough risk evaluations before vendor onboarding. Incident Response: Investigate and address vendor-related security or compliance breaches. Risk Reporting: Provide detailed reports on vendor risks and mitigation efforts. Continuous Risk Improvement: Refine risk management strategies to strengthen vendor reliability.

U-NonIT-162	Managed Services and Vendor Programs	Vendor-Managed Solutions	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-163	Professional Services	Accounting and Finance	Accountant	Job Summary: The Accountant manages financial records, ensures compliance with accounting regulations, and supports financial decision-making through accurate reporting and analysis. Key Responsibilities: Financial Recordkeeping: Maintain and update financial records, ensuring accuracy and compliance with accounting principles. General Ledger Management: Prepare and reconcile general ledger accounts to ensure proper financial reporting. Financial Reporting: Generate financial statements and reports for internal and external stakeholders. Tax Compliance: Prepare and file tax documents in accordance with federal and state regulations. Expense Tracking: Monitor company expenses and identify cost-saving opportunities. Audit Support: Assist with internal and external audits by providing necessary documentation and reports. Regulatory Compliance: Ensure all accounting activities adhere to relevant laws and company policies.
U-NonIT-164	Professional Services	Accounting and Finance	Accounts Payable/Receivable Clerk	Job Summary: The Accounts Payable/Receivable Clerk processes invoices, payments, and receivables while maintaining accurate financial records and supporting cash flow management. Key Responsibilities: Invoice Processing: Review, verify, and process invoices for payments to vendors. Accounts Receivable Management: Track incoming payments and follow up on outstanding invoices. Data Entry: Accurately enter financial transactions into accounting systems. Bank Reconciliation: Reconcile payments with bank statements to ensure accuracy. Expense Reporting: Assist in tracking and processing employee expense reports. Vendor and Client Communication: Address inquiries and discrepancies related to payments and invoices. Compliance Monitoring: Ensure all transactions comply with internal policies and accounting standards.
U-NonIT-165	Professional Services	Accounting and Finance	Auditor	Job Summary: The Auditor evaluates financial records, internal controls, and compliance practices to ensure accuracy, efficiency, and adherence to regulations. Key Responsibilities: Financial Audits: Conduct audits of financial statements to ensure accuracy and compliance. Risk Assessment: Identify potential financial risks and recommend mitigation strategies. Internal Controls Evaluation: Assess and improve internal controls to prevent fraud and inefficiencies. Regulatory Compliance: Ensure financial practices comply with industry regulations and laws. Audit Reports: Prepare detailed audit findings and present recommendations to management. Process Improvement: Identify opportunities for efficiency and cost savings in financial operations. Stakeholder Collaboration: Work with finance teams to address audit findings and implement corrective actions.
U-NonIT-166	Professional Services	Accounting and Finance	Budget Analyst	Job Summary: The Budget Analyst develops, reviews, and monitors financial budgets, ensuring fiscal responsibility and alignment with organizational goals. Key Responsibilities: Budget Planning: Assist in creating and maintaining company budgets based on financial projections. Financial Analysis: Analyze budgetary data to identify trends and cost-saving opportunities. Variance Reporting: Monitor and report discrepancies between actual and projected expenditures. Forecasting: Provide financial forecasts to support strategic planning and decision-making. Expense Monitoring: Track and control spending to ensure budget adherence. Policy Compliance: Ensure budget planning and execution align with financial policies and regulations. Stakeholder Support: Provide financial insights and recommendations to department heads and executives.
U-NonIT-167	Professional Services	Accounting and Finance	Chief Executive Officer (CEO)	Job Summary: The Chief Executive Officer (CEO) sets the vision and strategic direction for the organization, ensuring sustainable growth, operational excellence, and financial success. Key Responsibilities: Strategic Leadership: Develop and execute long-term business strategies to drive organizational success. Financial Oversight: Ensure financial health and profitability through effective resource management. Stakeholder Relations: Build strong relationships with investors, board members, and key partners. Operational Excellence: Oversee company-wide operations to ensure efficiency and effectiveness. Risk Management: Identify business risks and implement strategies to mitigate them. Innovation and Growth: Drive innovation and business expansion through new market opportunities. Corporate Governance: Ensure compliance with legal, ethical, and regulatory standards.

U-NonIT-168	Professional Services	Accounting and Finance	Chief Financial Officer (CFO)	Job Summary: The Chief Financial Officer (CFO) leads financial planning, risk management, and financial reporting to optimize business performance and strategic growth. Key Responsibilities: Financial Strategy Development: Define and execute financial strategies to support business goals. Risk Management: Identify financial risks and implement mitigation strategies. Budgeting and Forecasting: Oversee financial planning, ensuring accurate forecasting and budgeting. Financial Reporting: Ensure timely and accurate financial reporting for stakeholders. Investment Management: Oversee capital investments and financial planning initiatives. Regulatory Compliance: Ensure adherence to financial regulations and accounting standards. Team Leadership: Lead and develop finance teams to drive financial excellence.
U-NonIT-169	Professional Services	Accounting and Finance	Chief Information Officer (CIO)	Chief Information Officer (CIO) Job Summary: The Chief Information Officer (CIO) leads the organization's IT strategy, ensuring technology aligns with business objectives and enhances operational efficiency. Key Responsibilities: Technology Strategy: Develop and implement IT strategies that support business growth. Cybersecurity Oversight: Ensure robust security measures to protect company data and systems. Infrastructure Management: Oversee IT infrastructure to ensure seamless operations. Digital Transformation: Drive innovation through the adoption of new technologies. IT Budgeting: Manage IT budgets and optimize technology investments. Compliance and Governance: Ensure IT policies align with regulatory and industry standards. Team Development: Lead IT teams to support business functions and technology needs.
U-NonIT-170	Professional Services	Accounting and Finance	Chief Marketing Officer (CMO)	Job Summary: The Chief Marketing Officer (CMO) drives brand strategy, market positioning, and customer engagement to enhance business growth and visibility. Key Responsibilities: Brand Strategy Development: Define and implement brand positioning and messaging. Market Research: Analyze industry trends and customer insights to inform marketing strategies. Digital Marketing Oversight: Lead digital marketing efforts, including SEO, social media, and paid advertising. Customer Engagement: Develop initiatives to enhance customer experience and loyalty. Revenue Growth: Drive marketing campaigns to increase sales and market share. Partnership Development: Collaborate with key partners and stakeholders to expand reach. Marketing Performance Analytics: Track and optimize marketing campaign effectiveness.
U-NonIT-171	Professional Services	Accounting and Finance	Chief Operating Officer (COO)	Job Summary: The Chief Operating Officer (COO) oversees daily business operations, ensuring efficiency, productivity, and strategic alignment with organizational goals. Key Responsibilities: Operational Leadership: Oversee day-to-day business operations to ensure efficiency. Process Optimization: Identify and implement improvements in business processes. Financial Oversight: Manage operational budgets and resource allocation. Performance Monitoring: Track KPIs to measure and improve business performance. Risk Management: Mitigate operational risks through strategic planning. Workforce Management: Oversee hiring, training, and development of operational teams. Strategic Growth Initiatives: Drive expansion and scalability efforts.
U-NonIT-172	Professional Services	Accounting and Finance	Chief Technology Officer (CTO)	Job Summary: The Chief Technology Officer (CTO) leads technology innovation, ensuring IT infrastructure and solutions align with business objectives and competitive advantages. Key Responsibilities: Technology Vision: Define and drive the company's technology strategy and innovation roadmap. Product Development Oversight: Lead the development and enhancement of technology-driven solutions. Cybersecurity Leadership: Ensure data security and compliance with industry standards. IT Infrastructure Management: Oversee the implementation and maintenance of IT systems. Partnerships and Vendor Management: Collaborate with technology vendors and partners. Emerging Technologies Research: Stay ahead of industry trends and emerging technologies. Technology Team Leadership: Build and mentor high-performing IT and engineering teams.
U-NonIT-173	Professional Services	Accounting and Finance	Controller	Job Summary: The Controller oversees the organization's financial reporting, internal controls, and accounting operations to ensure accuracy, compliance, and financial integrity. Key Responsibilities: Financial Oversight: Manage financial reporting, general ledger activities, and month-end closing processes. Internal Controls: Establish and maintain internal controls to safeguard company assets. Regulatory Compliance: Ensure adherence to accounting principles, tax laws, and financial regulations. Budgeting and Forecasting: Collaborate with finance teams to support financial planning and forecasting. Audit Coordination: Prepare financial records for internal and external audits. Process Improvement: Identify and implement efficiencies in accounting workflows. Team Leadership: Supervise and mentor accounting staff to enhance financial operations.

U-NonIT-174	Professional Services	Accounting and Finance	Credit Analyst	Job Summary: The Credit Analyst evaluates the financial stability of clients, assesses creditworthiness, and provides recommendations on credit approvals and risk mitigation. Key Responsibilities: Financial Analysis: Analyze financial statements to assess clients' credit risk. Credit Reports: Prepare detailed credit reports with risk assessments and recommendations. Loan Evaluations: Review loan applications and determine credit limits based on risk factors. Industry Research: Conduct market and industry research to inform credit decisions. Risk Management: Monitor credit trends and implement risk mitigation strategies. Regulatory Compliance: Ensure all credit policies align with financial regulations. Client Communication: Work with clients to understand their financial needs and provide guidance.
U-NonIT-175	Professional Services	Accounting and Finance	Director of Operations	Job Summary: The Director of Operations oversees business processes, efficiency improvements, and operational strategy to ensure organizational growth and performance. Key Responsibilities: Operational Strategy: Develop and implement operational strategies to optimize business performance. Process Improvement: Identify inefficiencies and implement workflow enhancements. Financial Oversight: Manage budgets and ensure cost-effective operations. Compliance Management: Ensure adherence to company policies and regulatory requirements. Stakeholder Coordination: Collaborate with department heads to align operations with business goals. Performance Monitoring: Track and analyze operational KPIs to drive continuous improvement. Risk Mitigation: Develop contingency plans to minimize operational disruptions.
U-NonIT-176	Professional Services	Accounting and Finance	Executive Assistant	Job Summary: The Executive Assistant provides high-level administrative support to executives, managing schedules, communications, and strategic tasks to ensure organizational efficiency. Key Responsibilities: Calendar Management: Coordinate executive schedules, meetings, and appointments. Communication Handling: Screen and manage emails, calls, and correspondence for executives. Travel Coordination: Arrange travel logistics and itineraries for executives. Confidential Document Management: Prepare reports, presentations, and sensitive materials. Event Planning: Organize corporate meetings, events, and executive functions. Office Administration: Maintain records, office supplies, and executive support systems. Project Assistance: Support executives with research, data analysis, and special projects.
U-NonIT-177	Professional Services	Accounting and Finance	Executive Search:	Job Summary: The Executive Search professional specializes in identifying, recruiting, and placing top executive talent to meet an organization's leadership needs. Key Responsibilities: Talent Acquisition Strategy: Develop recruitment strategies to identify top executive talent. Candidate Sourcing: Utilize networks, databases, and research to find qualified executives. Interview Management: Conduct interviews and assess leadership competencies. Stakeholder Collaboration: Work with leadership teams to define hiring requirements. Negotiation: Manage executive compensation and contract negotiations. Market Research: Analyze industry trends and salary benchmarks to attract top candidates. Confidentiality Compliance: Ensure discretion and confidentiality in executive searches.
U-NonIT-178	Professional Services	Accounting and Finance	Financial Analyst	Job Summary: The Financial Analyst conducts financial modeling, data analysis, and forecasting to support business decision-making and strategic planning. Key Responsibilities: Financial Modeling: Develop models to analyze financial data and predict trends. Budget Analysis: Assist in budget preparation and financial forecasting. Market Research: Analyze industry trends to provide strategic insights. Cost Optimization: Identify cost-saving opportunities to improve financial performance. Performance Tracking: Monitor key financial metrics and provide reports to stakeholders. Risk Assessment: Evaluate financial risks and develop mitigation strategies. Collaboration: Work with finance and operations teams to align financial planning with business goals.
U-NonIT-179	Professional Services	Accounting and Finance	Human Resources Director	Job Summary: The Human Resources Director leads HR strategies, talent management, and compliance initiatives to foster a productive and legally compliant workplace. Key Responsibilities: HR Strategy Development: Design and implement HR policies to support business objectives. Talent Acquisition: Oversee recruitment and retention strategies for workforce growth. Employee Relations: Address workplace issues, disputes, and performance concerns. Compensation and Benefits: Develop competitive compensation packages and benefits programs. Training and Development: Implement employee development and leadership training programs. Regulatory Compliance: Ensure adherence to labor laws, company policies, and diversity initiatives. HR Data Management: Maintain HR metrics, reporting, and workforce analytics.

U-NonIT-180	Professional Services	Accounting and Finance	Payroll Specialist	Job Summary: The Payroll Specialist processes employee payroll, ensures accuracy in wage calculations, and complies with tax regulations and labor laws. Key Responsibilities: Payroll Processing: Calculate and process employee wages, deductions, and bonuses. Tax Compliance: Ensure payroll tax filings and deductions comply with regulations. Data Accuracy: Maintain payroll records and resolve discrepancies. Employee Assistance: Address payroll-related inquiries and issues from employees. Timekeeping Management: Verify time sheets and ensure correct pay calculations. Benefit Deductions: Manage payroll deductions for benefits, retirement plans, and insurance. Confidentiality Compliance: Ensure secure handling of sensitive payroll data.
U-NonIT-181	Professional Services	Accounting and Finance	Senior Project Manager	Job Summary: The Senior Project Manager oversees complex projects, ensuring successful execution, stakeholder alignment, and budget adherence. Key Responsibilities: Project Planning: Define project scope, objectives, and deliverables. Timeline Management: Develop and maintain project schedules to ensure timely completion. Budget Oversight: Monitor project budgets and financial resources. Stakeholder Communication: Collaborate with executives and teams to align project goals. Risk Management: Identify and mitigate project risks to ensure success. Team Leadership: Lead and mentor project teams for high performance. Performance Tracking: Evaluate project outcomes and optimize future project strategies.
U-NonIT-182	Professional Services	Accounting and Finance	Tax Specialist	Job Summary: The Tax Specialist ensures compliance with tax regulations, prepares tax filings, and advises on tax planning strategies. Key Responsibilities: Tax Preparation: Prepare and file corporate, federal, and state tax returns. Compliance Monitoring: Ensure adherence to tax regulations and policies. Financial Reporting: Support tax reporting and documentation for audits. Tax Planning: Advise on strategies to minimize tax liabilities. Audit Support: Assist in responding to tax audits and inquiries. Data Analysis: Analyze tax implications for business transactions. Legislative Updates: Stay informed on changing tax laws and regulations.
U-NonIT-183	Professional Services	Accounting and Finance	Vice President (VP) of various depar	Job Summary: The Vice President (VP) provides strategic leadership within their department, driving business initiatives, team performance, and organizational growth. Key Responsibilities: Strategic Leadership: Develop and execute departmental strategies to align with corporate goals. Financial Oversight: Manage budgets and financial planning within the department. Team Development: Mentor and guide department staff for high performance. Stakeholder Engagement: Collaborate with senior leadership on business objectives. Process Optimization: Identify and implement efficiency improvements. Risk Management: Assess and mitigate risks related to departmental functions. Performance Metrics: Track KPIs and adjust strategies for continuous improvement.
U-NonIT-184	Professional Services	Accounting and Finance	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-185	Professional Services	Administrative	Administrative Coordinator	Job Summary: The Administrative Coordinator ensures smooth office operations by managing schedules, coordinating communications, and supporting various administrative functions. Key Responsibilities: Office Coordination: Organize and oversee daily office activities to ensure efficiency. Scheduling Support: Manage calendars, appointments, and meeting logistics. Communication Management: Serve as a point of contact for internal and external communications. Record Keeping: Maintain accurate documentation and filing systems. Procurement Assistance: Order office supplies and oversee inventory management. Project Assistance: Support special projects by coordinating tasks and timelines. Compliance Monitoring: Ensure adherence to office policies and procedures.
U-NonIT-186	Professional Services	Administrative	Administrative Services Manager	Job Summary: The Administrative Services Manager oversees office operations, facilities management, and administrative processes to enhance workplace efficiency. Key Responsibilities: Operations Oversight: Manage administrative functions, ensuring smooth office operations. Facility Management: Supervise office space, maintenance, and vendor contracts. Policy Development: Establish and implement office policies and procedures. Budget Management: Oversee administrative budgets and cost control efforts. Team Supervision: Lead and support administrative staff to ensure high performance. Technology Coordination: Ensure proper use and maintenance of office technology. Risk Mitigation: Identify and resolve operational challenges to maintain productivity.
U-NonIT-187	Professional Services	Administrative	Administrative Support Specialist	Job Summary: The Administrative Support Specialist provides essential administrative support by managing documentation, coordinating schedules, and assisting with office operations. Key Responsibilities: Clerical Assistance: Perform data entry, filing, and document management tasks. Meeting Coordination: Schedule and organize meetings, including preparing agendas. Correspondence Handling: Draft and distribute emails, memos, and reports. Data Management: Maintain accurate records and retrieve necessary information when needed. Office Supply Management: Track and replenish office supplies to support operations. Customer Service: Assist clients, employees, and visitors with inquiries. Process Improvement: Identify and suggest enhancements to administrative workflows.

U-NonIT-188	Professional Services	Administrative	Executive Assistant	Job Summary: The Executive Assistant provides high-level administrative support to executives, managing schedules, communications, and special projects to enhance executive efficiency. Key Responsibilities: Calendar Management: Coordinate and maintain executive schedules and appointments. Travel Arrangements: Plan and organize travel itineraries and accommodations. Confidential Document Handling: Prepare and manage sensitive reports and presentations. Meeting Coordination: Organize executive meetings, ensuring logistical support. Communication Management: Handle executive correspondence and communications. Project Support: Assist with research, report preparation, and special initiatives. Stakeholder Liaison: Act as a bridge between executives and internal/external stakeholders.
U-NonIT-189	Professional Services	Administrative	Facilities Coordinator	Job Summary: The Facilities Coordinator ensures workplace efficiency by managing office spaces, maintenance requests, and vendor relations. Key Responsibilities: Facility Maintenance: Oversee office upkeep, repairs, and vendor contracts. Space Planning: Coordinate office layouts and seating arrangements. Safety Compliance: Ensure adherence to workplace safety regulations. Supply Management: Maintain inventory of essential office and maintenance supplies. Vendor Coordination: Work with service providers for facility-related needs. Budget Tracking: Monitor expenses related to facilities management. Emergency Preparedness: Assist in developing and implementing safety protocols.
U-NonIT-190	Professional Services	Administrative	Office Administrator	Job Summary: The Office Administrator manages administrative processes, office operations, and clerical tasks to ensure an organized and efficient workplace. Key Responsibilities: Office Management: Oversee daily administrative operations and procedures. Document Preparation: Draft and manage reports, presentations, and correspondence. Financial Processing: Handle invoices, expense tracking, and office budgets. Staff Coordination: Support employees by addressing administrative needs. Inventory Control: Manage office supplies and procurement. Vendor Relations: Communicate with service providers and vendors. Compliance Monitoring: Ensure policies and procedures are followed.
U-NonIT-191	Professional Services	Administrative	Office Assistant	Job Summary: The Office Assistant provides general administrative support, ensuring office tasks are completed efficiently and professionally. Key Responsibilities: Clerical Duties: Perform filing, data entry, and document preparation. Reception Support: Greet visitors and direct incoming inquiries. Supply Management: Restock and organize office supplies as needed. Mail Handling: Receive, sort, and distribute incoming and outgoing mail. Meeting Assistance: Set up meeting rooms and prepare materials. Record Keeping: Maintain and update office databases and files. Team Support: Assist colleagues with administrative requests and projects.
U-NonIT-192	Professional Services	Administrative	Operations Assistant	Job Summary: The Operations Assistant supports business operations by handling administrative duties, process coordination, and logistics management. Key Responsibilities: Operational Support: Assist with business processes and workflow coordination. Data Entry: Maintain and update records, databases, and reports. Process Improvement: Identify inefficiencies and propose operational enhancements. Inventory Management: Track and restock supplies for seamless operations. Task Coordination: Help manage schedules, deadlines, and team assignments. Customer Service: Provide assistance to clients and employees with operational needs. Policy Adherence: Ensure all operational tasks comply with company policies.
U-NonIT-193	Professional Services	Administrative	Personal Assistant	Job Summary: The Personal Assistant provides dedicated support to an individual, handling administrative, scheduling, and personal tasks to enhance productivity. Key Responsibilities: Schedule Management: Organize personal and professional calendars efficiently. Travel Coordination: Arrange flights, accommodations, and itineraries. Communication Handling: Manage emails, calls, and correspondence. Errand Execution: Complete personal errands and tasks as assigned. Confidential Support: Handle sensitive documents and information securely. Event Planning: Organize meetings, social events, and appointments. Task Prioritization: Manage multiple responsibilities to optimize workflow.
U-NonIT-194	Professional Services	Administrative	Secretary	Job Summary: The Secretary provides administrative and clerical support by managing documentation, communications, and scheduling to ensure smooth office operations. Key Responsibilities: Correspondence Management: Draft, proofread, and distribute documents and emails. Scheduling Support: Arrange appointments, meetings, and conference calls. Filing and Documentation: Maintain organized records and filing systems. Reception Duties: Greet visitors and manage front-desk responsibilities. Meeting Preparation: Take minutes and compile reports as needed. Supply Inventory: Track and reorder office materials as necessary. Confidentiality Maintenance: Ensure discretion with sensitive information.
U-NonIT-195	Professional Services	Administrative	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-196	Professional Services	Clerical	Administrative Assistant	Job Summary: The The Administrative Assistant provides essential clerical and organizational support, managing documentation, scheduling, and office coordination to ensure efficient daily operations. Key Responsibilities: Scheduling Support: Coordinate meetings, appointments, and travel arrangements. Document Management: Prepare, edit, and organize reports, presentations, and correspondence. Data Entry: Maintain accurate records and update databases as needed. Office Coordination: Ensure smooth office operations by managing supplies and administrative tasks. Communication Handling: Answer calls, emails, and in-person inquiries professionally. Filing and Organization: Maintain organized filing systems for easy document retrieval. Confidentiality Compliance: Handle sensitive information with discretion and professionalism.
U-NonIT-197	Professional Services	Clerical	Data Entry Clerk	Job Summary: The Data Entry Clerk is responsible for accurately entering, updating, and maintaining electronic and physical records, ensuring data integrity and efficiency. Key Responsibilities: Data Entry: Input, update, and verify information in digital databases and spreadsheets. Accuracy Assurance: Review and correct data errors to ensure quality control. Document Processing: Scan, file, and organize physical and electronic records. Compliance Adherence: Follow company policies and regulatory requirements when handling data. Confidentiality Protection: Maintain strict confidentiality of sensitive information. Efficiency Optimization: Identify process improvements to streamline data entry workflows. Reporting Assistance: Generate reports and summaries as needed for management review.
U-NonIT-198	Professional Services	Clerical	File Clerk	Job Summary: The File Clerk organizes, manages, and maintains physical and electronic filing systems to ensure accurate record-keeping and easy document retrieval. Key Responsibilities: File Organization: Sort, classify, and store documents in an orderly manner. Record Maintenance: Ensure proper labeling and updating of file records. Document Retrieval: Assist employees in locating requested files and information. Data Protection: Maintain confidentiality and secure handling of sensitive documents. Indexing and Cataloging: Create and update document indexes for quick access. Archiving Management: Handle record retention and disposal according to company policies. Administrative Support: Perform clerical duties such as copying, scanning, and distributing documents.
U-NonIT-199	Professional Services	Clerical	General Office Worker	Job Summary: The General Office Worker performs a variety of clerical and administrative duties to support business operations and maintain a well-organized office environment. Key Responsibilities: Administrative Assistance: Provide general support to office staff and management. Document Processing: Prepare, edit, and distribute reports, forms, and correspondence. Customer Service: Answer phones, respond to inquiries, and direct visitors. Office Supply Management: Track inventory and reorder office materials as needed. Record Keeping: Maintain and update office databases and filing systems. Mail Handling: Sort and distribute incoming and outgoing correspondence. Process Improvement: Identify areas for efficiency enhancements within office workflows.
U-NonIT-200	Professional Services	Clerical	Information Clerk	Job Summary: The Information Clerk provides administrative support by handling inquiries, maintaining records, and disseminating information to employees and visitors. Key Responsibilities: Customer Assistance: Respond to inquiries in person, over the phone, and via email. Record Management: Maintain and update information databases and filing systems. Information Distribution: Provide reports, forms, and company materials to staff and clients. Data Verification: Ensure the accuracy and completeness of company records. Scheduling Support: Assist in coordinating appointments and meetings. Compliance Monitoring: Follow company policies for handling sensitive information. Office Support: Assist with general clerical tasks such as photocopying and mail distribution.
U-NonIT-201	Professional Services	Clerical	Mailroom Clerk	Job Summary: The Mailroom Clerk is responsible for sorting, processing, and distributing incoming and outgoing mail to ensure timely and accurate delivery. Key Responsibilities: Mail Sorting: Receive, sort, and distribute mail and packages to the appropriate recipients. Shipping and Receiving: Process outgoing mail, including labeling, weighing, and arranging shipments. Courier Coordination: Handle deliveries and schedule pickups with shipping vendors. Record Keeping: Maintain accurate logs of received and dispatched packages. Supply Management: Track and reorder mailing supplies such as envelopes, labels, and postage. Confidentiality Protection: Ensure secure handling of sensitive documents and packages. Equipment Maintenance: Operate and maintain mailroom equipment, including postage meters and scanners.

U-NonIT-202	Professional Services	Clerical	Office Clerk	Job Summary: The Office Clerk provides administrative and clerical support by managing documentation, assisting with office tasks, and ensuring smooth daily operations. Key Responsibilities: Clerical Duties: Perform data entry, filing, and record-keeping tasks. Correspondence Handling: Prepare, sort, and distribute mail and emails. Customer Assistance: Greet visitors and assist with inquiries professionally. Document Management: Maintain and update records, reports, and office logs. Supply Inventory: Monitor and restock office supplies as necessary. Scheduling Support: Assist in coordinating meetings, travel, and events. Process Compliance: Ensure adherence to office policies and organizational standards.
U-NonIT-203	Professional Services	Clerical	Office Manager	Job Summary: The Office Manager oversees office operations, ensuring administrative efficiency, employee productivity, and organizational compliance with policies. Key Responsibilities: Operational Supervision: Manage office functions, including administrative workflows and logistics. Staff Coordination: Oversee administrative support staff and delegate tasks effectively. Budget Oversight: Track and manage office expenses and budget allocations. Facility Maintenance: Ensure a well-organized and functional office environment. Vendor Relations: Manage service provider contracts for office supplies, maintenance, and IT support. Policy Implementation: Establish and enforce office policies and procedures. Performance Monitoring: Evaluate office efficiency and implement improvements as needed.
U-NonIT-204	Professional Services	Clerical	Receptionist	Job Summary: The Receptionist serves as the first point of contact for visitors and callers, providing excellent customer service and handling administrative support tasks. Key Responsibilities: Visitor Greeting: Welcome guests and direct them to the appropriate departments. Phone Management: Answer and route calls professionally, taking messages when necessary. Appointment Scheduling: Coordinate meetings, conference room bookings, and visitor logs. Correspondence Handling: Manage incoming and outgoing mail, emails, and packages. Office Support: Assist with administrative tasks such as data entry and record-keeping. Security Compliance: Ensure guests sign in and follow office security protocols. Office Maintenance Coordination: Monitor and replenish front-desk supplies.
U-NonIT-205	Professional Services	Clerical	Records Management Clerk	Job Summary: The Records Management Clerk is responsible for organizing, maintaining, and securing company records to ensure accessibility and compliance with retention policies. Key Responsibilities: Record Organization: Classify, store, and retrieve physical and digital records. Document Preservation: Ensure documents are stored properly to prevent loss or damage. Confidentiality Protection: Handle sensitive records in compliance with privacy policies. Database Management: Update and maintain document tracking systems. Retention Policy Adherence: Ensure compliance with legal and organizational record-keeping requirements. File Auditing: Conduct periodic checks to verify accuracy and completeness of records. Administrative Support: Assist with document scanning, copying, and distribution.
U-NonIT-206	Professional Services	Clerical	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-207	Professional Services	Legal and Compliance	Compliance Analyst	Job Summary: The Compliance Analyst performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - Regulatory Research: Conduct in-depth research on regulatory requirements and changes to ensure compliance. - Policy Evaluation: Analyze company policies and procedures to identify gaps in compliance and recommend improvements. - Reporting: Prepare detailed compliance reports for senior management and regulatory bodies. - Audit Support: Assist in internal and external audits by providing necessary documentation and insights. - Risk Assessment: Identify areas of potential risk and suggest strategies for mitigation. - Training: Develop and deliver compliance training programs for employees.
U-NonIT-208	Professional Services	Legal and Compliance	Compliance Officer	Job Summary: The Compliance Officer performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - Policy Development: Create and implement compliance policies aligned with regulatory standards. - Oversight: Monitor company activities to ensure adherence to compliance guidelines. - Risk Management: Identify and mitigate compliance risks through proactive measures. - Incident Management: Investigate and resolve compliance breaches effectively. - Liaison: Act as a point of contact between the organization and regulatory authorities. - Leadership: Guide and mentor the compliance team to ensure effectiveness.

U-NonIT-209	Professional Services	Legal and Compliance	Contract Manager	Job Summary: The Contract Manager performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - Contract Drafting: Draft, review, and negotiate contracts to ensure clarity and compliance. - Contract Lifecycle Management: Oversee the entire lifecycle of contracts, from initiation to renewal or termination. - Risk Analysis: Identify and address potential risks in contractual agreements. - Compliance: Ensure all contracts align with legal and organizational standards. - Stakeholder Coordination: Work with internal teams and external parties to finalize agreements. - Record Management: Maintain a comprehensive repository of all contractual documents.
U-NonIT-210	Professional Services	Legal and Compliance	Corporate Counsel	Job Summary: The Corporate Counsel performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - Legal Advice: Provide legal guidance to management on various issues, including compliance and risk mitigation. - Contract Oversight: Review and approve contracts to ensure legal soundness. - Litigation Management: Represent the organization in legal disputes and coordinate with external counsel as needed. - Regulatory Adherence: Ensure all business activities comply with relevant laws and regulations. - Policy Development: Draft internal policies to minimize legal risks. - Training: Conduct training sessions on legal and compliance matters for employees.
U-NonIT-211	Professional Services	Legal and Compliance	Intellectual Property Manager	Job Summary: The Intellectual Property Manager performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - IP Strategy: Develop strategies to protect the organization's intellectual property assets. - Patent Management: Oversee the filing and management of patents and trademarks. - Legal Research: Conduct research on IP laws and ensure compliance with regulations. - Dispute Resolution: Manage IP disputes, including infringement cases and negotiations. - Collaboration: Work with R&D and legal teams to identify and protect new innovations. - Documentation: Maintain comprehensive records of all IP-related activities.
U-NonIT-212	Professional Services	Legal and Compliance	Lawyer/Attorney	Job Summary: The Lawyer/Attorney performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - General Legal Support: Provide assistance on various legal matters. - Documentation: Prepare and manage legal documents and correspondence. - Case Management: Support litigation and compliance efforts as needed. - Research: Conduct legal research to support organizational decisions. - Communication: Liaise with internal teams and external stakeholders effectively. - Training: Assist in educating staff on legal and compliance requirements.
U-NonIT-213	Professional Services	Legal and Compliance	Legal Assistant	Job Summary: The Legal Assistant performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - General Legal Support: Provide assistance on various legal matters. - Documentation: Prepare and manage legal documents and correspondence. - Case Management: Support litigation and compliance efforts as needed. - Research: Conduct legal research to support organizational decisions. - Communication: Liaise with internal teams and external stakeholders effectively. - Training: Assist in educating staff on legal and compliance requirements.
U-NonIT-214	Professional Services	Legal and Compliance	Legal Secretary	Job Summary: The Legal Secretary performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - General Legal Support: Provide assistance on various legal matters. - Documentation: Prepare and manage legal documents and correspondence. - Case Management: Support litigation and compliance efforts as needed. - Research: Conduct legal research to support organizational decisions. - Communication: Liaise with internal teams and external stakeholders effectively. - Training: Assist in educating staff on legal and compliance requirements.
U-NonIT-215	Professional Services	Legal and Compliance	Litigation Support Specialist	Job Summary: The Litigation Support Specialist performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - General Legal Support: Provide assistance on various legal matters. - Documentation: Prepare and manage legal documents and correspondence. - Case Management: Support litigation and compliance efforts as needed. - Research: Conduct legal research to support organizational decisions. - Communication: Liaise with internal teams and external stakeholders effectively. - Training: Assist in educating staff on legal and compliance requirements.
U-NonIT-216	Professional Services	Legal and Compliance	Paralegal	Job Summary: The Paralegal performs specialized tasks within the Legal and Compliance field, contributing to organizational success and compliance. Key Responsibilities: - General Legal Support: Provide assistance on various legal matters. - Documentation: Prepare and manage legal documents and correspondence. - Case Management: Support litigation and compliance efforts as needed. - Research: Conduct legal research to support organizational decisions. - Communication: Liaise with internal teams and external stakeholders effectively. - Training: Assist in educating staff on legal and compliance requirements.
U-NonIT-217	Professional Services	Legal and Compliance	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-218	Professional Services	Procurement	Procurement Specialist	Job Summary: The Purchasing Manager performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - Procurement Strategy: Develop and implement purchasing strategies to meet organizational goals. - Team Leadership: Manage the procurement team, ensuring high performance and efficiency. - Vendor Relations: Build and maintain strong relationships with key suppliers. - Budget Management: Monitor and control procurement budgets to avoid overspending. - Risk Management: Identify risks in the supply chain and develop contingency plans. - Performance Monitoring: Track supplier performance and address any issues promptly.
U-NonIT-219	Professional Services	Procurement	Purchasing Manager	Job Summary: The Supply Chain Analyst performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - Data Analysis: Analyze supply chain data to identify areas for improvement. - Process Optimization: Recommend strategies to enhance supply chain efficiency and reduce costs. - Inventory Forecasting: Predict inventory needs based on sales trends and market conditions. - Performance Metrics: Develop and track key performance indicators (KPIs) for supply chain operations. - Collaboration: Work with logistics and procurement teams to align processes. - Technology Utilization: Leverage supply chain software to streamline operations.
U-NonIT-220	Professional Services	Procurement	Supply Chain Analyst	Job Summary: The Procurement Clerk performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - General Procurement Support: Assist in managing procurement activities effectively. - Order Processing: Handle purchase orders and coordinate with vendors. - Vendor Interaction: Communicate with suppliers to resolve issues or negotiate terms. - Compliance: Ensure adherence to procurement policies and standards. - Documentation: Maintain accurate records of procurement transactions. - Reporting: Provide updates on procurement activities to management.
U-NonIT-221	Professional Services	Procurement	Procurement Clerk	Job Summary: The Sourcing Manager performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - General Procurement Support: Assist in managing procurement activities effectively. - Order Processing: Handle purchase orders and coordinate with vendors. - Vendor Interaction: Communicate with suppliers to resolve issues or negotiate terms. - Compliance: Ensure adherence to procurement policies and standards. - Documentation: Maintain accurate records of procurement transactions. - Reporting: Provide updates on procurement activities to management.
U-NonIT-222	Professional Services	Procurement	Sourcing Manager	Job Summary: The Contract Administrator performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - General Procurement Support: Assist in managing procurement activities effectively. - Order Processing: Handle purchase orders and coordinate with vendors. - Vendor Interaction: Communicate with suppliers to resolve issues or negotiate terms. - Compliance: Ensure adherence to procurement policies and standards. - Documentation: Maintain accurate records of procurement transactions. - Reporting: Provide updates on procurement activities to management.
U-NonIT-223	Professional Services	Procurement	Contract Administrator	Job Summary: The Vendor Management Specialist performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - General Procurement Support: Assist in managing procurement activities effectively. - Order Processing: Handle purchase orders and coordinate with vendors. - Vendor Interaction: Communicate with suppliers to resolve issues or negotiate terms. - Compliance: Ensure adherence to procurement policies and standards. - Documentation: Maintain accurate records of procurement transactions. - Reporting: Provide updates on procurement activities to management.
U-NonIT-224	Professional Services	Procurement	Vendor Management Specialist	Job Summary: The Inventory Manager performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - General Procurement Support: Assist in managing procurement activities effectively. - Order Processing: Handle purchase orders and coordinate with vendors. - Vendor Interaction: Communicate with suppliers to resolve issues or negotiate terms. - Compliance: Ensure adherence to procurement policies and standards. - Documentation: Maintain accurate records of procurement transactions. - Reporting: Provide updates on procurement activities to management.
U-NonIT-225	Professional Services	Procurement	Inventory Manager	Job Summary: The Logistics Coordinator performs specialized tasks within the Procurement field, contributing to organizational success and compliance. Key Responsibilities: - General Procurement Support: Assist in managing procurement activities effectively. - Order Processing: Handle purchase orders and coordinate with vendors. - Vendor Interaction: Communicate with suppliers to resolve issues or negotiate terms. - Compliance: Ensure adherence to procurement policies and standards. - Documentation: Maintain accurate records of procurement transactions. - Reporting: Provide updates on procurement activities to management.

U-NonIT-226	Professional Services	Procurement	Logistics Coordinator	**Job Summary:** The Purchasing Agent performs specialized tasks within the Procurement field, contributing to organizational success and compliance. **Key Responsibilities:** - General Procurement Support: Assist in managing procurement activities effectively. - Order Processing: Handle purchase orders and coordinate with vendors. - Vendor Interaction: Communicate with suppliers to resolve issues or negotiate terms. - Compliance: Ensure adherence to procurement policies and standards. - Documentation: Maintain accurate records of procurement transactions. - Reporting: Provide updates on procurement activities to management.
U-NonIT-227	Professional Services	Procurement	Purchasing Agent	**Job Summary:** The Purchasing Agent is responsible for sourcing, negotiating, and procuring goods and services to support business operations while ensuring cost-effectiveness and quality compliance. **Key Responsibilities:** Vendor Sourcing: Identify and establish relationships with reliable suppliers to meet procurement needs. Negotiation: Secure favorable pricing and contract terms for goods and services. Order Processing: Place purchase orders and track deliveries to ensure timely fulfillment. Inventory Management: Monitor stock levels and coordinate replenishment as needed. Budget Control: Ensure procurement activities align with financial constraints and cost-saving goals. Compliance Assurance: Ensure all purchases adhere to company policies and regulatory requirements. Supplier Performance Monitoring: Assess vendor performance to maintain high-quality standards.
U-NonIT-228	Professional Services	Procurement	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-229	Public Sector and Education Health	Dental	Dental Assistant	**Job Summary:** The Dental Assistant supports dentists during procedures, ensures a sterile and organized treatment area, and enhances patient comfort and care. **Key Responsibilities:** Patient Preparation: Assist patients by ensuring comfort and explaining procedures. Instrument Sterilization: Clean and disinfect dental instruments and equipment. Chairside Assistance: Support dentists during procedures by passing instruments and managing suction devices. X-ray Preparation: Take and process dental radiographs as instructed. Supply Management: Maintain and organize dental supplies and inventory. Charting and Documentation: Update patient records and treatment plans accurately. Infection Control: Adhere to OSHA and CDC guidelines for sterilization and sanitation.
U-NonIT-230	Public Sector and Education Health	Dental	Dental Hygienist	**Job Summary:** The Dental Hygienist provides preventive oral care, conducts cleanings, and educates patients on maintaining optimal dental health. **Key Responsibilities:** Teeth Cleaning: Perform scaling, polishing, and fluoride treatments to remove plaque and tartar. Patient Education: Advise patients on proper oral hygiene techniques and preventive care. Examination Support: Assist dentists by assessing oral health and identifying potential issues. X-ray Procedures: Take and analyze dental radiographs as part of patient evaluations. Periodontal Screening: Evaluate gum health and document any signs of disease. Infection Control: Maintain a sterile environment following safety protocols. Record Keeping: Update and maintain detailed patient charts and treatment histories.
U-NonIT-231	Public Sector and Education Health	Dental	Dental Laboratory Technician	**Job Summary:** The Dental Laboratory Technician fabricates and repairs dental prosthetics, including crowns, bridges, dentures, and orthodontic appliances. **Key Responsibilities:** Prosthetic Fabrication: Create crowns, bridges, and dentures based on dental impressions. Custom Appliance Production: Design and manufacture orthodontic retainers and splints. Material Selection: Choose appropriate materials to ensure durability and patient comfort. Quality Control: Inspect and adjust dental appliances for proper fit and function. Collaboration with Dentists: Work with dentists to customize prosthetics to patient needs. Equipment Maintenance: Maintain and calibrate lab tools and machinery. Compliance Adherence: Follow industry safety and health standards for dental fabrication.
U-NonIT-232	Public Sector and Education Health	Dental	Dental Office Manager	**Job Summary:** The Dental Office Manager oversees administrative operations, patient scheduling, and financial management to ensure a well-run dental practice. **Key Responsibilities:** Administrative Oversight: Manage office workflows, ensuring efficiency and organization. Staff Supervision: Oversee front desk and administrative personnel for seamless operations. Patient Scheduling: Coordinate appointments and optimize the daily schedule. Insurance Billing: Handle patient billing, insurance claims, and payment processing. Inventory Control: Manage ordering and stocking of office and clinical supplies. Compliance Management: Ensure adherence to health and safety regulations. Customer Service: Address patient concerns and enhance their overall experience.

U-NonIT-233	Public Sector and Education Health	Dental	Dentist	**Job Summary:** The Dentist diagnoses and treats oral health conditions, performs restorative and preventive procedures, and educates patients on dental care. **Key Responsibilities:** Oral Health Assessments: Examine patients' teeth, gums, and overall oral health. Restorative Treatments: Perform fillings, crowns, and other procedures to restore tooth function. Preventive Care: Provide cleanings, fluoride treatments, and patient education. Surgical Procedures: Extract teeth and perform minor oral surgeries as needed. Diagnostic Imaging: Interpret X-rays and other diagnostic tools to plan treatments. Treatment Planning: Develop and discuss customized care plans with patients. Hygiene and Safety Compliance: Maintain strict sterilization and infection control protocols.
U-NonIT-234	Public Sector and Education Health	Dental	Endodontist	**Job Summary:** The Endodontist specializes in diagnosing and treating diseases of the dental pulp and performing root canal therapies to save natural teeth. **Key Responsibilities:** Root Canal Therapy: Perform complex root canal treatments and retreatments. Diagnostic Assessments: Evaluate and diagnose pulp diseases and nerve damage. Surgical Procedures: Conduct apicoectomies and other endodontic surgeries when necessary. Pain Management: Administer anesthetics and manage patient discomfort. Restorative Consultation: Work with general dentists to develop treatment plans. Advanced Imaging Use: Utilize CBCT scans and digital X-rays for accurate diagnosis. Infection Control: Follow strict sterilization protocols to prevent cross-contamination.
U-NonIT-235	Public Sector and Education Health	Dental	Oral Surgeon	**Job Summary:** The Oral Surgeon performs complex dental and facial surgeries, including wisdom tooth removal, dental implants, and corrective jaw procedures. **Key Responsibilities:** Surgical Extractions: Remove impacted or damaged teeth, including wisdom teeth. Dental Implants: Place implants to support crowns, bridges, or dentures. Jaw Surgery: Correct jaw misalignment and reconstruct facial structures. Biopsies and Tumor Removal: Perform soft tissue and bone biopsies as needed. Trauma Care: Treat facial injuries and fractures related to dental trauma. Sedation Administration: Provide IV sedation and general anesthesia when necessary. Post-Surgical Care: Develop recovery plans and monitor healing progress.
U-NonIT-236	Public Sector and Education Health	Dental	Orthodontist	**Job Summary:** The Orthodontist diagnoses and treats misaligned teeth and jaw structures, using braces, clear aligners, and other corrective appliances. **Key Responsibilities:** Orthodontic Assessments: Evaluate bite alignment and jaw positioning issues. Braces and Appliances: Design and fit braces, retainers, and aligners to correct misalignment. Treatment Planning: Develop personalized plans to improve oral function and aesthetics. Growth Monitoring: Track jaw and dental development in younger patients. Patient Education: Provide guidance on maintaining oral health during treatment. Adjustments and Repairs: Periodically modify orthodontic appliances for optimal results. Collaboration with Dentists: Coordinate care with general dentists and specialists.
U-NonIT-237	Public Sector and Education Health	Dental	Periodontist	**Job Summary:** The Periodontist specializes in the prevention, diagnosis, and treatment of gum disease, as well as dental implant placement. **Key Responsibilities:** Gum Disease Treatment: Perform scaling, root planing, and periodontal surgeries. Dental Implant Placement: Plan and place implants for missing teeth. Soft Tissue Grafting: Restore gum recession with grafting techniques. Bone Regeneration: Conduct procedures to rebuild bone lost due to gum disease. Advanced Diagnostics: Use digital imaging and laser technology for precise treatment. Maintenance Plans: Develop long-term periodontal health strategies for patients. Collaboration with General Dentists: Provide specialized support for complex cases.
U-NonIT-238	Public Sector and Education Health	Dental	Prosthodontist	**Job Summary:** The Prosthodontist specializes in the restoration and replacement of missing or damaged teeth, using crowns, bridges, dentures, and implants. **Key Responsibilities:** Restorative Dentistry: Design and fit dental prosthetics such as crowns and bridges. Full Mouth Reconstruction: Develop comprehensive treatment plans for severe cases. Implant Prosthetics: Customize implant-supported restorations. Aesthetic Dentistry: Improve patients' smiles through veneers and cosmetic restorations. Occlusion Adjustments: Correct bite misalignment for improved function. Collaboration with Dental Labs: Ensure precise fabrication of prosthetic devices. Long-Term Patient Care: Monitor and adjust restorations over time for best results.
U-NonIT-239	Public Sector and Education Health	Dental	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-240	Public Sector and Education Health	Nursing	Charge Nurse	Job Summary: The Charge Nurse provides leadership and oversight within a healthcare unit, ensuring efficient patient care delivery, staff coordination, and adherence to clinical protocols. Key Responsibilities: Team Supervision: Oversee nursing staff and delegate tasks to ensure efficient workflow. Patient Care Coordination: Monitor and evaluate patient care plans to ensure optimal outcomes. Resource Management: Manage supplies and equipment to maintain a well-equipped unit. Staff Training and Support: Mentor nurses and provide guidance on clinical best practices. Emergency Response: Lead crisis management efforts in high-pressure situations. Compliance Monitoring: Ensure adherence to hospital policies, regulations, and safety protocols. Communication Liaison: Act as a bridge between nursing staff, physicians, and hospital administration.
U-NonIT-241	Public Sector and Education Health	Nursing	Clinical Nurse Specialist (CNS)	Job Summary: The Clinical Nurse Specialist provides advanced nursing expertise and leadership in specialized clinical areas while implementing evidence-based practices to improve patient outcomes. Key Responsibilities: Clinical Excellence: Deliver specialized nursing care in specific clinical areas, serving as a resource and mentor for nursing staff. Practice Development: Implement and evaluate evidence-based practices to improve patient care outcomes and nursing protocols. Staff Education: Design and conduct training programs for nursing staff to enhance clinical skills and knowledge in specialized areas. Quality Improvement: Lead quality improvement initiatives to enhance patient care delivery and clinical outcomes. Research Integration: Participate in clinical research activities and integrate research findings into practice guidelines. Interdisciplinary Collaboration: Work closely with healthcare team members to coordinate complex patient care and improve service delivery.
U-NonIT-242	Public Sector and Education Health	Nursing	Director of Nursing	Job Summary: The Director of Nursing oversees all nursing operations, ensuring high-quality patient care, staff development, and regulatory compliance across healthcare facilities. Key Responsibilities: Strategic Leadership: Develop and implement policies to enhance nursing care standards. Staff Management: Recruit, train, and retain a highly skilled nursing workforce. Budget Oversight: Manage departmental budgets to optimize resource allocation. Regulatory Compliance: Ensure compliance with healthcare laws, accreditation requirements, and safety protocols. Quality Improvement: Implement initiatives to improve patient care outcomes and operational efficiency. Interdepartmental Collaboration: Work with hospital leadership to align nursing strategies with organizational goals. Crisis Management: Develop protocols for handling medical emergencies and staff shortages.
U-NonIT-243	Public Sector and Education Health	Nursing	Licensed Practical Nurse (LPN)	Job Summary: The Licensed Practical Nurse (LPN) provides direct patient care under the supervision of registered nurses and physicians, assisting with treatments, monitoring, and daily activities. Key Responsibilities: Patient Monitoring: Observe and record patient vital signs and report changes to the care team. Medication Administration: Administer prescribed medications following nursing protocols. Wound Care: Clean and dress wounds to prevent infections and promote healing. Daily Patient Assistance: Help patients with hygiene, mobility, and feeding needs. Documentation: Maintain accurate patient records and progress reports. Family Communication: Provide updates and education to patients' families regarding care plans. Compliance and Safety: Follow healthcare facility policies and infection control measures.
U-NonIT-244	Public Sector and Education Health	Nursing	Nurse Anesthetist (CRNA)	Job Summary: The Nurse Anesthetist (CRNA) administers anesthesia for surgical and medical procedures, ensuring patient safety and pain management before, during, and after operations. Key Responsibilities: Anesthesia Administration: Deliver general and regional anesthesia for medical procedures. Preoperative Assessment: Evaluate patients' medical history and prepare anesthesia plans. Intraoperative Monitoring: Continuously assess vital signs and adjust anesthesia levels as needed. Postoperative Care: Oversee patient recovery and manage pain control after procedures. Emergency Response: Handle anesthesia-related complications and initiate life-saving interventions. Collaboration with Surgeons: Work alongside physicians and surgical teams to optimize patient outcomes. Regulatory Adherence: Ensure compliance with anesthesia safety protocols and documentation requirements.

U-NonIT-245	Public Sector and Education Health	Nursing	Nurse Midwife (CNM)	Job Summary: The Nurse Midwife (CNM) provides comprehensive care to pregnant individuals, including prenatal, labor and delivery, and postpartum services, while also addressing gynecological health needs. Key Responsibilities: Prenatal Care: Conduct routine check-ups and screenings to monitor fetal development. Labor and Delivery Management: Assist with natural childbirth and provide medical interventions as needed. Postpartum Support: Offer care, education, and resources for new mothers and newborns. Gynecological Services: Provide routine exams, contraception counseling, and reproductive health care. Patient Education: Guide patients on healthy pregnancies and postpartum recovery. Collaboration with Physicians: Coordinate care with obstetricians for high-risk pregnancies. Emergency Preparedness: Manage complications during labor and escalate care when necessary.
U-NonIT-246	Public Sector and Education Health	Nursing	Nurse Practitioner (NP)	Job Summary: The Nurse Practitioner (NP) provides primary and specialized healthcare services, diagnosing conditions, prescribing treatments, and promoting preventative care. Key Responsibilities: Patient Assessment: Conduct physical exams and health screenings to diagnose conditions. Treatment Planning: Develop and implement personalized care plans for patients. Medication Management: Prescribe and adjust medications based on patient needs. Preventive Care: Educate patients on lifestyle changes and disease prevention. Specialized Care: Offer services in areas such as family practice, pediatrics, or geriatrics. Collaboration with Physicians: Work alongside doctors and healthcare teams for comprehensive patient care. Diagnostic Testing: Order and interpret lab tests and imaging studies.
U-NonIT-247	Public Sector and Education Health	Nursing	Nursing Assistant	Job Summary: The Nursing Assistant supports nurses and medical staff by assisting patients with daily care activities and monitoring their well-being. Key Responsibilities: Basic Patient Care: Assist patients with bathing, dressing, and mobility. Vital Sign Monitoring: Record and report temperature, pulse, blood pressure, and other health indicators. Feeding Assistance: Help patients with meal preparation and dietary needs. Bedside Support: Provide comfort measures and respond to call lights promptly. Hygiene Maintenance: Maintain a clean and safe patient environment. Patient Transport: Move patients between rooms, treatment areas, and diagnostic tests. Observation Reporting: Alert nurses to changes in patient behavior or condition.
U-NonIT-248	Public Sector and Education Health	Nursing	Patient Care Technician	Job Summary: The Patient Care Technician (PCT) provides direct patient support, assisting with clinical and non-clinical tasks to ensure a high standard of healthcare service. Key Responsibilities: Patient Assistance: Help patients with mobility, hygiene, and activities of daily living. Vital Signs Collection: Measure and document blood pressure, pulse, and respiratory rates. Specimen Collection: Obtain blood, urine, and other lab samples as required. Medical Equipment Use: Operate and maintain essential patient care devices. Wound Care Support: Assist nurses in dressing changes and skin integrity assessments. Patient Monitoring: Observe and report any changes in patient condition to healthcare teams. Infection Control Compliance: Follow safety and sanitation protocols to minimize healthcare-associated infections.
U-NonIT-249	Public Sector and Education Health	Nursing	Registered Nurse (RN)	Job Summary: The Registered Nurse (RN) delivers direct patient care, collaborates with healthcare teams, and ensures optimal treatment outcomes in various medical settings. Key Responsibilities: Patient Assessments: Conduct thorough evaluations to determine health conditions. Care Plan Development: Create and implement individualized treatment plans. Medication Administration: Safely administer prescribed drugs and IV treatments. Patient Education: Teach patients and families about medical conditions and self-care. Diagnostic Testing Support: Assist with blood draws, imaging, and laboratory tests. Crisis Management: Respond to medical emergencies and provide life-saving interventions. Interdisciplinary Collaboration: Work with doctors, therapists, and healthcare staff for coordinated patient care.
U-NonIT-250	Public Sector and Education Health	Nursing	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-251	Public Sector and Education Health	Occupational Therapy	Certified Occupational Therapy Assis	Job Summary: The Certified Occupational Therapy Assistant (COTA) works under the supervision of an Occupational Therapist to provide rehabilitative treatments that help patients improve daily living and work-related skills. Key Responsibilities: Patient Assistance: Implement therapy plans to help patients regain mobility and function. Therapeutic Exercises: Guide patients through activities that improve motor skills and strength. Progress Monitoring: Observe and report patient progress to the Occupational Therapist. Equipment Setup: Prepare and maintain therapy tools and assistive devices. Patient Education: Teach clients and caregivers techniques for maintaining therapy gains at home. Documentation: Maintain accurate patient records and treatment notes. Compliance Adherence: Follow safety guidelines and therapy best practices.

U-NonIT-252	Public Sector and Education Health	Occupational Therapy	Ergonomics Consultant	Job Summary: The Ergonomics Consultant assesses workplaces and recommends adjustments to improve employee safety, efficiency, and comfort while reducing injury risks. Key Responsibilities: Workplace Assessments: Evaluate employee workstations and environments for ergonomic risks. Risk Reduction Strategies: Develop solutions to prevent repetitive stress injuries and musculoskeletal disorders. Posture and Movement Training: Educate employees on proper posture, lifting techniques, and workstation setup. Equipment Recommendations: Suggest ergonomic furniture and tools to enhance workplace comfort. Report Generation: Document findings and propose ergonomic improvements for businesses. Policy Development: Assist organizations in creating ergonomic health and safety policies. Compliance Assurance: Ensure recommendations align with OSHA and industry regulations.
U-NonIT-253	Public Sector and Education Health	Occupational Therapy	Hand Therapist	Job Summary: The Hand Therapist specializes in rehabilitating patients with hand, wrist, and upper extremity injuries or conditions, using specialized therapy techniques. Key Responsibilities: Patient Evaluations: Assess injuries, post-surgical conditions, and movement restrictions. Customized Treatment Plans: Develop therapy programs to restore hand and wrist function. Splint Fabrication: Design and fit custom orthotic devices to support rehabilitation. Pain Management Techniques: Utilize manual therapy, stretching, and strengthening exercises. Progress Monitoring: Track and adjust treatment plans based on patient recovery. Surgical Recovery Support: Work closely with surgeons for post-operative rehabilitation. Patient Education: Provide home exercise programs and injury prevention strategies.
U-NonIT-254	Public Sector and Education Health	Occupational Therapy	Occupational Health Manager	Job Summary: The Occupational Health Manager oversees workplace health programs, ensuring employee wellness, injury prevention, and regulatory compliance. Key Responsibilities: Employee Health Assessments: Implement screenings and wellness initiatives for workforce health. Injury Prevention Programs: Develop workplace interventions to reduce injuries and illness. Return-to-Work Coordination: Assist employees in transitioning back to work after injuries. Regulatory Compliance: Ensure workplace health policies align with OSHA and industry standards. Training and Education: Provide employee training on ergonomics, workplace safety, and injury prevention. Health Data Analysis: Monitor trends in workplace injuries and recommend process improvements. Medical Collaboration: Work with healthcare providers and HR to support employee health needs.
U-NonIT-255	Public Sector and Education Health	Occupational Therapy	Occupational Therapist (OT)	Job Summary: The Occupational Therapist (OT) evaluates and treats patients with physical, cognitive, and emotional challenges, helping them develop or regain daily living skills. Key Responsibilities: Patient Assessment: Evaluate clients to determine functional limitations and therapy needs. Treatment Planning: Develop personalized therapy programs to enhance independence. Assistive Device Training: Teach patients how to use adaptive tools for daily tasks. Therapeutic Interventions: Guide patients through activities to improve mobility and cognitive function. Progress Evaluation: Monitor and adjust therapy plans based on patient improvement. Collaboration with Healthcare Teams: Work with doctors, therapists, and families for coordinated care. Patient Education: Provide training on techniques to maintain function at home and work.
U-NonIT-256	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Aide	Job Summary: The Occupational Therapy Aide assists Occupational Therapists and COTAs by preparing therapy areas, managing equipment, and supporting patient care activities. Key Responsibilities: Therapy Setup: Prepare treatment areas and materials before patient sessions. Patient Assistance: Support clients during exercises and therapeutic activities. Equipment Maintenance: Clean and organize therapy tools and assistive devices. Administrative Support: Schedule appointments and maintain patient records. Supply Management: Monitor and replenish therapy materials as needed. Observation and Reporting: Assist in tracking patient progress under therapist supervision. Compliance Adherence: Ensure therapy areas meet safety and sanitation standards.

U-NonIT-257	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Consultant	Job Summary: The Occupational Therapy Consultant provides expert guidance to healthcare facilities, schools, or businesses on improving patient outcomes and workplace ergonomics. Key Responsibilities: Program Development: Design occupational therapy programs for healthcare or corporate settings. Workplace Evaluations: Assess job environments to reduce injury risks and improve efficiency. Treatment Recommendations: Advise clinicians on advanced therapy techniques and interventions. Educational Training: Provide workshops on rehabilitation strategies and workplace health. Policy Implementation: Assist organizations in integrating occupational health standards. Clinical Support: Offer expertise on patient treatment plans and therapy protocols. Regulatory Compliance: Ensure adherence to legal and ethical occupational therapy practices.
U-NonIT-258	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Supervisor	Job Summary: The Occupational Therapy Supervisor leads a team of therapists, overseeing treatment programs, staff training, and regulatory compliance to ensure high-quality care. Key Responsibilities: Staff Management: Supervise and support occupational therapists and therapy assistants. Quality Assurance: Monitor therapy programs to maintain high standards of patient care. Training and Development: Provide mentorship and ongoing education for therapy staff. Caseload Distribution: Assign patients to therapists based on expertise and availability. Regulatory Compliance: Ensure adherence to state licensing requirements and therapy guidelines. Resource Management: Maintain therapy equipment and ensure adequate supplies. Interdisciplinary Collaboration: Work with healthcare teams to improve patient outcomes.
U-NonIT-259	Public Sector and Education Health	Occupational Therapy	Pediatric Occupational Therapist	Job Summary: The Pediatric Occupational Therapist specializes in helping children develop motor, sensory, and cognitive skills necessary for everyday activities. Key Responsibilities: Developmental Assessments: Evaluate children's fine motor, sensory processing, and functional skills. Customized Therapy Plans: Design interventions to enhance independence in daily activities. Sensory Integration Therapy: Use techniques to help children with sensory processing challenges. Play-Based Therapy: Engage children in activities that promote learning and skill development. Assistive Technology Training: Teach children and families how to use adaptive tools. Collaboration with Schools: Work with educators and parents to support learning and socialization. Family Education: Provide caregivers with exercises and strategies to continue therapy at home.
U-NonIT-260	Public Sector and Education Health	Occupational Therapy	Rehabilitation Director	Job Summary: The Rehabilitation Director oversees therapy programs, ensuring effective treatment delivery, staff performance, and compliance with healthcare standards. Key Responsibilities: Department Leadership: Manage rehabilitation services across multiple therapy disciplines. Program Development: Design and implement strategies to enhance patient recovery outcomes. Budget Oversight: Manage financial planning and resource allocation for therapy services. Regulatory Compliance: Ensure adherence to industry standards, policies, and safety protocols. Staff Supervision: Recruit, train, and evaluate therapists and rehabilitation professionals. Interdisciplinary Coordination: Collaborate with physicians, nurses, and healthcare teams for comprehensive care. Quality Improvement Initiatives: Analyze patient data to optimize rehabilitation processes and results.
U-NonIT-261	Public Sector and Education Health	Occupational Therapy	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-262	Public Sector and Education Health	Pharmaceuticals	Clinical Pharmacist	Job Summary: The Clinical Pharmacist provides direct patient care by optimizing medication therapy, ensuring drug efficacy, and collaborating with healthcare providers to improve patient outcomes. Key Responsibilities: Medication Management: Review and adjust prescriptions to enhance therapeutic effectiveness. Patient Counseling: Educate patients on proper medication use, side effects, and adherence. Drug Interactions Review: Assess potential interactions between prescribed medications. Collaborative Care: Work alongside doctors and nurses to develop patient treatment plans. Pharmacovigilance: Monitor patient reactions and report adverse drug effects. Regulatory Compliance: Ensure all prescriptions meet healthcare regulations and policies. Clinical Research Support: Participate in studies and trials to improve pharmaceutical care.

U-NonIT-263	Public Sector and Education Health	Pharmaceuticals	Compounding Pharmacist	Job Summary: The Compounding Pharmacist prepares customized medications by mixing, altering, or combining ingredients to meet specific patient needs. Key Responsibilities: Custom Medication Preparation: Compound prescriptions for patients requiring specialized dosages or ingredients. Ingredient Selection and Testing: Ensure the purity, safety, and stability of compounded medications. Regulatory Compliance: Follow FDA, USP, and state pharmacy regulations for compounding practices. Patient Consultation: Educate patients and healthcare providers on the use of compounded medications. Sterile and Non-Sterile Compounding: Prepare both topical and injectable formulations as required. Inventory Management: Oversee the storage and handling of pharmaceutical ingredients. Quality Assurance: Conduct quality control checks to maintain medication safety and effectiveness.
U-NonIT-264	Public Sector and Education Health	Pharmaceuticals	Pharmaceutical Sales Representative	Job Summary: The Pharmaceutical Sales Representative promotes and sells pharmaceutical products to healthcare professionals, ensuring increased market presence and customer satisfaction. Key Responsibilities: Client Relationship Management: Build and maintain relationships with doctors, pharmacists, and healthcare providers. Product Knowledge: Educate medical professionals on drug benefits, side effects, and appropriate usage. Sales Target Achievement: Meet or exceed sales quotas through strategic outreach. Market Research: Stay informed about industry trends, competitor products, and healthcare regulations. Product Demonstrations: Conduct presentations and training sessions for potential clients. Compliance Adherence: Follow all pharmaceutical industry sales regulations and ethical guidelines. Reporting and Documentation: Maintain sales records, track customer interactions, and provide reports to management.
U-NonIT-265	Public Sector and Education Health	Pharmaceuticals	Pharmacist	Job Summary: The Pharmacist dispenses medications, provides patient education, and ensures the safe and effective use of prescription drugs. Key Responsibilities: Prescription Verification: Review and approve medication orders for accuracy and appropriateness. Patient Consultation: Educate patients on proper medication use, potential side effects, and contraindications. Drug Safety Monitoring: Identify and prevent adverse drug interactions. Regulatory Compliance: Ensure adherence to all legal and industry standards in pharmaceutical practice. Inventory Control: Manage stock levels, storage conditions, and medication expirations. Health Collaboration: Work with healthcare teams to optimize patient treatment plans. Pharmacy Management Support: Assist in maintaining an organized and efficient pharmacy workflow.
U-NonIT-266	Public Sector and Education Health	Pharmaceuticals	Pharmacologist	Job Summary: The Pharmacologist conducts research to study drug interactions, effects, and safety, contributing to the development of new medications. Key Responsibilities: Drug Research and Development: Study the biological effects of pharmaceuticals on human health. Toxicology Studies: Evaluate the safety and potential risks of new and existing drugs. Clinical Trial Support: Assist in the design and monitoring of drug trials. Data Analysis: Interpret laboratory results to assess drug efficacy and side effects. Regulatory Compliance: Ensure all research adheres to FDA and international pharmaceutical guidelines. Collaboration with Scientists: Work with chemists, biologists, and medical professionals on drug formulations. Publications and Reporting: Publish findings in medical journals and present at conferences.
U-NonIT-267	Public Sector and Education Health	Pharmaceuticals	Pharmacy Assistant	Job Summary: The Pharmacy Assistant supports pharmacists and technicians by handling administrative tasks, customer service, and medication inventory. Key Responsibilities: Customer Service: Assist patients with inquiries and direct them to appropriate resources. Prescription Processing: Help pharmacists prepare and package medications. Inventory Management: Stock shelves, check expiration dates, and order supplies. Administrative Support: Maintain patient records, insurance claims, and billing processes. Regulatory Compliance: Ensure pharmacy operations follow health and safety regulations. Store Organization: Keep the pharmacy clean and well-organized for efficient operations. Confidentiality Maintenance: Handle patient and prescription information with discretion.

U-NonIT-268	Public Sector and Education Health	Pharmaceuticals	Pharmacy Manager	Job Summary: The Pharmacy Manager oversees pharmacy operations, ensuring compliance, financial performance, and high-quality patient care. Key Responsibilities: Team Supervision: Lead and manage pharmacy staff, providing training and performance oversight. Regulatory Compliance: Ensure pharmacy operations adhere to state and federal laws. Inventory Oversight: Monitor stock levels, ordering, and storage of medications. Customer Service Management: Ensure patients receive accurate and professional pharmaceutical care. Financial Performance: Manage budgeting, sales targets, and expense control. Operational Efficiency: Streamline workflows for faster prescription processing and reduced wait times. Stakeholder Collaboration: Work with healthcare providers, insurance companies, and suppliers to optimize services.
U-NonIT-269	Public Sector and Education Health	Pharmaceuticals	Pharmacy Technician	Job Summary: The Pharmacy Technician assists pharmacists in preparing and dispensing medications, managing inventory, and providing customer support. Key Responsibilities: Prescription Filling: Prepare and label medications under pharmacist supervision. Medication Dispensing: Ensure prescriptions are accurately packaged and delivered. Inventory Control: Monitor and restock pharmaceuticals to prevent shortages. Data Entry: Maintain accurate records of prescriptions and patient history. Insurance Processing: Assist patients with insurance claims and payment inquiries. Customer Assistance: Answer patient questions and provide guidance on medication usage. Compliance Maintenance: Follow pharmacy laws and safety protocols for medication handling.
U-NonIT-270	Public Sector and Education Health	Pharmaceuticals	Quality Assurance Analyst	Job Summary: The Quality Assurance Analyst ensures pharmaceutical products meet safety, efficacy, and regulatory standards through rigorous testing and compliance checks. Key Responsibilities: Product Testing: Conduct tests to verify drug purity, potency, and stability. Regulatory Compliance: Ensure adherence to FDA, GMP, and quality control guidelines. Documentation Management: Maintain accurate reports and records of quality assessments. Process Improvement: Identify inefficiencies and recommend enhancements in production and testing. Risk Analysis: Detect and mitigate potential quality issues before product release. Collaboration with R&D Teams: Work closely with researchers to enhance product quality. Auditing Procedures: Participate in internal and external audits to maintain compliance.
U-NonIT-271	Public Sector and Education Health	Pharmaceuticals	Regulatory Affairs Specialist	Job Summary: The Regulatory Affairs Specialist manages compliance with pharmaceutical regulations, preparing documentation for drug approvals and overseeing adherence to global standards. Key Responsibilities: Regulatory Submission Preparation: Compile and submit applications for drug approvals. Compliance Monitoring: Ensure products meet FDA, EMA, and other regulatory requirements. Policy Implementation: Develop internal policies to align with new pharmaceutical regulations. Clinical Trial Support: Work with research teams to maintain compliance during drug trials. Labeling and Documentation Review: Ensure accurate and compliant drug labeling and packaging. Risk Assessment: Identify potential regulatory risks and implement mitigation strategies. Stakeholder Coordination: Communicate with government agencies, manufacturers, and legal teams.
U-NonIT-272	Public Sector and Education Health	Pharmaceuticals	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-273	Public Sector and Education Health	Social Work	Child Welfare Social Worker	Job Summary: The Child Welfare Social Worker protects the well-being of children by assessing risk factors, coordinating interventions, and supporting families to ensure a safe environment. Key Responsibilities: Case Management: Assess and monitor cases involving child abuse, neglect, or family instability. Family Intervention: Work with parents and caregivers to improve home conditions and parenting skills. Placement Coordination: Arrange foster care or adoption services when necessary. Crisis Response: Address emergency situations to protect children from immediate danger. Legal Advocacy: Collaborate with law enforcement, courts, and child protective services. Resource Connection: Provide families with access to housing, counseling, and financial assistance. Documentation Compliance: Maintain case records and ensure confidentiality in accordance with legal guidelines.

U-NonIT-274	Public Sector and Education Health	Social Work	Clinical Social Worker (LCSW)	Job Summary: The Licensed Clinical Social Worker (LCSW) provides therapy and counseling services to individuals, families, and groups dealing with mental health challenges. Key Responsibilities: Therapeutic Counseling: Conduct individual and group therapy sessions for emotional and psychological support. Mental Health Assessments: Evaluate clients to determine treatment needs and therapy goals. Crisis Intervention: Provide immediate support for clients experiencing acute distress. Treatment Planning: Develop personalized care plans that address social and emotional well-being. Collaboration with Healthcare Providers: Work alongside psychiatrists, psychologists, and medical professionals. Client Advocacy: Assist clients in accessing mental health resources and community services. Regulatory Compliance: Ensure ethical and legal adherence in therapy practices and client records.
U-NonIT-275	Public Sector and Education Health	Social Work	Director of Social Services	Job Summary: The Director of Social Services leads and manages social service programs, ensuring community members receive appropriate support and resources. Key Responsibilities: Program Development: Design and implement social services initiatives to meet community needs. Staff Supervision: Manage and train social workers, case managers, and support staff. Policy Compliance: Ensure all programs adhere to state and federal regulations. Community Engagement: Build partnerships with organizations to expand service availability. Crisis Management: Oversee emergency response efforts for high-risk cases. Budget Oversight: Allocate funding for social programs and ensure fiscal responsibility. Advocacy Efforts: Represent social services programs in policy discussions and community meetings.
U-NonIT-276	Public Sector and Education Health	Social Work	Medical Social Worker	Job Summary: The Medical Social Worker provides emotional support, crisis intervention, and resource coordination for patients dealing with health-related challenges. Key Responsibilities: Patient Advocacy: Assist patients and families in understanding medical conditions and treatment options. Care Coordination: Work with healthcare teams to develop comprehensive care plans. Resource Referrals: Connect patients with financial aid, transportation, and home health services. End-of-Life Support: Provide counseling for palliative care and hospice patients. Crisis Intervention: Address psychosocial concerns that may affect medical treatment. Insurance and Benefits Assistance: Help patients navigate healthcare coverage and social security programs. Patient Education: Inform clients about coping strategies for chronic illness and rehabilitation.
U-NonIT-277	Public Sector and Education Health	Social Work	Mental Health Social Worker	Job Summary: The Mental Health Social Worker supports individuals experiencing emotional and psychological distress by providing therapy, resources, and crisis intervention. Key Responsibilities: Psychosocial Assessments: Evaluate clients to identify mental health needs and risk factors. Counseling Services: Provide therapeutic interventions for individuals, families, and support groups. Crisis Management: Assist clients experiencing acute mental health crises and connect them to emergency services. Case Coordination: Develop treatment plans and collaborate with psychiatrists and psychologists. Advocacy and Support: Help clients access necessary medical, financial, and social resources. Preventive Care Programs: Educate communities on mental health awareness and coping strategies. Ethical Compliance: Maintain confidentiality and adhere to professional mental health standards.
U-NonIT-278	Public Sector and Education Health	Social Work	School Social Worker	Job Summary: The School Social Worker supports students' emotional, behavioral, and academic well-being by addressing social challenges that impact their education. Key Responsibilities: Student Assessments: Identify students struggling with social, emotional, or academic issues. Behavioral Interventions: Develop and implement strategies to support positive student behavior. Counseling Services: Provide individual and group therapy for students facing personal challenges. Parental Support: Work with families to address home-related factors affecting school performance. Crisis Response: Intervene in cases of bullying, neglect, or family trauma. Educational Advocacy: Assist students with disabilities or special needs in accessing services. Community Outreach: Collaborate with teachers, school staff, and external agencies to support student success.

U-NonIT-279	Public Sector and Education Health	Social Work	Social Service Assistant	Job Summary: The Social Service Assistant supports social workers by providing administrative help, coordinating services, and assisting clients with resources. Key Responsibilities: Client Support: Assist individuals in accessing housing, financial aid, and healthcare services. Administrative Tasks: Maintain case files, schedule appointments, and complete documentation. Community Outreach: Provide information on available social service programs. Basic Counseling: Offer guidance and emotional support under supervision. Crisis Support: Help clients navigate emergencies by connecting them to appropriate services. Resource Distribution: Assist in food banks, shelters, and other community support initiatives. Confidentiality Adherence: Handle sensitive client information with discretion and professionalism.
U-NonIT-280	Public Sector and Education Health	Social Work	Social Work Case Manager	Job Summary: The Social Work Case Manager coordinates and monitors services for individuals and families, ensuring they receive appropriate support and care. Key Responsibilities: Needs Assessments: Evaluate clients to determine eligibility for social programs. Service Coordination: Develop care plans and connect clients with necessary resources. Progress Monitoring: Track and update case files to reflect service outcomes. Client Advocacy: Ensure individuals receive fair treatment in legal and healthcare systems. Crisis Resolution: Assist with emergency interventions for high-risk clients. Community Collaboration: Work with agencies to expand social service access. Policy Compliance: Maintain adherence to ethical and legal guidelines in case management.
U-NonIT-281	Public Sector and Education Health	Social Work	Social Worker	Job Summary: The Social Worker provides direct support to individuals and families, helping them navigate social, financial, and emotional challenges. Key Responsibilities: Client Assessment: Evaluate needs and develop action plans for assistance. Resource Connection: Help clients access government aid, employment services, and housing programs. Crisis Intervention: Assist in emergencies, including domestic violence, homelessness, or abuse cases. Support Counseling: Provide emotional support to individuals facing life difficulties. Documentation: Maintain case notes and ensure confidentiality of client records. Community Collaboration: Partner with agencies to improve social service accessibility. Education and Advocacy: Raise awareness about social justice issues affecting vulnerable populations.
U-NonIT-282	Public Sector and Education Health	Social Work	Substance Abuse Social Worker	Job Summary: The Substance Abuse Social Worker helps individuals struggling with addiction by providing counseling, intervention strategies, and rehabilitation support. Key Responsibilities: Addiction Counseling: Offer therapy to individuals recovering from substance abuse. Treatment Planning: Develop recovery plans that include therapy, support groups, and rehabilitation programs. Crisis Management: Assist clients in emergency detox situations or relapse prevention. Family Support: Educate and guide family members on addiction and recovery strategies. Community Resources: Connect clients with outpatient programs, housing, and job placement services. Case Management: Monitor client progress and adjust treatment approaches as needed. Advocacy and Education: Promote substance abuse prevention and awareness initiatives.
U-NonIT-283	Public Sector and Education Health	Social Work	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-284	Public Sector and Education Health	Speech Language Pathology	Augmentative Communication Speci	Job Summary: The Augmentative Communication Specialist assesses, develops, and implements alternative communication strategies for individuals with speech and language impairments. Key Responsibilities: Patient Evaluations: Assess individuals with severe communication disorders to determine appropriate augmentative communication solutions. Device Customization: Develop and program AAC (Augmentative and Alternative Communication) devices tailored to patient needs. Training and Education: Provide training for patients, caregivers, and educators on effective AAC device use. Interdisciplinary Collaboration: Work with therapists, educators, and healthcare providers to integrate AAC into daily communication. Technology Implementation: Stay updated on advancements in speech-generating devices and software applications. Progress Monitoring: Track patient improvements and adjust AAC interventions as necessary. Advocacy and Accessibility: Ensure access to communication tools for individuals with disabilities.

U-NonIT-285	Public Sector and Education Health	Speech Language Pathology	Bilingual Speech-Language Patholog	Job Summary: The Bilingual Speech-Language Pathologist provides speech and language therapy to multilingual clients, ensuring culturally and linguistically appropriate interventions. Key Responsibilities: Multilingual Evaluations: Assess speech and language skills in both primary and secondary languages. Culturally Responsive Therapy: Develop treatment plans that consider linguistic and cultural diversity. Family Support: Educate bilingual families on strategies to support speech development at home. School and Clinical Collaboration: Work with educators and healthcare professionals to provide targeted interventions. Language Development Strategies: Implement evidence-based techniques for dual-language acquisition and fluency. Progress Monitoring: Track treatment efficacy in both languages and adjust plans as needed. Interdisciplinary Communication: Collaborate with interpreters and bilingual educators when necessary.
U-NonIT-286	Public Sector and Education Health	Speech Language Pathology	Clinical Fellowship Year (CFY) Speech	Job Summary: The CFY Speech-Language Pathologist is a graduate clinician completing their supervised fellowship year to gain full licensure in speech therapy. Key Responsibilities: Supervised Therapy Delivery: Provide speech-language interventions under the guidance of a licensed SLP. Patient Assessments: Conduct evaluations for speech, language, and swallowing disorders. Treatment Planning: Develop individualized therapy plans for patients across various settings. Progress Tracking: Document patient improvements and adjust therapy techniques as needed. Mentorship Participation: Engage in feedback sessions with an ASHA-certified clinical supervisor. Clinical Competency Development: Gain hands-on experience with different speech therapy techniques. Regulatory Compliance: Ensure adherence to ethical and professional standards in speech-language pathology.
U-NonIT-287	Public Sector and Education Health	Speech Language Pathology	Rehabilitation Speech-Language Path	Job Summary: The Rehabilitation Speech-Language Pathologist provides therapy for individuals recovering from stroke, traumatic brain injury, and neurological conditions affecting speech and swallowing. Key Responsibilities: Neurological Disorder Treatment: Assist patients with communication and swallowing difficulties post-injury or illness. Swallowing Therapy: Develop dysphagia treatment plans to improve swallowing function. Cognitive-Communication Rehabilitation: Implement strategies for memory, problem-solving, and verbal expression. Assistive Technology Utilization: Introduce speech-generating devices and cognitive communication aids. Family and Caregiver Training: Educate families on communication strategies and feeding modifications. Interdisciplinary Coordination: Work with physical and occupational therapists for comprehensive rehabilitation. Progress Evaluation: Assess therapy effectiveness and modify treatment plans as needed.
U-NonIT-288	Public Sector and Education Health	Speech Language Pathology	Speech Therapist	Job Summary: The Speech Therapist assesses and treats individuals with speech, language, voice, and fluency disorders to enhance communication abilities. Key Responsibilities: Speech Assessments: Identify speech and language impairments in patients of all ages. Therapeutic Interventions: Develop and implement speech therapy treatment plans. Patient Coaching: Guide individuals in improving articulation, fluency, and vocal quality. Family Support: Train caregivers on techniques to reinforce speech development at home. Documentation and Reports: Maintain accurate records of therapy sessions and patient progress. Collaboration with Educators: Work with teachers to support speech development in school settings. Preventative Strategies: Provide early intervention techniques to minimize speech delays.
U-NonIT-289	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathologist (SLP)	Job Summary: The Speech-Language Pathologist evaluates, diagnoses, and treats individuals with speech, language, voice, and swallowing disorders. Key Responsibilities: Comprehensive Evaluations: Assess speech, language, fluency, and swallowing functions. Treatment Development: Create individualized therapy plans tailored to each patient's needs. Speech and Language Therapy: Provide evidence-based interventions to improve communication skills. Swallowing and Feeding Therapy: Assist patients with dysphagia and related issues. Educational Outreach: Train patients, families, and caregivers on therapy techniques. Multidisciplinary Collaboration: Work with doctors, educators, and therapists for holistic patient care. Patient Progress Monitoring: Track therapy effectiveness and modify strategies accordingly.

U-NonIT-290	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathologist Educator	**Job Summary:** The Speech-Language Pathologist Educator trains aspiring SLPs, conducts research, and develops academic coursework to advance speech therapy education. **Key Responsibilities:** Curriculum Development: Design and teach university-level speech-language pathology courses. Student Mentorship: Guide future SLPs through clinical education and research projects. Clinical Supervision: Oversee practicum experiences for graduate students in speech therapy programs. Research Initiatives: Conduct studies on speech therapy advancements and best practices. Continuing Education Facilitation: Lead professional development workshops for licensed SLPs. Speech Therapy Advocacy: Promote awareness of speech and language disorders in educational settings. Accreditation Compliance: Ensure coursework aligns with ASHA and state licensure requirements.
U-NonIT-291	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathology Assistant	**Job Summary:** The Speech-Language Pathology Assistant supports SLPs by assisting in therapy sessions, preparing materials, and documenting patient progress. **Key Responsibilities:** Therapy Session Assistance: Help implement treatment plans under the supervision of an SLP. Data Collection: Track patient progress and report observations to the supervising SLP. Material Preparation: Organize resources for therapy activities and interventions. Patient Coaching: Provide reinforcement exercises for articulation and language development. Record Maintenance: Keep accurate documentation of therapy sessions. Family Support: Educate caregivers on at-home strategies to improve speech development. Compliance Adherence: Follow ethical guidelines and state regulations for SLPA practice.
U-NonIT-292	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathology Director	**Job Summary:** The Speech-Language Pathology Director oversees speech therapy programs, ensuring quality patient care, staff development, and regulatory compliance. **Key Responsibilities:** Program Management: Lead speech therapy services across clinical, educational, or rehabilitation settings. Staff Supervision: Hire, train, and evaluate speech therapists and assistants. Quality Assurance: Ensure best practices and evidence-based treatments in speech therapy programs. Budget and Resource Allocation: Manage financial planning and equipment procurement. Regulatory Compliance: Ensure adherence to ASHA guidelines and state licensing requirements. Community Outreach: Advocate for speech therapy services and public education. Clinical Innovation: Introduce new techniques and technologies for speech rehabilitation.
U-NonIT-293	Public Sector and Education Health	Speech Language Pathology	Voice Pathologist	**Job Summary:** The Voice Pathologist specializes in diagnosing and treating voice disorders, including vocal strain, nodules, and neurological conditions affecting speech. **Key Responsibilities:** Voice Disorder Assessment: Evaluate patients experiencing hoarseness, loss of voice, or vocal fatigue. Treatment Plan Development: Design voice therapy exercises for vocal cord rehabilitation. Singing and Speech Coaching: Help professionals like singers, actors, and speakers optimize vocal function. Post-Surgical Therapy: Assist patients recovering from vocal cord surgery. Breath Control Techniques: Teach breathing exercises to improve vocal endurance. Collaboration with ENT Specialists: Work with otolaryngologists to diagnose and treat voice conditions. Preventative Education: Provide guidance on vocal health and strain prevention.
U-NonIT-294	Public Sector and Education Health	Speech Language Pathology	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-295	Public Sector and Education Health	Support Roles	Clinical Coordinator	**Job Summary:** The Clinical Coordinator oversees daily clinical operations, ensuring efficient patient care delivery, staff coordination, and compliance with healthcare policies. **Key Responsibilities:** Team Supervision: Coordinate and support healthcare staff to maintain high-quality patient care. Scheduling Management: Organize patient appointments and staff assignments to optimize workflow. Compliance Monitoring: Ensure adherence to medical protocols, safety standards, and legal regulations. Patient Care Oversight: Monitor treatment plans and ensure proper documentation of clinical procedures. Training and Development: Assist in onboarding and continuous education for clinical staff. Interdepartmental Communication: Serve as a liaison between medical professionals, administration, and support teams. Performance Analysis: Evaluate clinical efficiency and recommend improvements for better patient outcomes.

U-NonIT-296	Public Sector and Education Health	Support Roles	Health Information Technician	Job Summary: The Health Information Technician manages and secures patient health records, ensuring accuracy, confidentiality, and compliance with medical regulations. Key Responsibilities: Medical Record Management: Organize, update, and safeguard patient health records. Data Entry and Accuracy: Ensure completeness and correctness of electronic health records (EHRs). Compliance Assurance: Maintain adherence to HIPAA and other healthcare regulations. Record Retrieval: Provide authorized personnel with access to medical records as needed. Billing and Coding Support: Assist in processing insurance claims and coding medical procedures. Audit Preparation: Support audits by verifying and organizing necessary documentation. Technology Utilization: Operate health information systems and electronic databases efficiently.
U-NonIT-297	Public Sector and Education Health	Support Roles	Healthcare Administrator	Job Summary: The Healthcare Administrator oversees the management and operations of medical facilities, ensuring efficiency, financial sustainability, and regulatory compliance. Key Responsibilities: Facility Management: Supervise daily operations in hospitals, clinics, or healthcare organizations. Budget and Financial Planning: Manage expenditures, billing processes, and financial reports. Staff Leadership: Recruit, train, and oversee healthcare personnel. Policy Development: Implement healthcare regulations and facility policies to ensure compliance. Quality Improvement: Monitor patient care standards and develop initiatives for better service delivery. Technology Integration: Optimize the use of EHR systems and other medical technologies. Stakeholder Communication: Collaborate with physicians, insurance providers, and regulatory bodies.
U-NonIT-298	Public Sector and Education Health	Support Roles	Healthcare Consultant	Job Summary: The Healthcare Consultant advises medical facilities on improving operations, efficiency, compliance, and financial management. Key Responsibilities: Process Improvement Analysis: Evaluate healthcare operations and recommend optimization strategies. Regulatory Compliance Support: Ensure facilities meet federal, state, and industry healthcare standards. Financial Advisory: Assist organizations in cost reduction, revenue cycle management, and budgeting. Technology Implementation: Guide healthcare institutions in adopting new medical technologies and EHR systems. Strategic Planning: Develop business plans to enhance service delivery and patient satisfaction. Market Research: Analyze healthcare trends and provide data-driven recommendations. Training and Development: Educate healthcare staff on best practices and industry advancements.
U-NonIT-299	Public Sector and Education Health	Support Roles	Medical Assistant	Job Summary: The Medical Assistant supports healthcare professionals by performing clinical and administrative duties to enhance patient care. Key Responsibilities: Patient Preparation: Assist in preparing patients for examinations and treatments. Vital Sign Monitoring: Record blood pressure, pulse, temperature, and other vital signs. Medical Procedure Assistance: Support physicians and nurses in minor medical procedures. Medical Documentation: Maintain and update patient medical histories and records. Phlebotomy and Sample Collection: Draw blood and collect specimens for laboratory analysis. Administrative Support: Schedule appointments, handle patient inquiries, and manage front-desk duties. Infection Control Compliance: Adhere to sterilization and safety procedures in clinical settings.
U-NonIT-300	Public Sector and Education Health	Support Roles	Medical Billing Specialist	Job Summary: The Medical Billing Specialist processes healthcare claims, ensures accurate billing, and manages insurance reimbursements. Key Responsibilities: Claim Submission: Prepare and submit insurance claims for medical procedures and treatments. Billing Code Verification: Ensure accuracy in coding to prevent claim denials. Payment Posting: Process payments, track outstanding balances, and follow up on unpaid claims. Insurance Coordination: Communicate with insurance providers to resolve claim disputes. Compliance Assurance: Follow HIPAA and other healthcare billing regulations. Patient Billing Support: Provide cost estimates and answer billing inquiries from patients. Financial Reporting: Maintain records of accounts receivable and generate billing reports.

U-NonIT-301	Public Sector and Education Health	Support Roles	Medical Coder	Job Summary: The Medical Coder translates healthcare diagnoses, procedures, and services into standardized medical codes for insurance and billing purposes. Key Responsibilities: Coding Assignments: Accurately assign CPT, ICD-10, and HCPCS codes to patient procedures. Compliance with Regulations: Ensure coding practices follow medical and legal guidelines. Claim Documentation: Verify medical records for completeness and coding accuracy. Billing Coordination: Work with billing specialists to streamline insurance claim processing. Data Analysis: Audit and review coding patterns to improve accuracy and reduce errors. Education and Training: Stay updated on coding changes and industry standards. Confidentiality Protection: Maintain patient privacy and adhere to HIPAA compliance standards.
U-NonIT-302	Public Sector and Education Health	Support Roles	Medical Receptionist	Job Summary: The Medical Receptionist serves as the first point of contact in a healthcare facility, managing patient check-ins, appointments, and administrative tasks. Key Responsibilities: Patient Greeting and Check-in: Welcome and register patients upon arrival. Appointment Scheduling: Manage calendars and set up patient visits. Insurance Verification: Confirm coverage and co-pay requirements before services. Phone and Email Handling: Answer inquiries and direct communications to appropriate personnel. Billing and Payment Processing: Assist patients with co-pays and financial transactions. Medical Record Maintenance: Ensure accuracy in patient files and documentation. Office Organization: Maintain a clean, well-structured reception area.
U-NonIT-303	Public Sector and Education Health	Support Roles	Medical Records Clerk	Job Summary: The Medical Records Clerk maintains, organizes, and protects patient records to ensure accuracy, accessibility, and compliance with privacy laws. Key Responsibilities: Record Maintenance: File, update, and manage patient health records securely. Data Entry and Retrieval: Input patient information into EHR systems and retrieve documents as needed. Confidentiality Compliance: Ensure records meet HIPAA and facility privacy standards. Archiving and Disposal: Store, retain, and safely dispose of outdated patient records. Request Processing: Provide authorized personnel with patient information for treatment or billing. Quality Assurance: Review records for accuracy and completeness before filing. Audit Preparation: Assist in regulatory audits by compiling required documentation.
U-NonIT-304	Public Sector and Education Health	Support Roles	Patient Service Representative	Job Summary: The Patient Service Representative provides front-line customer service in healthcare settings, assisting with patient intake, scheduling, and billing inquiries. Key Responsibilities: Patient Intake and Registration: Gather and verify patient information before appointments. Insurance and Payment Processing: Explain billing policies and verify coverage. Appointment Coordination: Schedule and reschedule patient visits based on availability. Customer Service Support: Address patient concerns and direct inquiries to appropriate departments. Medical Record Management: Update and maintain patient charts in EHR systems. HIPAA Compliance: Handle sensitive patient data with confidentiality and professionalism. Office Workflow Management: Assist in maintaining a smooth operational flow in the facility.
U-NonIT-305	Public Sector and Education Health	Support Roles	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-306	Recruitment Process Outsourcing	Hiring	Candidate Experience Manager	Job Summary: The Candidate Experience Manager enhances and optimizes the hiring process by ensuring a seamless and positive experience for job applicants. Key Responsibilities: Candidate Engagement: Develop strategies to improve interactions and communication throughout the hiring process. Process Optimization: Streamline application, interview, and onboarding procedures for efficiency. Feedback Management: Gather and analyze candidate feedback to enhance recruitment practices. Employer Branding: Collaborate with marketing and HR to showcase company culture and values. Technology Integration: Implement digital tools to improve candidate experience. Diversity and Inclusion Initiatives: Ensure an equitable hiring process for all applicants. Data-Driven Improvement: Monitor hiring metrics and adjust strategies for continuous enhancement.
U-NonIT-307	Recruitment Process Outsourcing	Hiring	Hiring Manager	Job Summary: The Hiring Manager oversees the recruitment process for their department, selecting and evaluating candidates to fill key roles. Key Responsibilities: Job Description Development: Define role expectations and key responsibilities for open positions. Candidate Selection: Screen, interview, and evaluate applicants for job suitability. Collaboration with HR: Work with recruiters to develop sourcing strategies and hiring timelines. Decision-Making: Make final hiring decisions based on skills, experience, and cultural fit. Compliance and Fair Hiring Practices: Ensure hiring processes align with legal and ethical guidelines. Onboarding Support: Assist in transitioning new hires into their roles successfully. Performance Benchmarking: Establish success metrics to measure the effectiveness of new hires.

U-NonIT-308	Recruitment Process Outsourcing	Hiring	Human Resources (HR) Recruiter	**Job Summary:** The HR Recruiter sources, screens, and selects top talent to fill company positions, ensuring alignment with business needs and workforce planning. **Key Responsibilities:** Talent Sourcing: Identify and attract qualified candidates through various recruitment channels. Screening and Interviewing: Conduct initial assessments and coordinate hiring manager interviews. Candidate Relationship Management: Maintain a pipeline of potential candidates for future hiring needs. Job Posting and Advertising: Write and post job descriptions across multiple platforms. Compliance Adherence: Ensure hiring practices comply with company policies and labor laws. Offer Negotiation: Assist with salary discussions and employment contract preparation. Recruitment Metrics Tracking: Monitor hiring KPIs to improve recruitment effectiveness.
U-NonIT-309	Recruitment Process Outsourcing	Hiring	Onboarding Specialist	**Job Summary:** The Onboarding Specialist ensures a smooth transition for new hires by managing orientation, paperwork, and company integration processes. **Key Responsibilities:** New Hire Orientation: Conduct onboarding sessions to introduce company culture, policies, and expectations. Paperwork Processing: Ensure completion of employment contracts, tax forms, and benefits enrollment. Technology and System Setup: Coordinate IT access and necessary tools for new employees. Mentorship Programs: Pair new hires with mentors to support early-stage career development. Onboarding Feedback Collection: Gather feedback to refine and improve the onboarding process. Training Coordination: Schedule required training sessions and certifications. HR Policy Compliance: Ensure onboarding practices align with company regulations and legal requirements.
U-NonIT-310	Recruitment Process Outsourcing	Hiring	Recruiter	**Job Summary:** The Recruiter identifies, evaluates, and hires qualified candidates to meet an organization's workforce needs. **Key Responsibilities:** Candidate Sourcing: Utilize job boards, networking, and direct outreach to identify talent. Resume Screening: Review applications to determine candidate suitability for job openings. Interview Coordination: Schedule and conduct interviews with potential hires. Employer Branding Support: Represent the company in job fairs and hiring events. Offer Negotiation: Work with candidates to finalize salary and employment terms. Hiring Process Optimization: Identify ways to improve recruitment speed and efficiency. Diversity and Inclusion Recruitment: Ensure hiring practices support an inclusive workforce.
U-NonIT-311	Recruitment Process Outsourcing	Hiring	Recruitment Account Manager	**Job Summary:** The Recruitment Account Manager serves as a liaison between hiring managers and recruitment teams, ensuring successful talent acquisition and client satisfaction. **Key Responsibilities:** Client Relationship Management: Maintain strong partnerships with hiring managers to understand talent needs. Talent Strategy Development: Assist in designing recruitment plans tailored to business objectives. Performance Monitoring: Track hiring metrics and adjust strategies as needed. Candidate Pipeline Maintenance: Ensure a steady flow of qualified applicants for key positions. Process Improvement: Streamline recruitment workflows for increased efficiency. Market Analysis: Stay informed on hiring trends, salary benchmarks, and industry best practices. Service Quality Assurance: Ensure a positive experience for both hiring managers and job candidates.
U-NonIT-312	Recruitment Process Outsourcing	Hiring	Recruitment Consultant	**Job Summary:** The Recruitment Consultant advises businesses on hiring strategies, sourcing techniques, and workforce planning to optimize talent acquisition. **Key Responsibilities:** Client Consultation: Assess hiring needs and provide strategic recruitment solutions. Market Research: Analyze industry hiring trends and provide insights to clients. Candidate Screening: Conduct preliminary interviews to shortlist qualified applicants. Job Description Optimization: Assist in crafting clear and attractive job postings. Offer and Salary Negotiation: Guide clients and candidates through the offer process. Compliance Guidance: Ensure recruitment policies align with employment laws and company regulations. Relationship Management: Build long-term partnerships with businesses and job seekers.
U-NonIT-313	Recruitment Process Outsourcing	Hiring	Recruitment Project Manager	**Job Summary:** The Recruitment Project Manager leads talent acquisition initiatives, managing large-scale hiring projects, timelines, and recruitment campaigns. **Key Responsibilities:** Recruitment Planning: Develop and execute hiring strategies for high-volume recruitment needs. Project Coordination: Oversee recruitment timelines, budgets, and resource allocation. Stakeholder Communication: Collaborate with HR, hiring managers, and external recruiters. Process Optimization: Identify efficiencies to improve hiring speed and candidate quality. Data Analytics: Track key recruitment metrics and adjust strategies for better outcomes. Compliance Oversight: Ensure all hiring initiatives meet legal and organizational standards. Technology Utilization: Implement applicant tracking systems and digital recruitment tools.

U-NonIT-314	Recruitment Process Outsourcing	Hiring	Staffing Agency Recruiter	Job Summary: The Staffing Agency Recruiter sources and places candidates in temporary, contract, and full-time roles across various industries. Key Responsibilities: Candidate Sourcing: Identify talent for client job openings through job boards, networking, and referrals. Resume Screening: Evaluate applications to match candidates with job opportunities. Interviewing and Assessment: Conduct pre-screening and skills evaluations. Client Coordination: Work with companies to understand their workforce needs. Offer and Contract Negotiation: Facilitate hiring agreements between employers and candidates. Market Research: Stay updated on employment trends and industry demands. Database Management: Maintain an active pipeline of job seekers for future placements.
U-NonIT-315	Recruitment Process Outsourcing	Hiring	Talent Acquisition Specialist	Job Summary: The Talent Acquisition Specialist focuses on identifying, attracting, and hiring top talent to support business growth and organizational goals. Key Responsibilities: Strategic Sourcing: Develop and implement innovative strategies to attract high-quality candidates. Candidate Outreach: Engage passive and active job seekers through networking and digital channels. Interview and Assessment: Conduct initial screenings and coordinate interview processes. Employer Branding Initiatives: Enhance the company's reputation as an employer of choice. Diversity and Inclusion Hiring: Support hiring practices that promote workplace diversity. Collaboration with Hiring Managers: Align recruitment efforts with departmental goals. Recruitment Data Analysis: Track performance metrics to refine hiring strategies.
U-NonIT-316	Recruitment Process Outsourcing	Hiring	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-317	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Account Director	Job Summary: The RPO Account Director leads strategic client partnerships, overseeing recruitment delivery, performance, and service excellence to drive long-term business success. Key Responsibilities: Client Relationship Management: Serve as the primary point of contact for key clients, ensuring satisfaction and alignment with recruitment goals. Strategic Planning: Develop and implement workforce planning strategies tailored to client needs. Performance Oversight: Monitor recruitment metrics and ensure service level agreements (SLAs) are met. Team Leadership: Provide guidance and direction to RPO delivery teams. Revenue Growth: Identify business expansion opportunities within existing client accounts. Contract Management: Negotiate and oversee service agreements and client contracts. Industry Insights: Stay informed about hiring trends and innovations to enhance RPO services.
U-NonIT-318	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Business Development Manager	Job Summary: The RPO Business Development Manager drives revenue growth by identifying new business opportunities, securing client contracts, and expanding recruitment service offerings. Key Responsibilities: Market Research: Analyze industry trends to identify potential RPO clients and market gaps. Sales Strategy Development: Create and implement business development strategies for lead generation and conversion. Client Acquisition: Engage prospective clients, present RPO solutions, and negotiate contracts. Pipeline Management: Track and manage business development efforts using CRM tools. Relationship Building: Establish and maintain strong connections with decision-makers in target industries. Proposal Development: Craft tailored RPO proposals and pricing models based on client needs. Revenue Forecasting: Provide sales projections and contribute to financial growth planning.
U-NonIT-319	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Client Relationship Manager	Job Summary: The RPO Client Relationship Manager ensures strong client engagement by fostering collaboration, resolving challenges, and optimizing recruitment performance. Key Responsibilities: Client Partnership Development: Build trust and maintain long-term relationships with RPO clients. Service Delivery Oversight: Monitor recruitment outcomes and ensure alignment with client expectations. Issue Resolution: Address client concerns proactively and implement process improvements. Performance Reporting: Provide regular insights and reports on recruitment efficiency and hiring trends. Stakeholder Engagement: Act as the liaison between clients and internal recruitment teams. SLA Compliance: Ensure that all service level agreements and key performance indicators (KPIs) are met. Process Optimization: Identify and implement recruitment best practices for continuous improvement.

U-NonIT-320	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Client Success Manager	Job Summary: The RPO Client Success Manager ensures client satisfaction by optimizing recruitment processes, addressing concerns, and improving service delivery. Key Responsibilities: Client Onboarding: Guide new clients through the RPO implementation process for a smooth transition. Recruitment Performance Tracking: Monitor hiring metrics and recommend improvements to enhance efficiency. Proactive Client Engagement: Maintain ongoing communication to ensure alignment with business objectives. Process Innovation: Identify opportunities to refine recruitment workflows and service offerings. Escalation Management: Resolve any issues related to hiring delays or process inefficiencies. Strategic Consultation: Advise clients on workforce planning and talent acquisition strategies. Client Retention: Implement initiatives to strengthen partnerships and increase renewal rates.
U-NonIT-321	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Delivery Manager	Job Summary: The RPO Delivery Manager oversees the end-to-end recruitment process, ensuring efficient service execution, team performance, and client satisfaction. Key Responsibilities: Operational Leadership: Manage RPO recruitment teams to meet hiring targets and quality standards. Recruitment Workflow Optimization: Streamline sourcing, screening, and hiring processes for efficiency. Resource Allocation: Assign recruiters and ensure adequate staffing for client engagements. Performance Analysis: Track hiring metrics, identify bottlenecks, and implement corrective measures. Technology Utilization: Leverage applicant tracking systems (ATS) and AI recruitment tools for process enhancement. Compliance Management: Ensure adherence to labor laws, data protection regulations, and client agreements. Stakeholder Collaboration: Coordinate with clients, recruiters, and leadership to align hiring goals.
U-NonIT-322	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Implementation Manager	Job Summary: The RPO Implementation Manager leads the successful deployment and integration of recruitment process outsourcing solutions for client organizations. Key Responsibilities: Project Planning: Develop comprehensive implementation plans including timelines, milestones, and resource allocation for new RPO programs. Client Engagement: Collaborate with clients to understand their recruitment needs and customize RPO solutions accordingly. System Integration: Oversee the integration of recruitment technologies and platforms with client systems. Process Development: Create and document standardized recruitment processes aligned with client requirements and industry best practices. Team Leadership: Lead implementation teams and coordinate with various stakeholders to ensure successful program launch. Performance Tracking: Establish key performance indicators and monitoring systems to measure implementation success.
U-NonIT-323	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Operations Director	Job Summary: The RPO Operations Director leads the operational execution of recruitment programs, overseeing service delivery, compliance, and continuous improvement initiatives. Key Responsibilities: Operational Strategy Development: Establish best practices for recruitment operations and service delivery. Team Leadership: Oversee recruitment delivery managers and support staff. Client SLA Compliance: Ensure all contractual agreements and KPIs are consistently met. Technology Integration: Implement and optimize recruitment technology solutions for process efficiency. Process Improvement: Identify areas for operational refinement to enhance recruitment effectiveness. Budget and Resource Management: Oversee financial planning, hiring budgets, and resource allocation. Regulatory Compliance: Maintain adherence to employment laws, industry standards, and data security policies.
U-NonIT-324	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Practice Leader	Job Summary: The RPO Practice Leader drives strategic direction, innovation, and overall performance of RPO services, ensuring alignment with business objectives. Key Responsibilities: Business Strategy Execution: Define and implement best practices for scalable RPO solutions. Innovation and Market Trends: Stay ahead of industry trends and integrate new recruitment methodologies. Client Portfolio Management: Oversee multiple client engagements to ensure service excellence. Talent Acquisition Leadership: Guide recruitment teams to deliver high-performance hiring outcomes. Revenue Growth Initiatives: Develop strategies to expand RPO services and increase profitability. Stakeholder Communication: Collaborate with executive teams to align RPO services with organizational goals. Brand Positioning: Enhance the company's reputation as a top-tier RPO provider.

U-NonIT-325	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Program Manager	Job Summary: The RPO Program Manager oversees the execution of recruitment programs, ensuring seamless delivery, process efficiency, and alignment with client expectations. Key Responsibilities: Program Implementation: Lead the deployment of RPO solutions tailored to client needs. Hiring Process Management: Oversee end-to-end talent acquisition workflows to ensure effectiveness. Performance Monitoring: Track recruitment metrics and optimize strategies based on data insights. Team Coordination: Manage recruitment teams, ensuring alignment with client hiring goals. Client Engagement: Maintain communication with stakeholders to provide updates and address concerns. Process Standardization: Develop consistent recruitment methodologies to enhance scalability. Risk Mitigation: Identify and resolve potential operational challenges affecting recruitment outcomes.
U-NonIT-326	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Solutions Architect	Job Summary: The RPO Solutions Architect designs and optimizes recruitment outsourcing solutions, ensuring alignment with client hiring needs, technology integration, and operational efficiency. Key Responsibilities: Solution Design: Develop customized RPO models that align with client workforce strategies. Technology Implementation: Recommend and integrate applicant tracking systems (ATS) and recruitment software. Process Optimization: Identify inefficiencies and propose innovative solutions to enhance hiring performance. Cost Analysis: Assess financial impacts and provide cost-effective talent acquisition solutions. Stakeholder Consultation: Work closely with clients, recruiters, and leadership to develop best-fit strategies. Market Benchmarking: Analyze competitors and industry standards to maintain a competitive edge. Compliance and Risk Management: Ensure RPO solutions adhere to labor laws, diversity standards, and corporate policies.
U-NonIT-327	Recruitment Process Outsourcing	RPO Leadership and Support	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-328	Recruitment Process Outsourcing	Screening	Application Reviewer	Job Summary: The Application Reviewer evaluates job applications and resumes to determine candidate suitability for available positions based on company requirements. Key Responsibilities: Resume Screening: Assess applications and resumes for relevant experience, qualifications, and skills. Preliminary Candidate Selection: Identify and shortlist qualified candidates for further evaluation. Data Entry and Documentation: Maintain records of screened applicants and hiring recommendations. Job Requirement Alignment: Ensure candidates meet job descriptions and organizational needs. Bias-Free Evaluation: Conduct objective assessments to promote diversity and fair hiring. Collaboration with Recruiters: Provide insights and recommendations for candidate progression. Continuous Process Improvement: Suggest enhancements to improve the efficiency of the application review process.
U-NonIT-329	Recruitment Process Outsourcing	Screening	Background Check Coordinator	Job Summary: The Background Check Coordinator oversees pre-employment screenings, verifying candidate credentials and ensuring compliance with hiring policies. Key Responsibilities: Criminal and Employment History Verification: Conduct thorough background checks for new hires. Reference Checks: Contact previous employers and professional references to confirm work history. Compliance Management: Ensure all background screenings align with company policies and legal regulations. Data Security: Maintain confidentiality of sensitive applicant information. Collaboration with Hiring Managers: Provide screening results to recruiters and hiring teams. Process Optimization: Improve background check procedures for accuracy and efficiency. Third-Party Vendor Coordination: Manage relationships with background check service providers.
U-NonIT-330	Recruitment Process Outsourcing	Screening	Initial Assessment Specialist	Job Summary: The Initial Assessment Specialist conducts the first stage of candidate evaluations to ensure alignment with job requirements before advancing them in the hiring process. Key Responsibilities: Candidate Pre-Screening: Evaluate applicant qualifications through resume reviews and initial interviews. Skill and Experience Assessment: Compare candidate backgrounds against job criteria. Communication with Candidates: Inform applicants about job expectations and hiring steps. Collaboration with Hiring Teams: Provide detailed candidate evaluations for recruiter review. Process Documentation: Maintain accurate records of initial screenings and assessments. Hiring Data Analysis: Track and report assessment trends to improve recruitment strategies. Efficiency Improvements: Identify and implement enhancements to streamline the screening process.

U-NonIT-331	Recruitment Process Outsourcing	Screening	Pre-Employment Screening Officer	Job Summary: The Pre-Employment Screening Officer verifies candidate credentials, ensuring compliance with hiring policies and reducing recruitment risks. Key Responsibilities: Identity and Credential Verification: Confirm candidate qualifications, education, and employment history. Legal Compliance Checks: Conduct background screenings in accordance with local labor laws. Drug Testing Coordination: Facilitate pre-employment drug testing if required. Candidate Documentation Review: Ensure all necessary forms and disclosures are completed. Risk Assessment: Identify potential hiring risks and escalate concerns to HR teams. Record Maintenance: Maintain secure and accurate records of all screening activities. Process Enhancement: Improve screening efficiency through technology and workflow optimization.
U-NonIT-332	Recruitment Process Outsourcing	Screening	Screening and Selection Specialist	Job Summary: The Screening and Selection Specialist evaluates candidates through pre-screening assessments and structured selection processes. Key Responsibilities: Pre-Screening Interviews: Conduct initial phone or video interviews to assess candidate qualifications. Assessment Coordination: Administer skill tests, personality assessments, and competency evaluations. Candidate Shortlisting: Identify top applicants for further interviews and selection. Hiring Compliance: Ensure all screenings align with company policies and diversity initiatives. Data Analysis: Track hiring success metrics and suggest process improvements. Stakeholder Collaboration: Work closely with recruiters and hiring managers to refine selection strategies. Technology Utilization: Use applicant tracking systems (ATS) to manage and streamline screening processes.
U-NonIT-333	Recruitment Process Outsourcing	Screening	Screening Process Manager	Job Summary: The Screening Process Manager oversees pre-employment evaluations, ensuring an efficient, compliant, and data-driven screening process. Key Responsibilities: Screening Workflow Optimization: Design and refine hiring evaluation processes. Data-Driven Decision Making: Utilize metrics to improve candidate assessment methodologies. Compliance Oversight: Ensure screening procedures adhere to legal and company standards. Team Supervision: Lead screening specialists and provide training on best practices. Stakeholder Engagement: Work with HR and hiring managers to align screening strategies with business needs. Technology Integration: Implement automation tools to enhance pre-screening efficiency. Process Review and Improvement: Continuously refine hiring evaluation techniques for better results.
U-NonIT-334	Recruitment Process Outsourcing	Screening	Telephone Interviewer	Job Summary: The Telephone Interviewer conducts preliminary phone screenings to evaluate candidate qualifications and assess cultural fit. Key Responsibilities: Candidate Interviews: Conduct structured phone interviews to assess skills, experience, and interest. Interview Documentation: Record responses and summarize findings for hiring teams. Screening Standardization: Ensure consistency in interview questions and evaluation criteria. Preliminary Candidate Ranking: Identify top candidates for further interview rounds. Applicant Engagement: Provide candidates with job role information and company insights. Scheduling Coordination: Assist in setting up follow-up interviews with hiring managers. Feedback Collection: Report interview trends to improve screening methodologies.
U-NonIT-335	Recruitment Process Outsourcing	Screening	Technical Sourcing Recruiter	Job Summary: The Technical Sourcing Recruiter identifies and engages highly skilled professionals for technology-focused roles. Key Responsibilities: Passive Candidate Outreach: Develop talent pipelines for IT, engineering, and software development roles. Technical Skill Screening: Evaluate candidate experience with programming languages, software, and tools. Market Research: Stay updated on hiring trends in the technology sector. Candidate Database Management: Maintain records of sourced professionals for future hiring needs. Collaboration with Hiring Teams: Work with hiring managers to refine technical job requirements. Social Media Recruiting: Leverage LinkedIn, GitHub, and online tech communities to source talent. Diversity Recruitment Strategies: Implement sourcing techniques that promote workforce diversity.
U-NonIT-336	Recruitment Process Outsourcing	Screening	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-337	Recruitment Process Outsourcing	Sourcing	Candidate Sourcing Analyst	Job Summary: The Candidate Sourcing Analyst identifies, researches, and evaluates talent pools to optimize recruitment strategies and improve hiring efficiency. Key Responsibilities: Market Data Analysis: Research hiring trends, job market conditions, and industry talent pools. Candidate Pipeline Development: Build and maintain a network of potential candidates for current and future openings. Sourcing Strategy Optimization: Use data-driven insights to enhance talent acquisition methods. Social Media and Networking Outreach: Engage with professionals on LinkedIn, job boards, and industry forums. Diversity Recruitment Support: Identify and implement sourcing techniques to attract diverse candidates. Recruitment Metrics Tracking: Analyze key performance indicators (KPIs) to measure sourcing effectiveness. Competitive Intelligence Gathering: Monitor competitor hiring strategies to identify potential talent opportunities.
U-NonIT-338	Recruitment Process Outsourcing	Sourcing	Diversity Sourcing Specialist	Job Summary: The Diversity Sourcing Specialist develops and executes recruitment strategies that attract underrepresented talent, ensuring inclusive and equitable hiring practices. Key Responsibilities: Inclusive Talent Outreach: Design sourcing initiatives to engage diverse candidate pools. Strategic Partnerships: Build relationships with diversity-focused organizations, colleges, and professional networks. Bias-Free Sourcing Techniques: Implement fair and equitable recruiting strategies. Market Research: Analyze demographic hiring trends and workforce representation data. Internal Training and Advocacy: Educate recruiters and hiring managers on diversity sourcing best practices. Community Engagement: Participate in industry events and career fairs targeting diverse talent. Process Improvement: Evaluate and refine sourcing techniques to remove biases and improve diversity hiring outcomes.
U-NonIT-339	Recruitment Process Outsourcing	Sourcing	Executive Search Sourcer	Executive Search Sourcer Job Summary: The Executive Search Sourcer specializes in identifying and engaging top-tier executives and senior leadership candidates for high-level roles. Key Responsibilities: C-Level Talent Identification: Source and attract executive candidates for leadership positions. Confidential Search Management: Handle sensitive hiring processes with discretion and professionalism. Industry Networking: Build and maintain relationships with senior executives across industries. Competitive Talent Mapping: Research and track executive movements within competitors and market leaders. Customized Recruitment Strategies: Develop tailored sourcing methods for niche leadership roles. Candidate Assessment: Conduct in-depth research and initial screenings to evaluate executive suitability. Stakeholder Consultation: Collaborate with hiring managers and executives to define leadership requirements.
U-NonIT-340	Recruitment Process Outsourcing	Sourcing	Passive Candidate Sourcer	Job Summary: The Passive Candidate Sourcer focuses on identifying and engaging professionals who are not actively seeking new opportunities but are strong potential hires. Key Responsibilities: Talent Research: Identify highly skilled professionals through market research, industry databases, and social media. Proactive Outreach: Engage passive candidates via personalized messages and relationship-building efforts. Employer Branding Support: Promote company culture and career opportunities to attract top talent. Pipeline Development: Maintain an ongoing database of qualified passive candidates for future hiring needs. Competitive Benchmarking: Analyze competitor workforce trends to identify recruitment opportunities. Recruitment Marketing Integration: Collaborate with marketing teams to develop targeted outreach campaigns. Candidate Engagement Tracking: Monitor interactions with passive candidates to refine sourcing strategies.
U-NonIT-341	Recruitment Process Outsourcing	Sourcing	Recruitment Sourcing Consultant	Job Summary: The Recruitment Sourcing Consultant advises organizations on talent acquisition strategies, optimizing sourcing techniques to improve hiring outcomes. Key Responsibilities: Talent Strategy Development: Design customized sourcing plans based on workforce needs. Candidate Identification: Utilize advanced sourcing techniques to attract top talent. Recruitment Technology Advisory: Implement and recommend applicant tracking systems (ATS) and AI-driven sourcing tools. Hiring Market Analysis: Research talent availability and salary benchmarks across industries. Client Consultation: Work closely with HR teams to improve talent acquisition processes. Process Efficiency Enhancement: Identify and address bottlenecks in sourcing workflows. Training and Development: Conduct sourcing best practice workshops for recruitment teams.

U-NonIT-342	Recruitment Process Outsourcing	Sourcing	Sourcing Lead	**Job Summary:** The Sourcing Lead oversees and manages sourcing teams, ensuring the development of strong talent pipelines and effective hiring strategies. **Key Responsibilities:** Sourcing Team Leadership: Supervise and mentor sourcing specialists to enhance productivity. Pipeline Management: Ensure a steady flow of qualified candidates for priority roles. Advanced Search Strategies: Utilize Boolean search, AI tools, and niche recruiting techniques. Performance Metrics Tracking: Analyze sourcing data to optimize team effectiveness. Recruitment Marketing Collaboration: Work with marketing teams to enhance employer branding. Process Optimization: Continuously refine sourcing workflows for increased efficiency. Stakeholder Coordination: Align sourcing initiatives with recruitment and HR goals.
U-NonIT-343	Recruitment Process Outsourcing	Sourcing	Sourcing Recruiter	**Job Summary:** The Sourcing Recruiter identifies, attracts, and engages candidates for current and future job openings, ensuring a steady flow of top talent. **Key Responsibilities:** Active and Passive Talent Search: Identify candidates through job boards, networking, and outreach efforts. Engagement and Relationship Management: Build rapport with potential hires and nurture talent pipelines. Resume Screening and Candidate Evaluation: Assess candidate qualifications before passing them to recruiters. Social Media and Digital Outreach: Leverage LinkedIn, GitHub, and other platforms for targeted recruitment. Database Management: Maintain up-to-date records of sourced candidates for future hiring needs. Collaboration with Hiring Teams: Work closely with recruiters and hiring managers to refine sourcing strategies. Diversity and Inclusion Initiatives: Support diversity sourcing efforts to ensure fair hiring practices.
U-NonIT-344	Recruitment Process Outsourcing	Sourcing	Strategic Sourcing Manager	**Job Summary:** The Strategic Sourcing Manager develops and executes sourcing strategies that align with business objectives and workforce planning needs. **Key Responsibilities:** Sourcing Strategy Development: Create long-term recruitment sourcing plans for hard-to-fill roles. Talent Market Analysis: Research workforce trends to identify new talent acquisition opportunities. Stakeholder Collaboration: Work with business leaders to align hiring strategies with company goals. Process and Technology Optimization: Implement cutting-edge sourcing technologies and methodologies. Team Leadership: Supervise sourcing recruiters and analysts to drive sourcing performance. Recruitment Metrics Tracking: Monitor KPIs and adjust sourcing efforts accordingly. Competitive Benchmarking: Assess competitor hiring trends to maintain a competitive edge in talent acquisition.
U-NonIT-345	Recruitment Process Outsourcing	Sourcing	Talent Sourcing Specialist	**Job Summary:** The Talent Sourcing Specialist focuses on proactively identifying and engaging high-quality candidates for various job openings. **Key Responsibilities:** Active Talent Search: Conduct searches on LinkedIn, job boards, and niche recruiting platforms. Candidate Engagement: Initiate and maintain relationships with potential hires. Referral Program Development: Promote internal referral initiatives to expand talent pools. Market Research: Stay updated on hiring trends, salary expectations, and skill availability. Diversity Recruitment: Implement sourcing strategies that attract diverse candidates. Talent Pipeline Maintenance: Build and update databases of pre-qualified candidates. Collaboration with Recruiters: Provide sourcing insights and recommendations to recruitment teams.
U-NonIT-346	Recruitment Process Outsourcing	Sourcing	Technical Sourcing Recruiter	**Job Summary:** The Technical Sourcing Recruiter specializes in identifying and engaging highly skilled professionals for IT, engineering, and software development roles. **Key Responsibilities:** Tech Talent Identification: Source software developers, engineers, and IT professionals. Boolean and Advanced Search Techniques: Utilize complex search strings and AI-driven sourcing tools. Social Media Engagement: Connect with candidates on GitHub, Stack Overflow, LinkedIn, and tech forums. Candidate Screening: Assess technical skills and qualifications before forwarding to hiring managers. Industry Research: Monitor emerging technology trends to refine hiring strategies. Pipeline Development: Maintain a robust database of pre-vetted tech candidates. Collaboration with Hiring Teams: Align sourcing efforts with engineering and IT department needs.
U-NonIT-347	Recruitment Process Outsourcing	Sourcing	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-348	Skilled Trades and General Labor	Custodians	Building Custodian	**Job Summary:** The Building Custodian ensures cleanliness, maintenance, and safety in office buildings, schools, and facilities by performing routine cleaning and minor repairs. **Key Responsibilities:** Facility Cleaning: Sweep, mop, dust, and sanitize all common areas, offices, and restrooms. Maintenance Assistance: Perform minor repairs and report larger maintenance issues. Trash and Recycling Management: Collect and dispose of waste and recycling materials properly. Security Monitoring: Lock and unlock buildings, ensuring premises are secure. Supply Management: Restock and maintain inventory of cleaning supplies. Safety Compliance: Follow health and safety regulations for chemical use and hazard prevention. Emergency Response: Assist in cleanup following spills, accidents, or weather-related incidents.
U-NonIT-349	Skilled Trades and General Labor	Custodians	Cleaning Technician	**Job Summary:** The Cleaning Technician performs deep cleaning and sanitation tasks in commercial, residential, or healthcare settings, ensuring high cleanliness standards. **Key Responsibilities** Surface Disinfection: Sanitize high-touch surfaces to reduce contamination risks. Deep Cleaning Services: Perform carpet cleaning, pressure washing, and upholstery maintenance. Specialized Equipment Use: Operate cleaning machines such as buffers and extractors. Restroom and Kitchen Cleaning: Ensure hygiene in common areas by disinfecting restrooms, break rooms, and kitchens. Product Application: Use appropriate cleaning solutions for various surfaces and materials. Quality Control: Inspect completed work to ensure compliance with cleanliness standards. Client Interaction: Communicate professionally with clients to meet specific cleaning needs.
U-NonIT-350	Skilled Trades and General Labor	Custodians	Custodian	**Job Summary:** The Custodian maintains a clean, safe, and orderly environment in schools, offices, and public facilities by performing daily cleaning and maintenance tasks. **Key Responsibilities:** Routine Cleaning: Sweep, mop, dust, and vacuum all assigned areas. Trash Disposal: Empty wastebaskets and replace liners. Restroom Sanitation: Clean and restock restroom facilities. Light Maintenance: Perform minor repairs such as changing light bulbs and fixing leaks. Security Checks: Lock doors and windows at the end of the shift. Event Support: Set up and break down furniture for meetings or events. Safety Compliance: Follow OSHA guidelines for cleaning product use and hazard prevention.
U-NonIT-351	Skilled Trades and General Labor	Custodians	Environmental Services Aide	**Job Summary:** The Environmental Services Aide ensures the cleanliness and sanitation of healthcare or institutional environments, preventing infection and maintaining a safe space. **Key Responsibilities:** Infection Control Compliance: Follow strict sanitation guidelines in patient rooms, hallways, and common areas. Medical Waste Disposal: Safely collect and dispose of hazardous materials. Daily Cleaning Routines: Perform scheduled cleaning tasks to maintain hospital hygiene standards. Bed and Equipment Sanitation: Disinfect beds, wheelchairs, and medical equipment. Linen Management: Replace and transport clean linens and remove soiled ones. Emergency Spill Cleanup: Respond promptly to biohazard spills and contamination risks. Patient Safety Support: Ensure a clean and comfortable environment for patients and visitors.
U-NonIT-352	Skilled Trades and General Labor	Custodians	Facilities Cleaner	**Job Summary:** The Facilities Cleaner is responsible for maintaining cleanliness in large buildings, including offices, retail spaces, and industrial facilities. **Key Responsibilities:** General Cleaning: Dust, mop, and disinfect workspaces, hallways, and restrooms. Trash Removal: Collect and dispose of waste and recyclables according to facility guidelines. Floor Maintenance: Sweep, buff, and wax floors as needed. Restroom Sanitation: Clean sinks, toilets, and restock hygiene supplies. Window and Surface Cleaning: Ensure glass surfaces and countertops are streak-free and sanitized. Supply Inventory Management: Monitor and reorder cleaning products as necessary. Emergency Cleanup: Respond to spills, leaks, and unexpected messes in a timely manner.
U-NonIT-353	Skilled Trades and General Labor	Custodians	Floor Technician	**Job Summary:** The Floor Technician specializes in maintaining and restoring floors using professional cleaning and polishing techniques. **Key Responsibilities:** Floor Stripping and Waxing: Remove old wax and apply new protective coatings. Buffing and Polishing: Operate buffing machines to maintain floor shine. Carpet Cleaning: Use steam cleaners and vacuums to deep-clean carpets. Surface Inspection: Assess floors for damage and recommend repairs. Chemical Handling: Utilize appropriate cleaning solutions based on floor type. Equipment Maintenance: Perform routine upkeep on floor care machines. Safety Standards Compliance: Follow safety protocols when using chemicals and heavy machinery.

U-NonIT-354	Skilled Trades and General Labor	Custodians	Housekeeping Aide	Job Summary: The Housekeeping Aide ensures a clean and orderly environment in hotels, healthcare facilities, and residential spaces. Key Responsibilities: Room Cleaning: Tidy up living and common areas, changing linens and sanitizing surfaces. Restroom Maintenance: Clean toilets, showers, and sinks while restocking supplies. Laundry Duties: Wash, fold, and distribute linens and towels. Floor and Carpet Care: Vacuum carpets and mop hard floors. Supply Restocking: Replenish guest or patient rooms with toiletries and amenities. Trash Removal: Dispose of waste and recyclables properly. Guest and Patient Interaction: Respond to service requests professionally and promptly.
U-NonIT-355	Skilled Trades and General Labor	Custodians	Janitor	Job Summary: The Janitor performs general cleaning and maintenance duties to keep facilities clean, safe, and well-maintained. Key Responsibilities: Routine Cleaning Tasks: Mop, vacuum, dust, and sanitize workspaces and hallways. Restroom Upkeep: Clean and replenish restroom supplies. Trash Collection: Remove waste and recyclables from designated areas. Building Security: Lock doors, turn off lights, and monitor facility security at the end of shifts. Minor Repairs: Fix small maintenance issues such as leaks and light replacements. Outdoor Maintenance: Sweep entryways and maintain exterior cleanliness. Special Event Support: Assist in setting up and cleaning event spaces as needed.
U-NonIT-356	Skilled Trades and General Labor	Custodians	Maintenance Custodian	Job Summary: The Maintenance Custodian combines custodial duties with light maintenance tasks to ensure buildings remain clean and functional. Key Responsibilities: Facility Cleaning: Sweep, mop, and disinfect common areas, offices, and restrooms. Basic Repairs: Fix leaks, replace light bulbs, and perform minor plumbing tasks. Trash Disposal: Collect and remove waste and recyclables. Safety Checks: Identify and report potential maintenance hazards. Equipment Maintenance: Keep cleaning tools and machines in working condition. Security Assistance: Lock doors, check alarms, and monitor facility safety. Event Preparation: Set up furniture and equipment for meetings or events.
U-NonIT-357	Skilled Trades and General Labor	Custodians	Sanitation Worker	Job Summary: The Sanitation Worker ensures cleanliness and proper waste disposal in industrial, commercial, or municipal environments. Key Responsibilities: Waste Collection: Gather and transport trash and recyclables to disposal sites. Industrial Cleaning: Maintain high sanitation standards in food processing plants, warehouses, or healthcare facilities. Hazardous Waste Handling: Safely dispose of chemical and biohazardous materials. Surface Sterilization: Sanitize machinery, tools, and high-contact areas to prevent contamination. Heavy-Duty Equipment Operation: Use power washers, compactors, and disinfecting machines. Environmental Compliance: Follow local and federal sanitation regulations. Emergency Response: Assist in immediate cleanup following spills, leaks, or contamination incidents.
U-NonIT-358	Skilled Trades and General Labor	Custodians	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-359	Skilled Trades and General Labor	Groundskeepers	Arborist	Job Summary: The Arborist specializes in tree care, maintenance, and preservation, ensuring the health, safety, and aesthetic appeal of trees in urban, commercial, and residential landscapes. Key Responsibilities: Tree Pruning and Trimming: Maintain tree health by removing dead or diseased branches. Tree Health Assessments: Diagnose and treat pests, diseases, and nutrient deficiencies. Tree Removal: Safely cut down and remove hazardous or dead trees when necessary. Planting and Transplanting: Select and plant appropriate tree species for various environments. Soil and Root Management: Improve soil conditions and root stability through proper care techniques. Safety Compliance: Use protective gear and follow industry safety standards for climbing and pruning. Equipment Operation: Utilize chainsaws, ropes, and rigging equipment for tree care operations.
U-NonIT-360	Skilled Trades and General Labor	Groundskeepers	Gardener	Job Summary: The Gardener maintains and cultivates plants, flowers, and landscapes, ensuring the aesthetic and functional value of green spaces. Key Responsibilities: Plant Care: Water, fertilize, and prune plants to promote healthy growth. Weed and Pest Control: Remove invasive plants and protect gardens from pests and diseases. Landscape Maintenance: Keep flower beds, shrubs, and greenery well-maintained. Soil Preparation: Enhance soil quality through mulching, aeration, and fertilization. Seasonal Planting: Plan and execute planting schedules for optimal seasonal growth. Tool and Equipment Use: Operate garden tools such as trimmers, shears, and mowers. Aesthetic Enhancement: Design and maintain visually appealing outdoor spaces.

U-NonIT-361	Skilled Trades and General Labor	Groundskeepers	Grounds Maintenance Manager	Job Summary: The Grounds Maintenance Manager oversees landscaping and groundskeeping operations, ensuring a safe, attractive, and functional outdoor environment. Key Responsibilities: Team Supervision: Lead and coordinate groundskeeping staff for efficient operations. Budget and Resource Management: Allocate funds for landscaping projects and equipment. Maintenance Planning: Develop schedules for routine lawn care, tree trimming, and pest control. Equipment Oversight: Ensure maintenance and proper use of landscaping tools and machinery. Regulatory Compliance: Follow environmental and safety regulations related to grounds care. Landscape Improvement Projects: Implement strategies for landscape design and beautification. Vendor Coordination: Work with suppliers and contractors for landscaping and maintenance needs.
U-NonIT-362	Skilled Trades and General Labor	Groundskeepers	Groundskeeper	Job Summary: The Groundskeeper maintains outdoor spaces, including lawns, gardens, and pathways, ensuring a clean and aesthetically pleasing environment. Key Responsibilities: Lawn Care: Mow, edge, and water grass areas to keep landscapes well-groomed. Plant Maintenance: Prune trees, trim bushes, and tend to flower beds. Debris and Trash Removal: Keep walkways, driveways, and outdoor spaces free of litter. Irrigation System Maintenance: Monitor and repair sprinklers and watering systems. Pest and Weed Control: Apply treatments to prevent infestations and overgrowth. Seasonal Landscaping: Remove snow, rake leaves, and prepare areas for changing weather conditions. Facility Support: Assist with minor repairs to outdoor structures and walkways.
U-NonIT-363	Skilled Trades and General Labor	Groundskeepers	Horticulturalist	Job Summary: The Horticulturalist specializes in plant science, cultivation, and maintenance, ensuring the growth and sustainability of ornamental, edible, and native plant species. Key Responsibilities: Plant Propagation: Grow and nurture plants through seeding, grafting, and cutting techniques. Soil and Fertilization Management: Analyze and improve soil conditions for plant health. Pest and Disease Control: Identify and treat plant diseases and infestations. Research and Innovation: Develop and implement sustainable gardening and landscaping techniques. Landscape Design Support: Assist in selecting plant species suited to various environments. Greenhouse and Nursery Operations: Oversee the cultivation and care of plants in controlled environments. Educational Outreach: Train staff and community members on plant care and conservation.
U-NonIT-364	Skilled Trades and General Labor	Groundskeepers	Irrigation Technician	Job Summary: The Irrigation Technician installs, maintains, and repairs watering systems to ensure efficient and sustainable water usage in landscaped areas. Key Responsibilities: Irrigation System Installation: Set up sprinkler and drip irrigation systems for landscapes. System Maintenance: Inspect, troubleshoot, and repair irrigation components, including pipes, valves, and timers. Water Conservation Management: Optimize watering schedules to reduce waste and improve plant hydration. Seasonal Adjustments: Modify irrigation settings based on weather changes and plant needs. Leak Detection and Repair: Identify and fix leaks to prevent water loss. Compliance with Regulations: Follow local water use guidelines and environmental policies. Technical Equipment Use: Operate trenchers, controllers, and other irrigation-related tools.
U-NonIT-365	Skilled Trades and General Labor	Groundskeepers	Landscape Laborer	Job Summary: The Landscape Laborer performs physically demanding tasks to assist in the installation and maintenance of outdoor landscapes. Key Responsibilities: Landscaping Installation: Lay sod, plant trees, shrubs, and flowers in designated areas. Soil Preparation: Dig, grade, and fertilize soil for optimal plant growth. Hardscaping Tasks: Assist in constructing walkways, retaining walls, and garden beds. Lawn and Plant Maintenance: Water, prune, and weed landscapes regularly. Equipment Operation: Use mowers, trimmers, and shovels for landscaping work. Heavy Lifting: Transport soil, mulch, and other landscaping materials. Weather Adaptability: Perform outdoor labor in various weather conditions.
U-NonIT-366	Skilled Trades and General Labor	Groundskeepers	Landscaping Foreman	Job Summary: The Landscaping Foreman supervises and coordinates landscape projects, ensuring high-quality workmanship and timely completion. Key Responsibilities: Team Leadership: Oversee and direct landscape laborers in daily tasks. Project Planning: Assign and schedule work according to project deadlines. Quality Control: Ensure all landscaping installations meet client and company standards. Equipment and Material Management: Maintain tools and ensure materials are available for projects. Customer Interaction: Communicate with clients to understand project goals and provide updates. Safety Compliance: Train workers on safety practices and enforce industry regulations. Problem Resolution: Address issues related to project delays, weather disruptions, or material shortages.

U-NonIT-367	Skilled Trades and General Labor	Groundskeepers	Pest Control Technician	**Job Summary:** The Pest Control Technician prevents and eliminates pest infestations in residential, commercial, and public spaces using safe and effective treatment methods. **Key Responsibilities:** Inspection and Assessment: Identify pest infestations and recommend appropriate treatment plans. Chemical Application: Safely apply pesticides and insecticides according to regulations. Pest Prevention Strategies: Educate clients on best practices for preventing infestations. Trap and Bait Setup: Implement non-chemical pest control measures when necessary. Compliance with Safety Standards: Adhere to local and federal pest control regulations. Record Keeping: Document pest control treatments and maintain service reports. Equipment Maintenance: Ensure sprayers, traps, and protective gear are in proper working condition.
U-NonIT-368	Skilled Trades and General Labor	Groundskeepers	Turf Management Specialist	**Job Summary:** The Turf Management Specialist ensures the health and appearance of lawns, sports fields, and golf courses by implementing turf care best practices. **Key Responsibilities:** Turf Health Assessment: Monitor soil conditions, grass growth, and weed infestations. Lawn Fertilization: Apply nutrients to promote healthy turf development. Mowing and Aeration: Maintain turf height and improve soil aeration for root health. Irrigation System Management: Optimize watering schedules to prevent over- or under-watering. Pest and Disease Control: Identify and treat fungal infections, pests, and nutrient deficiencies. Sports Field Preparation: Ensure athletic fields are safe and playable. Equipment Operation: Use aerators, mowers, and spreaders for turf maintenance.
U-NonIT-369	Skilled Trades and General Labor	Groundskeepers	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-370	Skilled Trades and General Labor	HVAC Technicians	Air Conditioning Technician	**Job Summary:** The Air Conditioning Technician installs, maintains, and repairs air conditioning systems to ensure efficient cooling and climate control in residential, commercial, and industrial settings. **Key Responsibilities:** Installation and Setup: Install air conditioning units, including split systems, ductless systems, and central air units. Preventative Maintenance: Perform routine inspections, filter replacements, and coil cleanings to optimize system performance. Troubleshooting and Repairs: Diagnose and fix issues related to compressors, refrigerants, and electrical connections. Refrigerant Handling: Charge, recover, and dispose of refrigerants per EPA regulations. System Testing: Ensure proper airflow, temperature control, and efficiency after repairs or installations. Safety Compliance: Follow industry standards and safety procedures when handling electrical and refrigerant components. Customer Communication: Explain system operations and maintenance requirements to clients.
U-NonIT-371	Skilled Trades and General Labor	HVAC Technicians	Building Automation Technician	**Job Summary:** The Building Automation Technician installs and maintains automated HVAC control systems that optimize energy efficiency and climate management in commercial buildings. **Key Responsibilities:** System Installation: Set up and integrate HVAC control systems, including thermostats, sensors, and smart automation panels. Network Troubleshooting: Diagnose and resolve issues related to control networks and communication failures. Energy Efficiency Optimization: Program automation systems to reduce energy consumption while maintaining comfort levels. Preventive Maintenance: Regularly inspect and update control systems for optimal functionality. Software Configuration: Install and update building management software (BMS) for HVAC automation. Data Analysis: Monitor HVAC performance metrics and adjust systems to enhance efficiency. Regulatory Compliance: Ensure systems adhere to energy regulations and building codes.
U-NonIT-372	Skilled Trades and General Labor	HVAC Technicians	Duct Installer	**Job Summary:** The Duct Installer fabricates, assembles, and installs ductwork for HVAC systems, ensuring proper air distribution in residential and commercial properties. **Key Responsibilities:** Duct Fabrication: Measure, cut, and assemble sheet metal and fiberglass duct components. Installation and Alignment: Secure ductwork and ensure proper airflow alignment. Sealing and Insulation: Apply insulation and sealants to improve system efficiency. Blueprint Interpretation: Follow design specifications and layouts for HVAC installations. Equipment Operation: Use hand and power tools to cut, shape, and fasten duct sections. Safety Compliance: Follow OSHA guidelines and wear protective gear to prevent workplace hazards. Collaboration with HVAC Teams: Work closely with technicians and engineers to complete projects efficiently.

U-NonIT-373	Skilled Trades and General Labor	HVAC Technicians	HVAC Design Engineer	Job Summary: The HVAC Design Engineer develops and optimizes heating, ventilation, and air conditioning systems for commercial, industrial, and residential buildings. Key Responsibilities: System Design and Planning: Develop HVAC layouts and specifications based on client needs and building codes. Load Calculations: Perform heat load and airflow calculations to determine system capacity. Energy Efficiency Analysis: Design sustainable and energy-efficient HVAC solutions. CAD and BIM Modeling: Create detailed engineering drawings and schematics. Equipment Selection: Recommend HVAC units, ductwork, and ventilation components based on project specifications. Code and Regulation Compliance: Ensure designs meet local and national building codes. Project Collaboration: Work with architects, contractors, and HVAC technicians to execute design plans.
U-NonIT-374	Skilled Trades and General Labor	HVAC Technicians	HVAC Installer	Job Summary: The HVAC Installer sets up heating, cooling, and ventilation systems in residential, commercial, and industrial buildings to ensure optimal indoor climate control. Key Responsibilities: Equipment Installation: Install furnaces, heat pumps, air conditioners, and ventilation systems. Ductwork Assembly: Connect and seal ducts to ensure proper airflow distribution. Electrical Wiring: Wire HVAC components, including thermostats and control panels. System Startup and Testing: Conduct initial inspections and functionality tests post-installation. Customer Education: Explain system operations and maintenance guidelines to clients. Compliance with Safety Standards: Follow industry protocols to prevent refrigerant leaks and electrical hazards. Job Site Preparation: Organize tools and materials before starting installations.
U-NonIT-375	Skilled Trades and General Labor	HVAC Technicians	HVAC Mechanic	Job Summary: The HVAC Mechanic performs repairs, maintenance, and installations of heating, cooling, and ventilation systems to ensure efficient operation. Key Responsibilities: Routine Maintenance: Conduct inspections, filter replacements, and system tune-ups. Diagnostic Testing: Identify and resolve issues affecting HVAC performance. Component Repairs: Repair or replace faulty parts such as compressors, motors, and fans. Refrigerant Handling: Monitor and adjust refrigerant levels per EPA regulations. System Calibration: Adjust thermostat settings, airflow, and pressure levels for optimal operation. Emergency Repairs: Respond to urgent HVAC system breakdowns. Documentation: Maintain service records and reports for completed repairs.
U-NonIT-376	Skilled Trades and General Labor	HVAC Technicians	HVAC Project Manager	Job Summary: The HVAC Project Manager oversees the planning, execution, and completion of HVAC installation and maintenance projects, ensuring timely and cost-effective delivery. Key Responsibilities: Project Planning: Develop work schedules, budgets, and resource allocation plans. Team Supervision: Manage HVAC technicians, subcontractors, and suppliers. Quality Control: Ensure installations and repairs meet industry standards. Client Communication: Provide progress updates and address customer concerns. Cost Management: Monitor expenses and prevent budget overruns. Regulatory Compliance: Ensure adherence to safety protocols and environmental regulations. Performance Evaluation: Assess project outcomes and implement process improvements.
U-NonIT-377	Skilled Trades and General Labor	HVAC Technicians	HVAC Service Technician	Job Summary: The HVAC Service Technician diagnoses, repairs, and maintains heating, ventilation, air conditioning, and refrigeration systems in residential and commercial buildings. Key Responsibilities: System Maintenance: Perform regular maintenance checks and preventive maintenance on HVAC systems to ensure optimal performance. Troubleshooting: Diagnose mechanical and electrical problems in HVAC systems using specialized testing equipment. Repair Execution: Complete repairs on various HVAC components including motors, compressors, and control systems. Safety Compliance: Ensure all work meets safety regulations and building codes while maintaining a safe work environment. Customer Service: Communicate effectively with clients about system issues, repairs needed, and maintenance recommendations. Documentation: Maintain detailed records of service calls, repairs performed, and parts used for each job.
U-NonIT-378	Skilled Trades and General Labor	HVAC Technicians	HVAC Technician	Job Summary: The HVAC Technician installs, maintains, and repairs heating, ventilation, and air conditioning systems to ensure comfort and air quality in various environments. Key Responsibilities: System Installation: Set up HVAC units, including heat pumps, furnaces, and air conditioners. Routine Maintenance: Conduct inspections, replace filters, and clean system components. Troubleshooting and Repairs: Diagnose system failures and repair faulty parts. Refrigerant Management: Handle and dispose of refrigerants safely per EPA guidelines. Electrical System Checks: Inspect and repair wiring, control panels, and circuit breakers. Safety Compliance: Follow OSHA standards and industry best practices. Customer Service: Explain system performance and provide maintenance recommendations.

U-NonIT-379	Skilled Trades and General Labor	HVAC Technicians	Refrigeration Technician	Job Summary: The Refrigeration Technician installs, repairs, and maintains refrigeration systems, ensuring temperature control for food storage, medical facilities, and industrial applications. Key Responsibilities: Installation of Refrigeration Units: Set up walk-in coolers, freezers, and commercial refrigeration systems. System Diagnostics: Identify mechanical and electrical faults in refrigeration units. Refrigerant Handling: Charge, recover, and dispose of refrigerants according to EPA standards. Temperature Control Calibration: Ensure systems maintain optimal cooling efficiency. Preventive Maintenance: Perform regular inspections, coil cleaning, and component lubrication. Emergency Repairs: Respond to urgent refrigeration failures and breakdowns. Compliance with Safety Regulations: Follow industry guidelines to prevent leaks and contamination.
U-NonIT-380	Skilled Trades and General Labor	HVAC Technicians	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-381	Skilled Trades and General Labor	Machinists	CNC Machinist	Job Summary: The CNC Machinist operates and maintains computer numerical control (CNC) machines to produce precision parts and components according to engineering specifications. Key Responsibilities: Machine Setup: Configure CNC machines with appropriate tools, fixtures, and materials. Programming Adjustments: Modify CNC programs to improve efficiency and accuracy. Precision Machining: Operate milling, turning, and grinding machines to produce high-quality parts. Quality Inspection: Use calipers, micrometers, and gauges to ensure compliance with tolerances. Preventive Maintenance: Perform routine maintenance and troubleshoot machine malfunctions. Safety Compliance: Follow workplace safety procedures and machine operation protocols. Production Reporting: Document production output and machine performance for efficiency tracking.
U-NonIT-382	Skilled Trades and General Labor	Machinists	CNC Programmer	Job Summary: The CNC Programmer develops and optimizes CNC programs to control machining processes for the production of complex parts and components. Key Responsibilities: Program Development: Create and test CNC programs for lathes, mills, and routers. Blueprint Interpretation: Read and analyze engineering drawings and specifications. Tool Path Optimization: Enhance machining efficiency by refining cutting paths and speeds. Machine Setup Guidance: Assist machinists in setting up equipment and tooling for CNC operations. Quality Assurance: Ensure programs produce parts within specified tolerances. Software Utilization: Use CAD/CAM software to generate and modify programs. Troubleshooting Support: Diagnose and resolve programming or machining errors.
U-NonIT-383	Skilled Trades and General Labor	Machinists	Fabricator	Job Summary: The Fabricator assembles, cuts, and welds metal components to build industrial and structural products according to technical drawings. Key Responsibilities: Metal Cutting and Shaping: Operate saws, shears, and plasma cutters to prepare materials. Welding and Assembly: Use MIG, TIG, or arc welding techniques to join metal components. Blueprint Reading: Interpret engineering schematics and fabrication plans. Quality Control: Inspect finished products to ensure accuracy and structural integrity. Equipment Maintenance: Maintain and repair fabrication tools and machinery. Safety Compliance: Adhere to workplace safety protocols and PPE requirements. Material Handling: Load, unload, and store raw materials and finished products.
U-NonIT-384	Skilled Trades and General Labor	Machinists	Lathe Operator	Job Summary: The Lathe Operator sets up and operates manual and CNC lathes to shape metal, plastic, or composite materials into precision components. Key Responsibilities: Machine Setup: Install tools, adjust speed, and secure materials for turning operations. Turning and Boring: Shape materials using precision cutting techniques on lathes. Measurement and Inspection: Verify dimensions using calipers, micrometers, and dial indicators. Blueprint Interpretation: Read and follow technical drawings to achieve design specifications. Routine Maintenance: Keep lathes clean, lubricated, and in optimal working condition. Production Efficiency: Optimize cutting speeds and feed rates for maximum productivity. Safety Compliance: Follow workplace safety standards and machine operation guidelines.
U-NonIT-385	Skilled Trades and General Labor	Machinists	Machine Operator	Job Summary: The Machine Operator runs and monitors industrial machines, ensuring consistent production output and adherence to quality standards. Key Responsibilities: Machine Setup and Calibration: Adjust settings and tools for production runs. Production Monitoring: Observe operations and make adjustments to maintain efficiency. Quality Inspection: Check finished products for defects and adherence to specifications. Material Handling: Load raw materials into machines and remove finished products. Routine Maintenance: Perform basic cleaning and lubrication of equipment. Safety Protocols: Follow operational guidelines to prevent accidents and malfunctions. Documentation: Maintain logs of production output and machine performance.

U-NonIT-386	Skilled Trades and General Labor	Machinists	Machine Technician	Job Summary: The Machine Technician troubleshoots, repairs, and maintains industrial machinery to ensure smooth manufacturing operations. Key Responsibilities: Equipment Diagnostics: Identify mechanical and electrical issues in production machines. Preventive Maintenance: Perform regular inspections and servicing to prevent breakdowns. Component Repairs: Replace worn-out parts such as belts, bearings, and motors. Machine Calibration: Adjust settings to optimize performance and precision. Technical Support: Assist machine operators with troubleshooting and setup. Documentation: Maintain records of maintenance and repairs for compliance. Safety Compliance: Follow industry safety regulations when working with machinery.
U-NonIT-387	Skilled Trades and General Labor	Machinists	Machinist	Job Summary: The Machinist fabricates precision metal parts by operating manual and CNC machining tools according to technical specifications. Key Responsibilities: Machining Operations: Operate lathes, mills, drills, and grinders to shape metal components. Blueprint Reading: Interpret engineering drawings and follow detailed specifications. Measurement and Inspection: Use micrometers, gauges, and other tools to ensure accuracy. Tool and Fixture Setup: Install and align cutting tools and workpieces. Material Selection: Choose appropriate metals and alloys for machining tasks. Quality Control: Inspect finished parts to ensure they meet design tolerances. Maintenance and Safety: Keep machines clean and follow safety procedures.
U-NonIT-388	Skilled Trades and General Labor	Machinists	Manual Machinist	Job Summary: The Manual Machinist operates traditional machining tools such as lathes, mills, and grinders to manufacture precision components. Key Responsibilities: Manual Machine Operation: Cut, drill, and grind metal components using traditional machines. Blueprint Interpretation: Follow engineering drawings to ensure part accuracy. Hand Tool Use: Utilize calipers, micrometers, and depth gauges for precision work. Material Handling: Select and position raw materials for machining operations. Equipment Maintenance: Perform routine upkeep on machines to prevent malfunctions. Quality Assurance: Inspect finished parts to ensure adherence to tolerances. Safety Compliance: Follow all industry and workplace safety protocols.
U-NonIT-389	Skilled Trades and General Labor	Machinists	Millwright	Job Summary: The Millwright installs, maintains, and repairs industrial machinery, ensuring efficient mechanical operations in manufacturing and production environments. Key Responsibilities: Machine Installation: Set up and align heavy industrial equipment. Preventive Maintenance: Perform regular servicing to extend equipment lifespan. Troubleshooting and Repairs: Diagnose and fix mechanical issues in machinery. Welding and Fabrication: Modify machine components to fit specific operational needs. Blueprint Reading: Interpret schematics and mechanical drawings for installation and repairs. Rigging and Lifting: Use cranes and hoists to move large equipment. Safety Compliance: Follow OSHA and industry safety standards when working with machinery.
U-NonIT-390	Skilled Trades and General Labor	Machinists	Tool and Die Maker	Job Summary: The Tool and Die Maker fabricates and repairs precision tools, molds, and dies used in manufacturing processes. Key Responsibilities: Precision Machining: Operate mills, lathes, and grinders to create custom tools and dies. Blueprint Analysis: Read and interpret blueprints to manufacture specialized components. Tool Assembly and Testing: Fit, assemble, and test tools to ensure proper function. Maintenance and Repair: Sharpen, adjust, and refurbish worn-out dies and fixtures. Heat Treatment: Harden metals to improve tool durability and performance. Quality Inspection: Use micrometers and gauges to verify accuracy and precision. Process Improvement: Optimize designs and tooling techniques for better manufacturing efficiency.
U-NonIT-391	Skilled Trades and General Labor	Machinists	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-392	Skilled Trades and General Labor	Mechanics	Aircraft Mechanic	Job Summary: The Aircraft Mechanic inspects, repairs, and maintains aircraft systems to ensure airworthiness and compliance with aviation regulations. Key Responsibilities: Routine Inspections: Conduct scheduled aircraft maintenance checks and safety inspections. Engine and System Repairs: Diagnose and repair engines, hydraulics, avionics, and landing gear. Component Replacement: Remove and install aircraft parts, including wings, propellers, and instruments. Technical Documentation: Maintain detailed service records and logbooks for regulatory compliance. FAA Compliance: Ensure all work adheres to Federal Aviation Administration (FAA) guidelines. Emergency Repairs: Troubleshoot and resolve in-flight or ground mechanical issues. Tool and Equipment Use: Operate precision tools and diagnostic instruments for aircraft servicing.

U-NonIT-393	Skilled Trades and General Labor	Mechanics	Automotive Mechanic	Job Summary: The Automotive Mechanic diagnoses, repairs, and maintains cars, trucks, and other vehicles, ensuring optimal performance and safety. Key Responsibilities: Diagnostic Testing: Use computerized tools to identify engine and system malfunctions. Repair and Maintenance: Fix brakes, suspension, steering, and exhaust systems. Oil and Fluid Changes: Perform routine oil changes, coolant flushes, and fluid top-offs. Electrical System Repairs: Troubleshoot and repair wiring, alternators, and battery systems. Engine Overhauls: Disassemble, rebuild, and test engine components for longevity. Tire and Alignment Services: Rotate, balance, and replace tires for improved handling. Customer Consultation: Explain repair options and preventive maintenance recommendations.
U-NonIT-394	Skilled Trades and General Labor	Mechanics	Body Shop Technician	Job Summary: The Body Shop Technician repairs and restores damaged vehicle exteriors, ensuring a factory-quality finish. Key Responsibilities: Collision Repair: Assess and repair structural damage to vehicles. Dent Removal: Use specialized tools to reshape and smooth body panels. Painting and Refinishing: Apply primers, paints, and clear coats for vehicle restoration. Welding and Fabrication: Replace and reconstruct damaged vehicle frames and panels. Glass Replacement: Install new windshields, windows, and side mirrors. Detailing and Polishing: Ensure a professional finish by buffing and waxing repaired surfaces. Safety Compliance: Follow OSHA and environmental regulations for body shop operations.
U-NonIT-395	Skilled Trades and General Labor	Mechanics	Diesel Mechanic	Job Summary: The Diesel Mechanic specializes in diagnosing and repairing diesel-powered vehicles and equipment to ensure peak performance. Key Responsibilities: Engine Diagnostics: Use computerized tools to troubleshoot diesel engine issues. Fuel System Repairs: Inspect and maintain fuel injection systems and filters. Brake and Suspension Work: Service air brakes, hydraulics, and suspension components. Transmission Maintenance: Repair manual and automatic diesel transmissions. Cooling System Service: Maintain radiators, water pumps, and coolant systems. Emissions and Exhaust Repairs: Ensure compliance with environmental standards. Equipment Calibration: Adjust and test diesel engines for efficiency and reliability.
U-NonIT-396	Skilled Trades and General Labor	Mechanics	Fleet Mechanic	Job Summary: The Fleet Mechanic maintains and repairs a fleet of vehicles, ensuring safety, efficiency, and compliance with operational standards. Key Responsibilities: Preventive Maintenance: Perform scheduled maintenance on company vehicles. Diagnostic Testing: Use computerized tools to assess mechanical issues. Brake and Suspension Work: Maintain braking systems, shocks, and struts. Electrical System Repairs: Fix alternators, batteries, and ignition systems. Fuel Efficiency Optimization: Adjust engines for maximum performance and fuel savings. Record Keeping: Maintain detailed service logs for each fleet vehicle. Safety Compliance: Ensure all vehicles meet DOT and company safety regulations.
U-NonIT-397	Skilled Trades and General Labor	Mechanics	Heavy Equipment Mechanic	Job Summary: The Heavy Equipment Mechanic services and repairs construction and industrial machinery, ensuring reliability and safety. Key Responsibilities: Hydraulic System Repairs: Diagnose and repair hydraulic pumps, cylinders, and controls. Engine Overhauls: Rebuild and maintain diesel and gas engines for heavy machinery. Transmission and Drive System Repairs: Maintain gears, axles, and drivetrain components. Brake System Service: Inspect and replace braking components for large vehicles. Electrical Troubleshooting: Repair wiring and electronic control systems. Preventive Maintenance: Perform routine checks on loaders, excavators, bulldozers, and cranes. Welding and Fabrication: Modify and reinforce machine components as needed.
U-NonIT-398	Skilled Trades and General Labor	Mechanics	Industrial Mechanic	Job Summary: The Industrial Mechanic installs, repairs, and maintains machinery in manufacturing and production facilities to ensure smooth operations. Key Responsibilities: Machine Installation and Setup: Assemble and configure production equipment. Preventive Maintenance: Perform routine servicing to prevent machine failures. Troubleshooting and Repairs: Diagnose mechanical and electrical malfunctions. Lubrication and Calibration: Ensure machines operate efficiently and within specifications. Welding and Metalwork: Fabricate and modify machine components as needed. Blueprint Interpretation: Read and follow schematics for equipment installation. Safety Compliance: Adhere to OSHA and workplace safety standards.
U-NonIT-399	Skilled Trades and General Labor	Mechanics	Maintenance Mechanic	Job Summary: The Maintenance Mechanic is responsible for repairing and maintaining equipment, machinery, and building systems in commercial and industrial settings. Key Responsibilities: Routine Equipment Inspections: Identify and address mechanical wear and tear. HVAC and Plumbing Repairs: Maintain heating, cooling, and plumbing systems. Electrical System Maintenance: Troubleshoot wiring and power supply issues. Preventive Maintenance: Schedule routine servicing for equipment longevity. Welding and Fabrication: Repair and reinforce structural components as needed. Safety Checks: Ensure compliance with workplace safety regulations. Emergency Repairs: Respond to urgent breakdowns and minimize operational downtime.

U-NonIT-400	Skilled Trades and General Labor	Mechanics	Marine Mechanic	Job Summary: The Marine Mechanic diagnoses, repairs, and maintains boat engines, navigation systems, and mechanical components for optimal marine vessel performance. Key Responsibilities: Engine Maintenance: Service and repair inboard and outboard motors. Propulsion System Repairs: Troubleshoot issues with propellers and drive systems. Electrical System Diagnostics: Fix wiring, batteries, and ignition systems. Cooling and Fuel System Maintenance: Clean and adjust cooling and fuel delivery systems. Hull and Structural Repairs: Repair fiberglass, metal, and wooden components. Navigation Equipment Calibration: Test and adjust GPS, sonar, and onboard electronics. Regulatory Compliance: Ensure vessels meet Coast Guard and marine industry standards.
U-NonIT-401	Skilled Trades and General Labor	Mechanics	Motorcycle Mechanic	Job Summary: The Motorcycle Mechanic repairs and services motorcycles, ATVs, and scooters, ensuring optimal engine performance and safety. Key Responsibilities: Engine Diagnostics and Repairs: Troubleshoot and rebuild motorcycle engines. Brake and Suspension Service: Maintain and replace braking systems and suspension components. Electrical System Fixes: Repair wiring, ignition systems, and lighting. Transmission and Clutch Repairs: Service manual and automatic transmissions. Tire and Wheel Alignment: Replace tires and adjust wheel alignment for safe handling. Customizations and Performance Tuning: Upgrade parts for enhanced performance. Customer Consultation: Advise owners on maintenance and performance enhancements.
U-NonIT-402	Skilled Trades and General Labor	Mechanics	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-403	Skilled Trades and General Labor	Painters	Coating Inspector	Job Summary: The Coating Inspector ensures the quality, durability, and compliance of coatings applied to surfaces in industrial, commercial, and marine environments. Key Responsibilities: Surface Inspection: Assess substrate conditions before coating application. Coating Application Oversight: Monitor coating processes to ensure adherence to industry standards. Quality Control Testing: Perform thickness measurements, adhesion tests, and environmental condition checks. Regulatory Compliance: Ensure coatings meet safety, environmental, and industry regulations. Defect Identification: Detect coating failures such as bubbles, cracks, and uneven application. Documentation and Reporting: Maintain detailed records of inspections and test results. Collaboration with Contractors: Work closely with painting teams to resolve application issues.
U-NonIT-404	Skilled Trades and General Labor	Painters	Commercial Painter	Job Summary: The Commercial Painter applies paint, coatings, and finishes to large-scale buildings, offices, and retail spaces, ensuring a professional and durable result. Key Responsibilities: Surface Preparation: Clean, sand, and prime walls, ceilings, and exterior facades. Paint Mixing and Matching: Select and blend paint colors according to project specifications. Application Techniques: Use brushes, rollers, and sprayers for an even coat. Safety Compliance: Follow OSHA regulations and use personal protective equipment (PPE). Worksite Cleanup: Maintain a tidy work environment and dispose of materials properly. Ladder and Scaffolding Use: Safely operate elevated work platforms to reach high areas. Customer Communication: Coordinate with clients to meet aesthetic and functional requirements.
U-NonIT-405	Skilled Trades and General Labor	Painters	Decorative Painter	Job Summary: The Decorative Painter specializes in artistic and custom paint finishes, including faux finishes, murals, and intricate designs for residential and commercial spaces. Key Responsibilities: Custom Design Application: Create decorative effects such as marbling, glazing, and texturing. Surface Preparation: Ensure walls and surfaces are clean and primed for artistic applications. Color Consultation: Advise clients on design choices, color schemes, and finishes. Freehand and Stencil Work: Apply detailed hand-painted murals, stencils, and patterns. Sealant and Protection: Use protective coatings to enhance the durability of decorative finishes. Collaboration with Designers: Work with interior designers and architects to bring artistic visions to life. Client Satisfaction: Adjust designs and techniques based on customer feedback.
U-NonIT-406	Skilled Trades and General Labor	Painters	House Painter	Job Summary: The House Painter applies paint, stains, and finishes to residential interiors and exteriors, enhancing home aesthetics and protection. Key Responsibilities: Surface Preparation: Clean, scrape, sand, and prime walls before painting. Paint Application: Apply coats using brushes, rollers, and sprayers for a smooth finish. Minor Repairs: Fill cracks, holes, and other imperfections before painting. Trim and Detail Work: Carefully paint doors, moldings, and baseboards. Outdoor Painting: Apply weather-resistant coatings to exterior walls, fences, and decks. Safe Work Practices: Follow ladder safety, mask-wearing, and ventilation protocols. Customer Service: Consult with homeowners on color choices and finish preferences.

U-NonIT-407	Skilled Trades and General Labor	Painters	Industrial Painter	**Job Summary:** The Industrial Painter applies specialized coatings to metal, machinery, pipelines, and structures, ensuring durability and corrosion resistance. **Key Responsibilities:** Surface Blasting and Cleaning: Prepare surfaces using sandblasting, power washing, or chemical treatments. Application of Protective Coatings: Apply primers, epoxies, and corrosion-resistant paints. Spray and Roll Techniques: Use airless sprayers and industrial rollers for efficiency. High-Heat and Waterproofing Solutions: Apply coatings designed for extreme conditions. Work in Hazardous Environments: Operate in factories, refineries, and construction sites safely. Equipment Maintenance: Clean and maintain spray guns, compressors, and safety gear. Regulatory Compliance: Follow industry standards, including OSHA and EPA guidelines.
U-NonIT-408	Skilled Trades and General Labor	Painters	Paint Prep Technician	**Job Summary:** The Paint Prep Technician prepares surfaces for painting by cleaning, sanding, masking, and priming to ensure high-quality finishes. **Key Responsibilities:** Surface Cleaning and Sanding: Remove dirt, grease, and rust from surfaces before painting. Masking and Taping: Protect areas from overspray using masking tape and coverings. Primer Application: Apply base coats to improve paint adhesion. Equipment Setup: Prepare spray guns, rollers, and painting tools. Quality Inspection: Check surfaces for defects before and after prep work. Safe Material Handling: Follow safety guidelines for handling chemicals and solvents. Workspace Organization: Keep prep areas clean and stocked with necessary materials.
U-NonIT-409	Skilled Trades and General Labor	Painters	Painter	**Job Summary:** The Painter applies paint, coatings, and finishes to various surfaces in residential, commercial, and industrial settings to improve aesthetics and durability. **Key Responsibilities:** Surface Preparation: Clean, sand, and prime surfaces before painting. Application Methods: Use brushes, rollers, and sprayers for an even coat. Color Matching: Mix and match paint to achieve desired colors and finishes. Minor Repairs: Fill holes and cracks before applying coatings. Worksite Maintenance: Maintain clean work areas and dispose of materials safely. Safety Compliance: Follow guidelines for proper ventilation, protective gear, and ladder use. Customer Satisfaction: Communicate with clients to meet design preferences and expectations.
U-NonIT-410	Skilled Trades and General Labor	Painters	Painting Contractor	**Job Summary:** The Painting Contractor manages and executes painting projects for residential, commercial, and industrial properties, ensuring high-quality results. **Key Responsibilities:** Project Planning: Assess job requirements, estimate costs, and develop work schedules. Crew Supervision: Hire, train, and oversee painting teams. Material Procurement: Source paints, tools, and equipment for projects. Quality Control: Inspect completed work for adherence to client expectations and standards. Contract Negotiation: Provide quotes, secure contracts, and manage client relations. Regulatory Compliance: Ensure all work follows OSHA, EPA, and local building codes. Budget and Time Management: Monitor expenses and project timelines to stay within scope.
U-NonIT-411	Skilled Trades and General Labor	Painters	Sandblaster	**Job Summary:** The Sandblaster removes rust, paint, and contaminants from surfaces using high-pressure abrasive blasting techniques, preparing them for refinishing. **Key Responsibilities:** Surface Preparation: Blast metal, concrete, and wood surfaces to remove coatings and corrosion. Abrasive Media Selection: Choose appropriate sand, glass beads, or grit for each job. Equipment Operation: Handle sandblasting machinery, air compressors, and protective gear. Dust and Debris Management: Follow safety protocols to contain and dispose of blasting materials. Precision Work: Ensure uniform surface preparation for painting and coating applications. Safety Compliance: Adhere to OSHA and hazardous material handling regulations. Worksite Maintenance: Keep tools and workspaces clean and organized.
U-NonIT-412	Skilled Trades and General Labor	Painters	Spray Painter	**Job Summary:** The Spray Painter applies paint and coatings using high-pressure spray guns to achieve smooth, even finishes on vehicles, machinery, and surfaces. **Key Responsibilities:** Spray Gun Operation: Use airless and pneumatic spray guns for precise application. Surface Preparation: Clean, sand, and prime surfaces before painting. Coating Consistency: Adjust paint viscosity and spray pressure for optimal results. Masking and Detailing: Protect areas from overspray using masking techniques. Quality Control: Inspect painted surfaces for defects and make necessary corrections. Equipment Maintenance: Clean and maintain spray guns, hoses, and compressors. Workplace Safety: Follow proper ventilation, PPE usage, and material handling protocols.
U-NonIT-413	Skilled Trades and General Labor	Painters	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

U-NonIT-414	Skilled Trades and General Labor	Technicians	Automation Technician	Job Summary: The Automation Technician installs, maintains, and repairs automated systems and robotics to ensure efficiency and reliability in industrial and manufacturing processes. Key Responsibilities: System Installation: Set up and configure automated equipment, robotics, and control systems. Troubleshooting and Repairs: Diagnose and fix mechanical, electrical, and software issues in automated systems. Preventive Maintenance: Perform routine inspections and updates to minimize downtime. PLC Programming and Adjustment: Modify programmable logic controllers (PLCs) to optimize automation. Sensor and Actuator Calibration: Ensure accurate operation of automated components. Safety Compliance: Follow OSHA and industry safety guidelines when handling automation systems. Technical Documentation: Maintain records of repairs, system configurations, and process improvements.
U-NonIT-415	Skilled Trades and General Labor	Technicians	Avionics Technician	Job Summary: The Avionics Technician installs, inspects, and repairs aircraft electronic systems, ensuring compliance with aviation regulations and optimal flight performance. Key Responsibilities: System Testing and Troubleshooting: Diagnose malfunctions in aircraft communication, navigation, and flight control systems. Installation and Calibration: Set up avionics components, including radar, GPS, and instrumentation. Routine Maintenance: Perform preventive inspections to keep avionics systems in peak condition. Wiring and Circuitry Repairs: Inspect and repair electrical wiring and circuit boards. Regulatory Compliance: Ensure adherence to FAA and aviation industry standards. Software and Firmware Updates: Upgrade avionics software and recalibrate digital systems. Technical Reporting: Maintain detailed records of maintenance and repairs for compliance audits.
U-NonIT-416	Skilled Trades and General Labor	Technicians	Biomedical Technician	Job Summary: The Biomedical Technician installs, maintains, and repairs medical equipment to ensure hospitals, clinics, and laboratories operate efficiently and safely. Key Responsibilities: Equipment Installation: Set up diagnostic, imaging, and life-support systems. Preventive Maintenance: Perform scheduled servicing of medical devices to prevent failures. Troubleshooting and Repairs: Diagnose and fix electrical and mechanical issues in medical equipment. Safety and Compliance Checks: Ensure devices meet FDA, OSHA, and healthcare industry regulations. Software and Hardware Upgrades: Update firmware and calibrate biomedical instruments. Technical Documentation: Maintain accurate service logs and equipment records. Training and Support: Educate healthcare professionals on proper equipment usage and maintenance.
U-NonIT-417	Skilled Trades and General Labor	Technicians	Environmental Technician	Job Summary: The Environmental Technician conducts field and laboratory tests to monitor pollution levels, assess environmental hazards, and ensure regulatory compliance. Key Responsibilities: Sampling and Testing: Collect air, water, and soil samples for analysis. Environmental Compliance: Ensure adherence to EPA, OSHA, and local environmental laws. Hazardous Material Handling: Safely dispose of and manage chemical and biological waste. Field Inspections: Monitor industrial and construction sites for environmental impact. Data Collection and Reporting: Record and analyze environmental findings for regulatory agencies. Equipment Calibration: Maintain and operate environmental testing instruments. Public and Workplace Safety: Implement environmental safety protocols to protect communities and workers.
U-NonIT-418	Skilled Trades and General Labor	Technicians	Field Service Technician	Job Summary: The Field Service Technician travels to client locations to install, repair, and maintain equipment, ensuring minimal downtime and peak performance. Key Responsibilities: On-Site Troubleshooting: Diagnose and repair mechanical and electronic equipment issues. Installation and Setup: Assemble and calibrate machinery at customer locations. Preventive Maintenance: Conduct routine servicing to prevent equipment failures. Customer Training: Educate clients on proper equipment operation and maintenance. Technical Support: Provide remote or in-person assistance for urgent issues. Documentation: Maintain service records and report completed work to management. Safety Compliance: Follow workplace safety and equipment handling protocols.
U-NonIT-419	Skilled Trades and General Labor	Technicians	Industrial Technician	Job Summary: The Industrial Technician maintains and repairs machinery used in manufacturing, processing, and production facilities, ensuring efficiency and safety. Key Responsibilities: Equipment Maintenance: Perform routine servicing of industrial machines to prevent malfunctions. System Diagnostics: Identify and troubleshoot mechanical, hydraulic, and electrical faults. Process Optimization: Adjust equipment settings for improved efficiency and productivity. Installation of Machinery: Set up and configure industrial equipment as per specifications. Safety Compliance: Ensure adherence to workplace and industry safety standards. Documentation and Reporting: Maintain logs of maintenance activities and equipment performance. Team Collaboration: Work alongside engineers and production teams to improve system reliability.

U-NonIT-420	Skilled Trades and General Labor	Technicians	Instrumentation Technician	Job Summary: The Instrumentation Technician installs, calibrates, and maintains measuring and control systems used in industrial, medical, and research environments. Key Responsibilities: Calibration of Instruments: Adjust and test sensors, gauges, and control systems. System Troubleshooting: Diagnose and repair issues in measurement and automation devices. Installation of Equipment: Set up monitoring and control instruments in various facilities. Preventive Maintenance: Perform routine checks to ensure instruments operate within specifications. Data Collection and Analysis: Monitor and record instrument readings for performance evaluations. Compliance with Standards: Ensure all instrumentation meets industry regulations and quality guidelines. Technical Support: Assist operators and engineers in optimizing instrument use.
U-NonIT-421	Skilled Trades and General Labor	Technicians	Laboratory Technician	Job Summary: The Laboratory Technician conducts tests and experiments, analyzes samples, and maintains lab equipment to support scientific research and product development. Key Responsibilities: Sample Preparation: Collect, label, and analyze biological, chemical, or material samples. Equipment Operation: Use lab instruments such as spectrometers, centrifuges, and microscopes. Quality Control Testing: Perform tests to verify product or research sample integrity. Data Recording and Reporting: Maintain detailed logs of experimental results and observations. Chemical and Biological Safety: Follow laboratory safety protocols and waste disposal guidelines. Instrument Calibration: Ensure lab equipment functions accurately and reliably. Research Support: Assist scientists in conducting experiments and developing new processes.
U-NonIT-422	Skilled Trades and General Labor	Technicians	Maintenance Technician	Job Summary: The Maintenance Technician performs preventive and corrective maintenance on building systems, machinery, and equipment to ensure reliable operations. Key Responsibilities: Facility Repairs: Fix HVAC, plumbing, and electrical issues within buildings. Equipment Maintenance: Conduct routine checks and servicing of production machinery. Troubleshooting Malfunctions: Diagnose and resolve mechanical and electrical failures. Safety Inspections: Ensure all systems meet safety and compliance regulations. Record Keeping: Maintain maintenance logs and service reports for reference. Tool and Equipment Handling: Use power tools, welding machines, and diagnostic instruments. Emergency Response: Quickly address urgent maintenance issues to minimize downtime.
U-NonIT-423	Skilled Trades and General Labor	Technicians	Quality Control Technician	Job Summary: The Quality Control Technician inspects products, materials, and processes to ensure they meet industry standards and company specifications. Key Responsibilities: Product Testing: Conduct inspections on raw materials and finished goods for defects. Measurement and Analysis: Use calipers, micrometers, and other precision instruments to verify compliance. Process Auditing: Monitor manufacturing processes to ensure consistency and efficiency. Documentation and Reporting: Record quality control data and generate reports for management. Regulatory Compliance: Ensure products meet industry and safety standards. Defect Investigation: Identify root causes of defects and recommend corrective actions. Collaboration with Production Teams: Work with engineers and manufacturing personnel to improve quality control procedures.
U-NonIT-424	Skilled Trades and General Labor	Technicians	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.
U-NonIT-425	Skilled Trades and General Labor	Traffic Management	Parking Enforcement Officer	Job Summary: The Parking Enforcement Officer monitors parking regulations, issues citations, and ensures compliance with local parking laws to maintain traffic flow and public safety. Key Responsibilities: Parking Violation Enforcement: Issue tickets and citations for illegal parking and expired meters. Patrol Assigned Areas: Monitor public and private parking spaces for violations. Vehicle Towing Coordination: Arrange for the removal of illegally parked or abandoned vehicles. Public Assistance: Provide information about parking regulations to motorists. Meter Inspection and Maintenance: Report and document malfunctioning meters or signage. Conflict Resolution: Address disputes related to parking citations professionally. Report Preparation: Maintain logs and reports of enforcement activities and violations.
U-NonIT-426	Skilled Trades and General Labor	Traffic Management	Roadway Flagging Technician	Job Summary: The Roadway Flagging Technician directs traffic around construction zones and roadwork areas, ensuring the safety of workers, drivers, and pedestrians. Key Responsibilities: Traffic Control Implementation: Set up cones, signs, and barriers for road construction sites. Flagging and Signaling: Direct vehicles using hand signals and two-way radios. Worksite Safety Monitoring: Ensure that roadwork zones comply with safety regulations. Communication with Crews: Coordinate with construction teams to maintain safe traffic flow. Emergency Response: React to sudden traffic incidents or changes in worksite conditions. Equipment Inspection: Maintain and store traffic control devices properly. Regulatory Compliance: Adhere to state and federal traffic control guidelines.

U-NonIT-427	Skilled Trades and General Labor	Traffic Management	Toll Collector	Job Summary: The Toll Collector operates toll booths, collects payments from motorists, and ensures smooth traffic flow at toll plazas. Key Responsibilities: Toll Collection: Accept cash, credit, and electronic payments from drivers. Change Handling: Provide correct change and issue receipts when necessary. Traffic Monitoring: Ensure smooth entry and exit of vehicles through toll lanes. Customer Assistance: Answer questions regarding toll rates, directions, and policies. Dispute Resolution: Address concerns about incorrect charges or toll violations. Transaction Recording: Maintain logs of toll revenue and report discrepancies. Booth Maintenance: Keep toll booths clean and report any malfunctions in toll collection equipment.
U-NonIT-428	Skilled Trades and General Labor	Traffic Management	Traffic Analyst	Job Summary: The Traffic Analyst collects and interprets traffic data to improve road safety, reduce congestion, and optimize transportation systems. Key Responsibilities: Traffic Flow Analysis: Monitor vehicle and pedestrian movement patterns using sensors and cameras. Data Collection and Reporting: Compile traffic statistics for city planners and transportation officials. Congestion Solutions: Recommend strategies to improve traffic flow and reduce delays. Public Safety Evaluation: Identify accident-prone areas and suggest safety improvements. Software and Technology Use: Utilize GIS, modeling software, and databases to analyze trends. Collaboration with Authorities: Work with city planners and law enforcement to implement traffic solutions. Policy Recommendations: Contribute to transportation planning and traffic regulation proposals.
U-NonIT-429	Skilled Trades and General Labor	Traffic Management	Traffic Control Technician	Job Summary: The Traffic Control Technician installs and maintains traffic signs, signals, and barricades to ensure road safety and proper traffic management. Key Responsibilities: Signage Installation and Maintenance: Set up and replace street signs, road markers, and directional signs. Traffic Signal Programming: Assist in adjusting and maintaining traffic signal timing. Road Closure Coordination: Implement detours and lane closures for roadwork projects. Emergency Traffic Support: Deploy barricades and signage for accident scenes and hazardous conditions. Safety Compliance: Ensure that traffic control setups adhere to transportation regulations. Equipment Inspections: Regularly check and maintain traffic control devices. Work Zone Protection: Protect road workers by properly directing traffic near construction zones.
U-NonIT-430	Skilled Trades and General Labor	Traffic Management	Traffic Coordinator	Job Summary: The Traffic Coordinator manages the movement of vehicles, goods, and pedestrians by optimizing transportation routes and schedules. Key Responsibilities: Traffic Flow Management: Develop strategies to improve road efficiency and safety. Scheduling Coordination: Plan vehicle routes for logistics and transportation services. Incident Monitoring: Track road conditions, accidents, and delays using traffic monitoring systems. Communication with Drivers: Provide updates on detours, congestion, and road conditions. Permit Processing: Assist with applications for special event road closures and construction permits. Stakeholder Coordination: Work with city planners and law enforcement to resolve traffic issues. Data Reporting: Maintain records of transportation patterns and recommend improvements.
U-NonIT-431	Skilled Trades and General Labor	Traffic Management	Traffic Management Specialist	Job Summary: The Traffic Management Specialist oversees and implements traffic control measures to ensure the safe and efficient movement of vehicles and pedestrians. Key Responsibilities: Traffic Plan Development: Design traffic control strategies for road projects and urban planning. Regulation Enforcement: Ensure compliance with traffic laws and safety guidelines. Emergency Traffic Operations: Assist in managing road incidents and congestion during emergencies. Infrastructure Assessment: Evaluate intersections, signage, and road markings for safety improvements. Public Safety Awareness: Educate the community about road safety and traffic regulations. Coordination with Authorities: Work with local government agencies to improve traffic conditions. Technology Integration: Utilize GPS and traffic management software to optimize transportation flow.
U-NonIT-432	Skilled Trades and General Labor	Traffic Management	Traffic Signal Technician	Job Summary: The Traffic Signal Technician installs, repairs, and maintains traffic lights and signal systems to ensure efficient and safe road operations. Key Responsibilities: Traffic Light Installation: Set up and wire traffic signals at intersections. Signal Timing Adjustments: Program and calibrate traffic light sequences for optimal flow. Preventive Maintenance: Inspect and repair faulty signal components. Emergency Repairs: Respond to outages or damaged traffic lights. Technology Upgrades: Implement modern signal control systems, such as smart traffic lights. Electrical Troubleshooting: Identify and fix wiring or power supply issues. Regulatory Compliance: Ensure traffic signals meet safety and municipal requirements.

U-NonIT-433	Skilled Trades and General Labor	Traffic Management	Transport Operations Supervisor	Job Summary: The Transport Operations Supervisor oversees transportation systems, manages fleet efficiency, and ensures compliance with traffic regulations. Key Responsibilities: Fleet Management: Supervise drivers, dispatchers, and maintenance staff to optimize transport efficiency. Route Optimization: Develop efficient delivery and transit routes to minimize delays. Compliance Monitoring: Ensure vehicles and drivers adhere to transportation laws and safety policies. Incident Investigation: Respond to accidents, breakdowns, and delays, implementing corrective actions. Performance Analysis: Monitor transportation metrics and identify areas for improvement. Budget Management: Oversee fuel consumption, vehicle repairs, and operational costs. Stakeholder Communication: Work with city officials, logistics teams, and regulatory agencies.
U-NonIT-434	Skilled Trades and General Labor	Traffic Management	Transportation Planner	Job Summary: The Transportation Planner develops and implements urban and regional transportation strategies to enhance mobility, safety, and sustainability. Key Responsibilities: Traffic Pattern Analysis: Assess current transportation systems and identify congestion points. Infrastructure Planning: Design roads, bike lanes, and pedestrian pathways for urban development. Public Transit Development: Plan and improve bus, train, and rideshare systems. Sustainability Initiatives: Promote eco-friendly transportation, such as electric vehicle infrastructure. Community Engagement: Gather public feedback on transportation projects and policies. Regulatory Compliance: Ensure plans align with federal, state, and municipal transportation regulations. Funding and Budgeting: Secure grants and allocate resources for infrastructure improvements.
U-NonIT-435	Skilled Trades and General Labor	Traffic Management	Exception	To be used for positions that don't align with the current job title list and/or whose rate exceeds the established rate card due to required unique, niche skills and experience.

Job Title	Job Title Description	Job Level	Job Level Description	Skills and Technologies
Applications Systems Analyst (ASA)	The Application System Analyst (ASA) understands business objectives and problems, identifies alternative solutions, performs studies and cost/benefit analysis of alternatives. The Application System Analyst analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system: They confer with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized, and formats for reports. The Application System Analyst writes detailed description of user needs, program functions, and steps required to develop or modify computer program. The Application System Analyst reviews computer system capabilities, specifications, and scheduling limitations to determine if requested program or program change is possible within existing system.	ASA1	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. Primary job functions do not typically require exercising independent judgment.	Could include: various technologies and roles, including prior analysis, requirements gathering and formal modeling experience, but typically also has some prior experience in Programming languages such as JAVA, .NET, COBLAT, etc..
		ASA2	All Roles specified in ASA1 plus the following: • Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required. • Works under limited supervision with considerable latitude for the use of initiative and independent judgment.	
		ASA3	All Roles specified in ASA2 plus the following: • Relies on experience and judgment to plan and accomplish goals, independently performs a variety of complicated tasks, a wide degree of creativity and latitude is expected. • Proven experience with complex concepts, practices, and procedures within the IT industry. • Relies on advanced experience and judgment to plan and accomplish goals. • Works independently and cooperatively with management and stakeholders.	
Production Support Specialist (PSS)	The Production Support Specialist (PSS) is part of the Operations Team, and will be responsible for maintaining and continually improving current operational capabilities. The day to day responsibilities may include the monitoring of all production systems, and resolution of issues with applications in the production environment. The Production Support Specialist is knowledgeable on the usage and support of a collection of development platforms or technical architectures, and products that run on those platforms. The primary responsibility of a Production Support Specialist is to ensure the availability and facilitate the productive use of a development platform or a test environment for Application Teams or end users. The Production Support Specialist may support one or several instances of a platform/environment, applying their skills directly to a platform/environment and/or leveraging their skills. Production Support Specialist work across multiple platforms/environment. The Production Support Specialist may, especially for usage and support of a platform, be part of an Application Team using the architecture. The Production Support Specialist requires experience and skills in the environment supported and in the operations and in common usage of products for the environment The Production Support Specialist is responsible for collaborating with IT personnel and vendors to coordinate and enhance the use of the platform and facilitate migration to new versions of the platform.	PSS1	• Assist in coordination of testing changes, upgrades and new products, ensuring systems will operate correctly in current and future environment. • Make recommendations on functional and technical improvements to the environment. • Participate in performance and volume analysis and design. • Participate in performance improvement activities. Identify and apply potential improvements related to the environment for an application. • Provide accurate and complete answers to general use and environment questions in a timely manner. • Provide effective on-site environment support as needed. • Accurately set severity of identified defects. • Provide input to training and/or documentation materials regarding latest technical and functional design changes. • Ensure all work is documented for future reference. • Follow quality standards. • Ensure effective and reliable backups are being performed and distributed properly. • Proactively address customer needs. • Track and anticipate volume and type of use of the environment. • Plan and implement shared software, such as operating systems, configuration management tools, application and development tools, testing tools, compilers, and code editors. • Basic scripting and programming skills, including languages that run on specified platform. • Analytical and customer service skills. • Communicate accurate and useful status updates. • Ability to work in a team environment. • Complete assigned tasks. Strong communication skills; both written and spoken.	Could include: various technologies and roles, including support of maintenance and development environments including : Exchange and Microsoft Windows Servers, MS SQL, Linux, JAVA, .NET, VB.Net, etc.
		PSS2	All roles specified in PSS1 plus the following: • Plan and manage network operating system upgrades. • Actively participate in analyzing and evaluating emerging software and hardware technologies/standards. • Serve as a liaison between teams for network planning and connectivity. • Develop appropriate functional and usability standards for the environments. • Plan or assist in planning network environment, including supporting existing structure and enhancements. • Plan and coordinate testing changes, upgrades and new and standard products, ensuring systems will operate correctly in current and future environment. • Anticipate, identify, track and resolve issues and risks affecting work of the Application or Environment team. Develop contingency plans as necessary. • Analyze the functional and/or technical impact of new product releases. • Advanced scripting and programming skills, including languages that run on specified platform. • Determine time estimates and schedule for own work and resolve issues in a timely manner.	
		PSS3	All roles specified in PSS2 plus the following: • Identify opportunities for new and improved technologies/standards to be used in the organization. • Identify, plan, and implement phase-out strategies for products and technologies. • Plan and coordinate testing changes, upgrades and new products, ensuring systems will operate correctly in current and future environment. • Demonstrate expertise in teaching/conveying technical courses/concepts. • Assist in setting architecture direction and knowledge sharing. • Plan, organize, prioritize, and manage multiple work efforts the Application or Environment Teams. • Develop appropriate work programs and use to effectively schedule tasks/assignments.	
Application Developer (AD)	The Application Developer (AD) is responsible for analysis, design, coding, component and assembly testing of all application code owned by the Application Team. Programmers typically are involved in maintenance (including production support), enhancement and development work. Programmers have a range of skills and knowledge of the technologies used and applications supported by the Application Team. The Application Developer works with the Business Analyst, Application Architect and other Application Development Team members on an as needed basis to ensure that design and code meets customer requirements.	AD1	• Code enhancement and development programs and/or required fixes to production problems using the functional and technical programming standards. • Test enhancement and development programs. • Participate in structured code reviews / walkthroughs. • Execute all required process steps. • Create and provide content for operational documentation to Technical Writers. • Utilize configuration management tools, design tools, debugging tools, and any other environment specific tools necessary to create, test, and implement an application. • Research problems before approaching the Team Lead or Functional Architect for assistance. • Limited functional knowledge. • Follow quality standards. • Support installation of application releases into production as directed. • Communicate accurate and useful status updates. • Ability to work in a team environment. • Complete assigned tasks. • Analyze and design enhancements, development programs, and/or required fixes to production problems. • Design applications to functional and technical programming standards. • Work with Functional Architects to gather and interpret user requirements into design specifications. • Develop system specifications and interfaces. • Determine time estimates and schedule for work. • Moderate functional and process knowledge. • Assist in managing and directing Application Team processes. • Coordinate work with other software developers on Application Teams. • Assist Team Lead or Test Team Lead in monitoring estimated-time-to-complete (ETC) and actuals for assigned tasks. • Develop application designs in support of the systems specifications and interfaces, perhaps in conjunction with application or technical architects. • Operating System expertise sufficient to perform performance and tuning diagnostics. • Work with users to ensure that solutions meet business requirements. • Execution of all responsibilities with little direct supervision of Team Lead. • Generally aware of new developments in industry and process and has ability to apply them to work as appropriate.	Could include: Java, JavaScript, Perl, .NET, VB.NET, ASP.Net, Visual Basic, C#, C++, HTML, CSS, PHP, MySQL, Ruby/Rails, IOS/Swift, Python, and other web development technologies (i.e bootstrap, AJAX, MVC, Webservices, etc), Websphere, Weblogic, Content Management Systems (i.e. Joomla, Drupal, WordPress).
		AD2	All roles specified in AD1 plus the following: • Plan all required process steps. • Review and understand the Application Team's workplan. • Provide status of work to Team Lead. • Anticipate, identify, track and resolve issues and risks affecting own work and work of the Application Team. Develop contingency plans as necessary. • Engage in ongoing process improvement. • Detailed functional and process knowledge. • Utilize deep modeling, design and coding skills. • Provide expertise in one or more database environments.	
		AD3	• All roles specified in AD2 plus the following: • Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. • Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. • This is a professional level non-supervisory position which may require coordination of programming activities being conducted by the team • Proven track record of hands-on technical design and code work within large complex systems. • Proven hands-on technical work with a variety of technologies. • Demonstrated technical expertise integrating a variety of diverse technical environments and cross-platform technologies.	
		AD4	• All roles specified in AD3 plus the following: • Proven experience mentoring and performing supervisory functions for technical teams. • Able to make best practice recommendations based on past work. • Confers with other business and technical personnel to resolve problems of intent, inaccuracy, or feasibility of computer processing. • Works with necessary personnel to determine if modifications are necessary with interested personnel to determine necessity for modifications or enhancements. • Leverages excellent written and verbal communication skills to develop new business process and programming solutions as directed by business and technical stakeholders. • May coordinate activities of computer programmers.	

Role	Description	Code	Responsibilities	Could Include
Development Team Lead (DTL)	The Development Team Lead (DTL) manages an Application Team to deliver services according to defined service level commitments owned by the Application Team. The Development Team Lead coordinates resources and work to deliver solutions to customers on time and within budget. The Development Team Lead is assigned responsibility and accountability for overseeing the successful completion of all work assigned to the Application Team. The Development Team Lead is a process expert within the Application Team, understanding the software development / maintenance processes and verifying process conformance. The Development Team Lead will monitor stability of production applications owned by the Application Team. The Development Team Lead assists Application Team members in development activities and reviews tasks as required. The Development Team Lead manages and updates progress towards Application Team objectives, assists Application Team members in resolving problems, and engages in personnel management and guidance to Application Team members. The Development Team Lead fosters a positive work environment by mentoring, supporting, and committing to the professional development of Application Team members. The Development Team Lead reports to the Group Lead or Program Manager, as appropriate.	DTL1	• Monitor stability of production applications owned by Application Team. • Prepare estimates for maintenance and enhancement of existing applications and development of new applications. • Perform detailed reviews of interim and final tasks as appropriate. • Process work requests; review, prioritize, and package. • Manage and review tasks of suppliers and other interfaces to the Application Team. • Conduct structured walk-throughs or inspections; manage issues to closure. • Develop and manage short and long-term plans and schedules. • Direct the development of accurate estimates for Application Team activities as required. • Balance workload with Application Teams capacity by managing the Application Teams activities according to schedule. • Manage the accomplishment of delivery metrics to support contractual obligations in the areas of service delivery and on time performance commitments and productivity improvement. • Ensure work remains within the agreed scope. • Track work plan baseline against results. • Coordinate/communicate with Group Leads and/or Program Manager to ensure initiatives are in accordance with agreed customer commitments. • Proactively identify and manage issues/risks affecting the project. • Communicate accurate and useful status to Group Lead and other management on a timely basis. • Identify and initiate continuous improvements. • Instill commitment to quality, customer service, ownership, and teamwork. • Conduct post project wrap-up sessions. • Monitor and measure maintenance and development process effectiveness. • Ensure that defined processes are followed. • Manage expectations of the Application Teams internal and external customers. • Facilitate communication and knowledge sharing within the Application Teams. • Maintain awareness of new developments in industry and processes and apply as appropriate. • Develop and deepen understanding of system business requirements supported by the Application Team. • Clearly Communicate the Application Team goals, organizational philosophies, and policies and procedures to the Application Teams. • Conduct structured walk-throughs or inspections; manage issues to closure	Could include: various technologies and roles, including Java, JavaScript, Perl, .NET, VB.NET, ASP.Net, Visual Basic, C#, C++, HTML, CSS, PHP, MySQL, Ruby/Rails, IOS/Swift, Python, and other web development technologies (i.e bootstrap, AJAX, MVC, Webservices, etc), Websphere, Weblogic , other types of applications and servers. It also may include experience in Project Management or similar discipline.
Application Technical Specialist (ATS)	The Application Technical Specialist (ATS) is a senior level resource with specialized knowledge and experience in Specific Technologies. The Technical Specialist has an overall knowledge and understanding of application development and architecture that serves as a strong base for technical expertise in a specific product or program.	ATS1	• Demonstrates expertise in conveying technical and functional concepts for a specific technical specialty. • Identifies improvements to project standards to achieve high quality services/ products. This is a professional position which may require subject matter expertise consistent with demanding and rare technological skills. • May require coordination of programming activities being conducted by the application development team • Confers with other business and technical personnel to resolve problems of intent, inaccuracy, or feasibility of computer processing and project design. • Works with necessary personnel to determine if modifications are necessary with interested personnel to determine necessity for modifications or enhancements. • Leverages excellent written and verbal communication skills to develop new business process and programming solutions as directed by business and technical stakeholders. • May coordinate activities of application developers. • Able to identify best practices and standards for the use of the product.	Could include advanced skills in technologies such as SharePoint , SAP, Curam, Service Now, HL7, PEGA, etc. various specific technologies and have with advanced skills in technologies such as SharePoint , SAP, Curam, Service Now, HL7, PEGA, Kronos, etc.
		ATS2	All roles specified in ATS1 plus the following: • Proven track record of hands-on technical design and code work within large complex systems. • Proven hands-on technical work with a variety of technologies. • Demonstrated technical expertise integrating a variety of diverse technical environments and cross-platform technologies. • Delivers support and design for industry specific applications that require integration with statewide systems or applications. • Interacts with executive level business users or technical experts. • Advanced experience in the required technical subject matter. • May function as a niche technical SME (Subject Matter Expert).	
		ATS3	All roles specified in ATS2 plus the following: • Proven experience mentoring and performing supervisory functions for technical teams. • Has advanced experience in the required technical subject matter	
		ATS4	All roles specified in ATS3 plus the following: • Has proven experience across large and complex implementations and systems. • Difference between ATS4 and ATS3 can be the complexity and size/scale of the project or use of rare/advanced technology	
Applications Architect (AA)	The Application Architect (AA) is responsible for designing, developing, and implementing application infrastructure to provide highly-complex, reliable, and scalable applications and systems to meet the organization's objectives and requirements. Applications Architects are familiar with a variety of the application technologies, frameworks, environments, concepts, methodologies, practices and procedures, and rely on experience and judgment to plan and accomplish goals. Application Architects are able to perform a variety of complicated tasks with minimal or no direct supervision. They have proven experience defining systems and application architecture and provide vision, problem anticipation, and problem solving ability to organizations. They consult with the client to define needs or problems, conduct research, perform studies and surveys to obtain data, and analyze problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization.	AA1	• Manages, organizes, and administers systems analysis and preparation of applications and operating systems programming to process data and solve problems. • Establishes priorities and schedules, and oversees and reviews work of systems analysis and programming personnel. • Reviews feasibility studies and time /cost estimates of new or revised systems. • Assists in the development of standards, procedures, and operating systems applications. • Possesses a combination of technical training and hands-on expertise. • Works with stakeholders and management to ensure projects are completed on time and according to organization standards. • Consults with personnel in other information systems groups to coordinate activities. • Consults with management to clarify systems and programs intent, identify problems, suggest changes, and determine extent of application systems changes required. • Participates in developing a project plan and schedule with key milestones, contingency plans, workflow charts or diagrams, considering factors, such as resource requirements, computer storage capacity and speed, extent of peripheral equipment, and intended use of output data. • Analyzes test runs on computer and supervises correction of coded program and input data. • Manages the revision of existing programs to increase operating efficiency or adapt to new requirements. • Compiles documentation of program development and subsequent revisions. • Trains subordinates in systems analysis, feasibility studies, programming, and program coding. • Prescribes standards for terms and symbols used to simplify interpretation of programs. • Collaborates with computer manufacturers and other users to develop new programming methods. • Prepares records and reports.	Could Include: various technologies and roles, including designing, developing, and implementing application infrastructure to provide highly-complex, reliable, and scalable applications and systems to meet the organization's objectives and requirements.
		AA2	All roles specified in AA1 plus the following: • Ensures consistency and completeness across data models. • Plans and delivers development architecture environments in coordination with the Environmental Support Specialist. • Assists in managing and directing team's technical architecture processes. • Develops and documents expert practices/ standards. • Possesses strong analysis, presentation, documentation, and quality assurance skills. • Analyzes, determines, and documents technical requirements and impact analysis for technical and development architectures. • Explains defect priorities and enhancement classifications to client. • Leads systems analysis for architecture and development of new applications. • Establishes development schedule, and allocates work of personnel based on project plans, timelines and budgets. • Works with organizational leadership to ensure projects are in line with long-term IT strategies and initiatives. • Works with management to articulate systems and programs purpose, identifies problems, suggest changes, and determines required changes to existing applications. • Provides mentoring and guidance to agency personnel and leadership when needed. • Maintains awareness of new technological developments in industry and processes, and implements concepts appropriately. • Leads or participates in setting the service levels for applications. • Defines overall system architecture. • Provides well-structured work plans which define scope, resources, milestones, quality, risk, tasks, and acceptance criteria. • Prepares contingencies, scenarios, scenario plans and action items to resolve issues. • Leads efforts in providing technical expertise, guidance, and training to the Application and Test Teams.	
Mobile Specialist (MS)	The Mobile Specialist (MS) will serve as a Developer/Engineer for Mobile App Development, Security and/or Infrastructure Projects. The Mobile Specialist may also participate in project planning and in the creation and review of technical deliverables. The Mobile Specialist may also guide and mentor the technical team in all phases of the SDLC, including requirement validation, detailed design, development, and implementation.	MS1	• Serves as the Designer, Developer and/or Engineer on Mobile Projects. • Meets with end users and technical staff of all types to gather business and system requirements. • May work with Mobile Specialist 2 to propose comprehensive solutions based on business and technical requirements. • Develops and/or engineers user interface, service tier, data tier components, infrastructure or security for Mobile Projects. • Develops standards, repeatable processes, and reusable components • Assists in project planning, including developing of timelines, composition of technical teams, and leveling of resources. • Mentors technical team leads and team members on department processes and standards to promote consistency and improve productivity. • Assists in the development and review of technical deliverables on projects.	Could Include: various technologies and roles, including Mobile App Development, Security and/or Infrastructure Projects with Android and iOS systems. Programming may include native iOS, Android, Objective-C, Swift, JSON, webservices, UIKit, CoreData, hybrid app development, MDM etc.
		MS2	All roles specified in AM1 plus the following • Serves as the Lead Architect/Designer/Developer /Engineer on Mobile Projects. • Meets with end users and technical staff of all types to gather business and system requirements. • Proposes comprehensive solutions based on business and technical requirements. • Architects, designs, develops, and/or engineers user interface, service tier, data tier components, infrastructure or security for Mobile Projects. • Develops standards, repeatable processes, and reusable components • Leads project planning, including developing of timelines, composition of technical teams, and leveling of resources. • Mentors and manages technical team leads and team members on department processes and standards to promote consistency and improve productivity. • Leads the development and review of technical deliverables on projects.	

Role	Description	Level	Responsibilities	Could Include
QA Tester (QAT)	The Quality Assurance Tester (QAT) is responsible for the design, pilot, and implementation of the software quality assurance review processes. They typically have a background in software development and testing. The Quality Assurance Tester will work with Application Teams during pre and post assessment periods. The Quality Assurance Tester reports to the Quality Assurance Team Manager. For each phase and review the Quality Assurance Tester is responsible to plan, schedule, execute, and document findings of the review. Quality Assurance Testers must have a detailed understanding of processes which support the software development lifecycle.	QAT1	Assists in software activities in defined span of control for the organization. • Tracks and monitors process and work product improvement opportunities. • Collects, reviews, and evaluates the project's required work products against standard work product templates. • Verifies that established software development and testing measurement procedures are used and all required metrics are collected • Coordinates work with others on team and across teams • Drafts report of observations, minor and major non-compliance issues. • Develops quality standards. • Monitors progress of action item resolution activities and ensures appropriate internal stakeholders are aware of pending deadlines. • Conducts training sessions with project teams on software quality review processes. • Researches problems before approaching Quality Assurance Lead for assistance. • Communicates accurate and useful status updates. • Manages and reports time spent on all work activities. • Ability to work in a team environment • Evaluates and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines: • Writes, revises, and verifies quality standards and test procedures for program design and product.. • Recommends program improvements or corrections to programmers. • Reviews computer operating log to identify program processing errors. • Enters instructions into computer to test program for validity of results, accuracy, reliability, and conformance to establishment standards. • Observes program test to detect error codes or interruption of program and corrects errors. • Identifies differences between establishment standards and user applications and suggests modifications to conform to standards. • Sets up tests at request of user to locate and correct program operating errors following installation of program. • Conducts compatibility tests with vendor-provided programs. • Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation. Writes documentation to describe program evaluation, testing, and correction. May evaluate proposed software or software enhancement for feasibility. • Strong communication skills; both written and spoken.	Could include: various technologies and roles, including HP UFT, HP Quality Center, Telerik, eggPlant, Selenium, TestingWhiz, TestComplete, Ranorex, Test Studio, along with manual testing activities.
		QAT2	All roles specified in QAT 1 plus the following: • Conducts software quality phase end review activities (work product and process) for each software project and produce the required quality assurance reports, as specified in the project's quality assurance plan. • Ensures the software development process followed by the project teams is compliant with approved tailored processes. • Reviews and checks project software development activities, and the associated internal tasks required by the agencies as employed by the project and specified in the project plan. • Prepares preliminary software quality audit package for review before conduct of audit. • Defines quality standards. • Monitors progress of action item resolution activity and ensure appropriate stakeholders are aware of pending deadlines. • Assists in managing and improving quality assurance team processes. • Reviews and understands project plans. • Determines time estimates and schedules for software quality review work, and conducts reviews according to schedule. • Identifies and tracks issues, risks and action items affecting work of team. • Reports on progress of action item resolution and possible risk areas.	
		QAT3	All roles specified in QAT 2 plus the following: • Reviews and checks project software development activities and the associated internal tasks required as employed by the project and specified in the project plan. • Compares actual project procedures to the specified standards, procedures, and, if required, specific 3rd party contractual requirements. • Performs detailed reviews of interim and final tasks as appropriate. • Ensures process improvement opportunities are reviewed by appropriate contact to identify training needs of the organization. • Performs or manages the required software quality phase end reviews of work products and processes for each software project and produces the required software quality reports, as specified in the project's software quality plan. • Develops, and manages short and long-term plans and schedules for organization wide software quality needs. • Balances workload with team capacity by managing the team's activities according to schedule and budgets. • Obtains feedback from project teams regarding the overall effectiveness of processes and procedures – Forwards to appropriate stakeholders and process owners. • Provides feedback to project teams regarding process/procedure improvement opportunities and other potential areas for improvement discovered during software quality activities. • Reports all software quality items revealed to be non-compliant. • Provides regular reports on the results of compliance reviews to the project team, project team leaders and management. Reports on progress on action item resolution and possible risk areas. • Develops options and recommendations to assist teams in resolving issues. • Ensures action items are addressed and closed based on agreed dates and activities. • Ensures that defined processes are followed. • Leads efforts in developing and facilitating implementation of team goals and metrics.	
QA Manager (QAM)	The Quality Assurance Manager (QAM) has demonstrated experience in leading small to moderate sized testing teams. Quality Assurance Manager understands the concepts of software quality assurance theory and practice. The QAM formulates testing strategy and plans where none may exist previously. They are able to communicate effectively with business and technical teams on testing activities and can assist developers with test-driven development.	QAM1	• Communicates with the State regarding the progress of the quality approach and a summary of the metrics, as well as managing the Quality Assurance Testers. • Accomplishes quality assurance human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. • Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; identifying and resolving problems; completing audits; determining system improvements; implementing change. • Meets quality assurance financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. • Develops quality assurance plans by conducting hazard analyses; identifying critical control points and preventive measures; establishing critical limits, monitoring procedures, corrective actions, and verification procedures; monitoring inventories. • Validates quality processes by establishing product specifications and quality attributes; measuring production; documenting evidence; determining operational and performance qualification; writing and updating quality assurance procedures. • Maintains and improves product quality by completing product, company, system, compliance, and surveillance audits; investigating customer complaints; collaborating with other members of management to develop new product and engineering designs, and manufacturing and training methods. • Prepares quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations. • Updates job knowledge by studying trends in and developments in quality management; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.	Could Include: individual with experience leading small to moderate sized testing teams.
Tech Writer (TW)	The Technical Writer (TW) develops and maintains user and technical documentation and project process documentation for Application Teams. Technical Writer understands the user's view of applications and/or technology and is able to put procedures into logical sequence. The experienced	TW1	• Develops, enhances, and maintains user documentation for multiple applications including documentation required for the operations provider. • Develops on-line source documentation as appropriate. • Maintains documentation libraries and subscription lists. • Identifies, creates, revises, and maintains documentation and templates needed by the Application Teams. • Ensures appropriate control access/use of documentation materials. • Maintains application and user documentation. • Ensures messages and terminology is consistent across all written materials. • Researches and completes documentation service requests. • Communicates and works with customers and other client telecommunications personnel as necessary. • Works with Application Team members to enhance their understanding of end-user and technical documentation. • Communicates accurate and useful status updates. • Reviews and prioritizes documentation service requests. • Determines procedures for use of on-line documentation tools and version control documentation as appropriate. • Assists or guides other Technical Writer as needed to develop and maintain user and technical documentation for their assigned applications. • Educates both business and technical groups on the essential need for developing and using standard documentation for all processes. • Researches problems before approaching Lead Technical Writer or Team Lead for assistance. • Assist the Application Team Lead in monitoring budget by providing estimated-time-to-complete and actuals for assigned tasks. • Identifies and makes recommendations around documentation and templates needed by the Application Teams. • Works with users and other personnel to ensure that the solutions meet business requirements.	Could Include: various technologies and roles, including development and maintenance of user

Role	Description	Code	Responsibilities	Could Include
Tech Writer (TW)	Technical Writer provides expertise on technical concepts of applications and/or user groups and structuring procedures in a logical sequence, due to a broad understanding of the applications within their Tower.	TW2	All roles specified in TW1 plus the following: • Identifies and initiates continuous improvement opportunities. • Directs the development of accurate estimates for documentation requests/activities as required • Develops options and recommendations to assist documentation team members in resolving issues. • Leads efforts in developing and facilitating implementation of the Documentation team goals and metrics. • Develops workable, practical, measurable work plans defining activities, schedules and tasks with Team Leads and the Lead Technical Writer • Reviews and understands the Application Teams work plan. • Anticipates and resolves issues specific to the team. • Determines time estimates and schedule for own work and resolve issues in a timely manner. • Reviews and approves procedures for use of on-line documentation tools as appropriate. • Identifies business and technical documentation needs not currently addressed. • Manages junior team members. • Owns documentation libraries and subscription lists. • Promotes the need for developing and using standard documentation for all processes within the organization. • Performs detailed reviews of interim and final tasks as appropriate. • Oversees processing of service requests. • Manages, deploys, and schedules Technical Writer activities. • Develops and manages short and long-term documentation plans and schedules. • Understands work requests/needs within Application Teams • Manages the accomplishment of delivery metrics in support of contractual obligations in the areas of service delivery, on time performance. • Works with Team Leads and Group Leads to set documentation goals. • Ensures work remains within the agreed project scope. • Coordinates work with other Lead Technical Writers as appropriate. • Coordinates and procures the required skills and techniques required by the Application Teams for documentation needs. • Communicates accurate and useful status reports to Group Lead and other management on a timely basis. • Anticipates, identifies, tracks and resolves issues and risks affecting own work and work of the Application Team. Develop contingency plans as necessary. • Manages expectations of the Technical Writers' internal and external customers.	and technical documentation and project process documentation for Application Teams..
Computer Operator (CO)	Computer Operator (CO) monitors and controls computers and peripheral data processing equipment. Enters commands using computer terminal and manages controls on computer and peripheral equipment. Monitors the system for failure or errors and responds by addressing issues or notifying a supervisor. Loads peripheral equipment such as tapes and printer paper for operating runs. Relies on established guidelines and instructions to perform daily job functions. Works under immediate supervision. May require an associate's degree.	CO1	• Prepares and operates mainframe and client/server computer systems and peripheral equipment to support day-to-day business operation. • Detects and troubleshoots network, computer and peripheral equipment malfunctions. Takes corrective action or escalate problem as required. • Prepares reports and logs detailing all shift activity. • Interprets and executes detailed standard operating procedures written for the computer operations environment. • Possesses a detailed knowledge of Data Center operational requirements and standard operating procedures. • Effectively communicates and interfaces with management and technical staff, and other technical and business contacts, as required. • Works under the direction of a Lead Computer Operator or Operator Services Supervisor	Could include: various technologies and roles, including Mainframe, COBOL, tape archiving, JCL, IDMS, MVS/TSO, ISPF, NOC monitoring software.
		CO2	All roles specified in CO1 plus the following: • Works independently. • Communicates status to managers and project sponsors. • Assists in developing standards and direction for systems. • Completes tasks as assigned by a Lead Computer Operator, or Data Center & Operations Team Management. • Analyzes problems quickly and adopt an effective course of action. • Effectively communicates with other staff as well as the customer. • Anticipates patterns and changes to ensure smooth operation using advanced expertise and knowledge. • Operates multiple systems and computers for enterprise-wide systems. • Operates complex ERP platforms to ensure quality of service. • May contribute as expert in operations on retirement of legacy mainframe/midrange.	
Lead Computer Operator (LCO)	The Lead Computer Operator (LCO) is responsible for the tasks associated with the leadership and coordination of Computer Operators. Some roles involve preparation and operation of teleprocessing computers and peripheral equipment. The Lead Computer Operator will function as a partner to client employees in enforcing standards and practices that ensure best practices are followed. The Lead Computer Operator may also monitor the computer and network infrastructure, data center environmental controls, and physical security systems to take appropriate action as required.	LCO1	• Leads efforts of operators or teams of operators to ensure support of computer systems and platforms. • Reports resource changes and adjustments to staff to senior management. • Acts as focal point for mainframe/midrange operations issues escalation. • Leads efforts to troubleshoot GIS system hardware and software problems.	Could include: various technologies and roles, including Mainframe, COBOL, tape archiving, JCL, IDMS, MVS/TSO, ISPF, NOC monitoring software
		LCO2	• Leads team of Operators supporting complex systems or multiple wide application platforms or infrastructure. • Possesses expertise in teaching/conveying technical and/or functional courses/concepts.	
Help Desk Analyst (HDA)	The Help Desk Analyst (HDA) assists end users in resolving hardware and software issues by fielding telephone calls and email communications, diagnosing problems and performing troubleshooting activities. Documents, tracks and monitors problems to facilitate a timely resolution. Relies on established guidelines and instructions to perform daily job functions. Works under immediate supervision.	HDA1	• Provide technical assistance, support, and advice to end users for hardware, software, and systems. • Provide hands-on technical assistance to business and technical users. • Investigate and resolve computer software and hardware problems of users. • Serve as a contact for users having problems using computer software, hardware, and operating systems, and escalates as necessary. • Determine whether problem is caused by hardware, software, or system. • Answer questions, applying knowledge of computer software, hardware, systems, and procedures. • Talk with technical and non-technical co-workers to research problem and find solution. • Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software or by listening to and following instructions. • Experienced with a variety of call-tracking software and systems. • Engages in independent study to maintain current industry knowledge. • Follow quality standards, and displays strong customer service skills. • Ability to work in a team environment. • Complete assigned tasks. • Strong communication skills; both written and spoken.	Could Include: various technologies and roles, including Tier 1-2 support, ticket/issue tracking software (i.e. Remedy), Automated Call Distribution (ACD) software, VPN, remote login software
		HDA2	All roles specified in HDA1 plus the following: • Call software and hardware vendors to request service regarding defective products. • Act as a subject matter expert for one or more custom or COTS applications. • Talk to programmers to explain software errors or to recommend changes to programs. • May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. • Test software and hardware to evaluate ease of use and whether product will aid user in performing work. • Write software and hardware evaluation and recommendations for management review. • Write or revise user-training manuals and procedures. • Develop training materials, such as exercises and visual displays. • Train users on software and hardware on-site or in classroom, or recommend outside contractors to provide training. • Manage expectations at all levels: customers/end users, executive sponsors. • Ensure quality standards are followed. • Monitor the team's open backlog of support issues and re-assign issues as necessary to ensure they are closed per agreed upon service levels. • Act as the escalation point for high priority support issues. • Ability to make recommendations on policies on system use and services.	
Lead Help Desk Analyst (LHDA)	The Lead Help Desk Analyst (LHDA) manages the day to day work of the Help Desk team by monitoring and allocating call distribution to ensure proper response SLAs are met. The Lead Help Desk Analyst is also responsible for reviewing trouble tickets for consistency and completion, increasing the likelihood of successful outcomes. The Lead Help Desk Analyst also creates and reviews reports to identify areas of improvement, implementing processes and procedures that improve end user experiences and process efficiency.	LHDA1	• Serves as Team Lead for help/service desk • Creates and reviews reports related to issue response and resolution times. • Reviews system tickets for completeness and issue tracking purposes. • Trains new team members.	Could include: various technologies and roles, including Tier 1-2 support, ticket/issue tracking software (i.e. Remedy), Automated Call Distribution (ACD) software, VPN, remote login software
Desktop Support Specialist (DSS)	The Desktop Support Specialist (DSS) supports in-house teams and responds in person to helpdesk tickets.	DSS1	• Responds to help desk tickets. • Works with vendor support contacts to resolve technical problems with desktop computing equipment and software. • Ensures desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, computer conferencing systems, application servers and administrative systems. • Builds and configure new user workstation equipment set (PC, desktop image, phone, peripherals, software, user accounts) • Troubleshoots basic network, software, and printing problems	Could include: various technologies and roles, including PC/laptop break/fix, HW/SW installation and configuration, scripting (i.e. PERL, SHELL).
		DSS2	All roles specified in DSS1 plus the following: • Assesses functional needs to determine specifications for purchases • Orders computer supplies. • Works with vendors on supply issues	
		DSS3	All roles specified in DSS2 plus the following: • Assumes team leadership responsibilities. • Mentors junior team members. • Possesses extensive networking knowledge. • Works with complex systems or custom hardware.	
LAN/WAN Administrator (LWA)	The LAN/WAN Administrator (LWA) supports the design, documentation, deployment and support of LAN and WAN network equipment, with a focus on access, distribution, core and data center LAN services. They possess operational experience deploying and supporting data networking in large and complex environments. The LWA possesses experience with network access and distribution LAN switching products supporting data and VOIP, as well as data center class products. They provide LAN expertise for access, distribution and data center deployments. The LAN/WAN Administrator (LWA) installs, configures, and supports an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. The LAN/WAN Administrator maintains network hardware and software, monitors the network to ensure network availability to all system users and performs necessary maintenance to support network availability. The LAN/WAN Administrator may	LWA1	• Designs, implements and supports network segmentation in a data center environment. • Provides expertise of TCP/IP networking, IP subnetting, and networking technologies. • Provides LAN expertise for access, distribution and data center deployments. • Installs, configures, and supports an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. • Maintains network hardware and software, monitors the network to ensure network availability to all system users and performs necessary maintenance to support network availability.	Could include: various technologies and roles, including Cisco, Nortel, Avayya, switches, routers, Citrix VMware (and other virtual technologies), Unified Communication Systems (UCS).

Role	Description	Level	Responsibilities	Technologies
	supervise other network support and client server specialists and plan, coordinate, and implement network security measures.	LWA2	All roles specified in LWA1 plus the following: • Implements and supports LAN/WAN switching products for access, distribution, core and data center solutions. • Supervises other network support and client server specialists and plans, coordinates, and implements network security measures.	
Infrastructure Technical Specialist (ITS)	The Infrastructure Technical Specialist (ITS) is a senior level resource with specialized knowledge and experience in specific technologies. The Technical Specialist has an overall knowledge of IT infrastructure and architecture that serves as a strong base for technical expertise in a specific product or program.	ITS1	• Demonstrates expertise in conveying technical and functional concepts for a specific technical specialty. • Identifies improvements to project standards to achieve high quality services/ products. • Identifies best practices and standards for the use of the product.	Could include: various technologies and roles, including Cisco, Windows Service, UNIX, Linux, VMware, Security, SharePoint Administration, Identity and Access Management (IAM) etc.
		ITS2	All roles specified in ITS1 plus the following: • Delivers support and design for industry specific technologies that require integration with systems or networks. • Interacts with executive level business users or technical experts. • Functions as a niche technical SME.	
		ITS3	All roles specified in ITS2 plus the following: • Advanced experience in the required technical subject matter.	
		ITS4	All roles specified in ITS3 plus the following: • Lead experience with technical expertise across large, complex implementations for systems.	
System Administrator (SA)	The System Administrator (SA) is responsible for server back up and security, along with performance tuning and capacity planning. System Administrators should possess an understanding of network and distributed computing concepts. This is accomplished by working with the Systems Management Team Lead to understand the scope of services to be provided and assessing the impact they will have on the technical infrastructure.	SA1	• Familiar with most basic system administrator tools and process; for example, can boot/shutdown a machine, add and remove user accounts, use back up programs, and maintain system database files. • Maintains the project servers. • Maintains the file and print capacity. • Ensures backups are performed as appropriate. • Acts as a front-line interface to users. • Accepts trouble reports and dispatches them to appropriate system administrators. • Writes scripts in a particular administrative language. • Communicates accurate and useful status updates. • Manages and reports time spent on all work activities. • Follows quality standards. • Works in a team environment. • Strong communication skills; both written and spoken	Could include: various technologies and roles, including Windows Server, Unix Server, Linux Server, Storage Area Network (SAN), Active Directory (AD), Group Policies, Exchange, patches, MCSA, System Center Configuration Manager (SCCM), Vmware.
		SA2	All roles specified in SA1 plus the following: • Responsible for operating and other system software. • Responsible for upgrading the operating and system software and keeping patches current. • Familiar with fundamental networking/distributed computing environment concepts. • Able to do minimal debugging and modification of programs. • Executes the disaster recovery/back up procedures and archiving procedures. • Manages security for servers. • Performs performance tuning, capacity planning, database administration, and fault management. • Provides tier two support of the technical infrastructure. • Coordinates efforts with vendors if/when tier three support is required. • Ensures high priority issues are resolved in a timely manner. • Identifies and reporting hardware problems. • Writes purchase justifications. • Understands basic routing concepts. • Identifies and tracks issues, risks, and action items. • Resolves and/or assists in resolving issues. • Reviews, prioritizes, and researches service requests. • Anticipates and resolves issues specific to the team. • Determines time estimates and schedule for work and resolves issues in a timely manner.	
		SA3	All roles specified in SA2 plus the following: • Solid understanding of networking/distributed computing environment concepts. • Understands principles of routing client/server programming. • Manages expectations at all levels: customers/end users, executive sponsors. • Ensures quality standards are followed. • Understands the business application of technical support and design in an application development environment. • Works with the various Infrastructure Teams and operations providers to identify the strategic direction of systems management activities. • Understands the design of consistent network-wide file system layouts. • Maintains strong relationships with employees and various tier two and three support groups. • Develops plans for disaster recovery/ back up and archiving. • Manages the daily operations of the systems management team to ensure service levels are being met. • Manages the Systems Management Team's support issues and backlogs. • Monitors the team's open backlog of support issues and re-assign issues as necessary to ensure they are closed per agreed upon service levels. • Acts as the first level of escalation for high priority support issues. • Functions as the liaison to the various support groups with whom the systems management team interfaces. • Develops the technical infrastructure maintenance strategy. • Manages the system management resources. • Acts as a system's management expert. • Analyzes, determines, and documents requirements in terms of system management needs and implement them. • Identifies, approves, and prioritizes team projects. • Manages a large site or network. • Recommends policies on system use and services.	
Network Engineer (NE)	The Network Engineer (NE) is responsible for Network and Server Connectivity on both hardware and software related to the installation and design of LAN/WAN environments. The Network Engineer will also have experience with networks in which telephony is integrated to IT systems or stand-alone custom kiosks. The Network Engineer may also be the focal point for migration and infrastructure expansion on existing systems. The Network Engineer may possess a formal certification; if not, he or she would have equivalent experience in installing hardware and software associated with networks. In larger environments, the Network Engineer will collaborate or take direction from a Network Architect in larger environments. In smaller environments, the Network Engineer often assumes the role of a Network Architect.	NE1	• Installs, configures, and manages server hosted network attached storage (NAS) and storage area network (SAN) disk storage technologies tied to network infrastructure. • Installs complex computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations. • Designs, installs, configures, monitors, and troubleshoots network equipment such as, but not limited to, Hubs, Network Interface Cards (NIC), Local Area Network (LAN) cards, hard drives, Ethernet switches, routers, wireless bridges, monitoring devices, access points, firewalls, intrusion detection systems, and content devices. • Plans, coordinates, and implements network security measures to protect data, software, and hardware. • Tests computer hardware, networking software and operating system software in preparation of new installation or upgrade. • Works with vendors to resolve problems. • Working knowledge of network applications, switches and servers. • Experience in network cabling systems and fiber optic cabling.	Could include: various technologies and roles, including Cisco, Avayya, Nortel, Routers, Switches, TCP/IP, BGP, Storage Area Network (SAN), CCNA/CCNP/CCIE certifications.
		NE2	All roles specified in NE1 plus the following: • Executes changes to improve systems and network configurations, and determine hardware or software requirements related to such changes. • Supervises other team members and provide training in advanced networking skills. • Writes and produces technical documentation. • Possesses working knowledge of network applications, switches and servers. • Functions as infrastructure expert in maintaining large, disparate systems and networks. • Confers with Network Architects or systems managers to ensure compliance standards are met.	
		NE3	All roles specified in NE2 plus the following: • Architect and designs changes to improve systems and network configurations, and determines hardware or software requirements related to such changes.	
Network Architect (NAR)	The Network Architect (NAR) is responsible for large-scale infrastructure design, coordination and organization of LAN/WAN Network installations using best practices and leading edge techniques. The Network Architect will have advanced knowledge in network analysis, as well as experience with designing and implementing class wide area networks. The Network Architect will possess knowledge of network vulnerabilities and be able to mitigate and prevent each one. The Network Architect also has a proven ability to design systems that prevent security issues. The Network Architect may be a Certified Engineer/Expert and may be experienced with agency or statewide network operating systems, network devices, and configuration of client/server systems.	NAR1	• Knowledge of network analysis related to infrastructure design. • May be an expert in security or intrusion detection. • Proficient in proprietary network technology.	Could include: various technologies and roles, including Network design/mapping, encryption, security, core/catalyst switches/routers, storage, disaster recovery.
		NAR2	All roles specified in NAR1 plus the following: • Advanced experience with, but not limited to routers, firewalls, switches and servers. • Advanced knowledge in network analysis. • Advanced problem resolution and project management skills. • Designs and implements class wide area networks. • Experience with Firewalls, VPN, encryption, intrusion detection and prevention systems, and penetration testing. • Knowledge of network vulnerabilities and be able to mitigate and prevent each one	
		TE1	• Ensures proper connectivity from site-to-site and internal to facility. • Experience with CAT5/6, Romex, and similar cables/wiring. • Pulls cable and ensures adherence to all building codes. • Escalates construction and installation problems to the construction/integration manager, as needed. • Prepares all job-related paperwork. • Closes out work authorization when equipment is in service.	

Role	Description	Level	Responsibilities	Could include
Telecom Engineer (TE)	The Telecom Engineer (TE) configures and installs hardware, wiring, and specialized equipment according to local building and electrical codes. The Telecom Engineer may also be responsible for the end-to-end installation of cable, wiring, and related equipment. The Telecom Engineer typically works closely with facilities/construction managers and site-based project managers. The Telecom Engineer should be able to accurately estimate the time and materials needed for tasks assigned. It is not uncommon for the Telecom Engineer to supervise a team of people and coordinate activities with other construction teams.	TE2	All roles specified in TE1 plus the following: • Inspects customer premises to ascertain available space for equipment installation • Determines the type and quantity of equipment that can be installed to provide requested communication facilities. • Creates floor plan of equipment arrangement for customer or architect approval. • Prepares cost estimate for equipment and installation and submit data to management for authorization to proceed. • Orders equipment and prepare installation specifications. • Monitors progress of installation to ensure facilities are ready on specified date. • Leads full integration teams and interact with large infrastructure teams. • Acts as telecommunications interface to outside vendors and construction manager. • Directs activities related to the selection and installation of telephone facilities and special equipment on premises to meet customer's communication requirements.	Could include: various technologies and roles, including Circuits, VOIP, CAT 5/6 cabling, Fiber Optic cabling, Coax cabling, PBX, Central Office (CO).
Enterprise Architect (ET)	The Enterprise Architect (ET) works across Application Development, Service Delivery and Infrastructure to identify, research, discuss, design, and implement key architecture standards. Other responsibilities include: Research, design, document, build, and pilot prioritized topics for standards. Manage the list of potential standards and work with the application development management to prioritize efforts. Work closely with Development, Infrastructure, and Service Delivery teams to understand their needs and ensure the best standard is implemented. Work closely with development teams to pilot and prove out the standard. Drive the identification, development and implementation of key new standards in areas such as:, Performance Testing, Security, Event Management, Web UI Framework, .NET Design Standards, Application To Application Communication, Caching, etc. Propose new standards based on business need, IT need and technology advances. Assist development teams to implement the standards into business applications. Investigate new technology and techniques that should be developed into an agency architecture standard. Leads key architectural design projects as necessary. Operate as business savvy technical leader across the organization. Influence development teams to design high-quality technical solutions that fit the Architecture and standards. Educate Application Development managers, Developers, and business analyst on State Architecture Standards.	ET1	• Architects in this position have achieved a mastery level of experience that includes the capabilities of experienced Application Developers and Technical Specialists who have the knowledge, skills, education and prior experience that involves the full and complete design of software solutions. • Architects are able to clearly communicate and document designs both at a logical and physical level and work with other technical stakeholders as needed.	Could include: various technologies and roles, including work across Application Development, Service Delivery and Infrastructure to identify, research, discuss, design, and implement key architecture standards.
		ET2	All Roles specified in ET1 plus the following: • Additional architectural experience in the field. • May have specific technology experience. • Experience in a leadership role.	
ERP Analyst (EA)	The ERP Analyst (EA) reviews, analyzes, and modifies the programming systems including encoding, testing, and debugging to support an organization's Resource Planning (ERP) applications. The ERP Analyst ensures that software can be completely integrated into the ERP system. The ERP Analyst designs new modules to improve system efficiency. The ERP Analyst is familiar with a variety of the field's concepts, practices, and procedures and relies on experience and judgment to plan and accomplish goals. The ERP Analyst performs a variety of tasks. The ERP Analyst may lead and direct the work of others. It is expected that the ERP Analyst have a wide degree of creativity and latitude.	EA1	• Assists with the development and maintenance of the Resource Planning (ERP) program. • Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate needs. • 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.	Could include: various technologies and roles, including Oracle E-Business Suite, Peoplesoft, Microsoft Dynamics, Infor, Epicor, etc.
		EA2	All Roles specified in EA1 plus the following: • Tests ERP layout to ensure the system is meeting corporate needs. • 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.	
		EA3	All Roles in EA2 plus the following: • Assists with the development and maintenance of the Resource Planning (ERP) program. • Customizes and configures workflow to allow the integration of client/server applications. • 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.	
ERP Database Administrator (EDBA)	The ERP Database Administer (EDBA) maintains, develops and implements policies and procedures for ensuring the security and integrity of the company's Resource Planning (ERP) database. The ERP Database Administer implements data models and database designs, data access and table maintenance codes resolves ERP database performance issues, database capacity issues, replication, and other distributed data issues. The ERP Database Administer is familiar with standard concepts, practices, and procedures within a particular field. The ERP Database Administrator relies on extensive experience and judgment to plan and accomplish goals. The ERP Database Administer performs a variety of tasks. The ERP Database Administer works under general supervision; typically reports to a manager.	EDBA1	• Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company's Resource Planning (ERP) database. • Implements data models and database designs, data access and table maintenance codes; resolves ERP database performance issues, database capacity issues, replication, and other distributed data issues. • 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 manager. • A certain degree of creativity and latitude is required.	Could include: various technologies and roles, including Oracle E-Business Suite, Peoplesoft, Microsoft Dynamics, Infor, Epicor, etc.
		EDBA2	All Roles specified in EDBA1 plus the following: • More years of experience and knowledge.	
		EDBA3	All the roles specified in EDBA2 plus the following: • May lead or mentor other ERP Database Administrators.	
ERP Developer (EED)	The ERP Developer (EED) is responsible for analysis, design, coding, component and assembly testing of all application code owned by the ERP Team. ERP Developers typically are involved in maintenance (including production support), enhancement and development work. ERP Developers have a range of skills and knowledge of the technologies used and applications supported by the ERP Team. The ERP Developer reviews, analyzes, and modifies the programming systems including encoding, testing, and debugging to support an organization's Resource Planning (ERP) applications. The ERP Developer ensures that software can be completely integrated into the ERP system. The ERP Developer works with the ERP Project Manager, Business Analyst, Architect and other ERP Team members on an as needed basis to ensure that design and code meets customer requirements.	EED1	• Performs Code enhancement and development programs and/or required fixes to production problems using the functional and technical programming standards. • PerformsTest enhancement and development programs. • Participates in structured code reviews/walkthroughs. • Executes all required process steps. • Creates and provides content for operational documentation to Technical Writers. • Utilizes configuration management tools, design tools, debugging tools, and any other environment specific tools necessary to create, test, and implement an application. • Researches problems before approaching the Team Lead or Business Analysts for assistance. • Limited functional knowledge. • Follows quality standards. • Supports installation of application releases into production as directed. • Communicates accurate and useful status updates. • Ability to work in a team environment. • Completes assigned tasks. • Analyzes and designs enhancements, development programs, and/or required fixes to production problems. • Designs applications to functional and technical programming standards. • Works with Business Analysts to gather and interpret user requirements into design specifications. • Develops system specifications and interfaces. • Determines time estimates and schedule for work. • Moderates functional and process knowledge. • Assists in managing and directing ERP Application Team processes. • Coordinates work with other software developers on Application Teams. • Assists Team Lead or Test Team Lead in monitoring estimated-time-to-complete (ETC) and actuals for assigned tasks. • Develops application designs in support of the systems specifications and interfaces, perhaps in conjunction with application or technical architects. • Possesses operating System expertise sufficient to perform performance and tuning diagnostics. • Works with users to ensure that solutions meet business requirements. • Executes all responsibilities with little direct supervision of Team Lead. • Generally aware of new developments in industry and process and has ability to apply them to work as appropriate.	Could include: various technologies and roles, including Oracle E-Business Suite, Peoplesoft, Microsoft Dynamics, Infor, Epicor, etc.
		EED2	All roles specified in EED 1 plus the following: • Plans all required process steps. • Reviews and understands the Application Team's workplan. • Provides status of work to Team Lead. • Anticipates, identifies, tracks and resolves issues and risks affecting own work and work of the Application Team. Develop contingency plans as necessary. • Engages in ongoing process improvement. • Detailed functional and process knowledge. • Utilizes deep modeling, design and coding skills. • Provides expertise in one or more database environments.	
		EED3	All roles specified in EED2 plus the following: • Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. • Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. • Confers with other business and technical personnel to resolve problems of intent, inaccuracy, or feasibility of computer processing. • Works with necessary personnel to determine if modifications are necessary with interested personnel to determine necessity for modifications or enhancements. • Leverages excellent written and verbal communication skills to develop new business process and programming solutions as directed by ERP business and technical stakeholders. • May coordinate activities of Developers. • Proven track record of hands-on ERP technical design and code work within large complex systems. • Proven hands-on ERP technical work with a variety of ERP technologies. • Demonstrated technical expertise integrating a variety of diverse ERP technical environments and cross-platform technologies. • Proven experience mentoring and performing supervisory functions for technical teams. • Able to make ERP best practice recommendations based on past work.	

Role	Description	Level	Responsibilities	Technologies
ERP Project Manager (EP)	The ERP Project Manager (EP) directs, controls, administers, and regulates an enhancement or development program. The Project Manager is the individual ultimately responsible to the agency. The PM's primary responsibility is to drive the entire effort from start to finish. The PM must ensure that the program is completed on schedule and that the final product meets the business, technical, and established quality requirements. The difference between an EP1, and EP2 will depend on the size of the project, and the breadth and scope of the ERP project.	EP1	• Responsible for the development of estimates for the enhancement or development effort in planning, analysis, design, construction, testing, and implementation of ERP Systems. • Accountable for delivery of all work tasks identified in the program plan. • Responsible for the capture and reporting of required program management metrics. • Adjusts and revises estimates when necessary. • Ensures all changes to scope follow processes and are documented. • Ensures new estimates are approved by the client and agreed upon. • Adjusts and revises estimates when necessary. • Manages, and tracks the program progress against the program plan. • Monitors project milestones and phases to ensure the project is on schedule. Take corrective actions if a project begins to slip its schedule. • Prepares status reports on a periodic basis for program team, team leads, group leads, and program manager and appropriate stakeholders. • Plans, organizes, prioritizes, and manages multiple work efforts across application teams. • Develops the detailed program plan for the enhancement or development effort • Accountable for the final program management evaluation review with stakeholders for approval upon program completion. • Responsible to tailor and baseline all program templates. • Accountable to schedule or monitor status reviews, peer reviews, program management inspections, and software quality assurance work product and process reviews with the appropriate designated resources. • Notifies team leads of project timelines, milestones, phases, work requests target dates, and approved executable work package. • Communicates and works with users and client as necessary. • Coordinates and presents proposals to agencies as necessary. • Analyzes and distributes reports on program metrics associated with work items related to improvement measures. • Ensures processes and activities are followed. • Accountable for the approval and sign-off of the program plan with customer representatives, such as portfolio managers, and all affected program stakeholders. • Accountable for management of scope for the program and gaining agreement and approval of scope changes with customer representatives and affected stakeholders. • Builds and maintains relationships with key stakeholders and customer representatives	Could include: various technologies and roles, including project experience in one or more ERP System technologies including: Oracle E-Business Suite, Peoplesoft, Microsoft Dynamics, Infor, Epicor, etc.
		EP2	All roles specified in EP1 plus the following: • Manages, coordinates, and establishes priorities for complete ERP life-cycle of projects including the planning, design, programming, testing, and implementation of ERP solutions designed to meet requirements • Designs ERP project plans, which identify needs and define major tasks and milestones, based on scope, resources, budget, and personnel.	
SAP Architect (SPA)	The SAP Architect (SPA) across SAP Application Development, Service Delivery and Infrastructure to identify, research, discuss, design, and implement key architecture standards. Other responsibilities include: Research, design, document, build, and pilot prioritized topics for SAP standards.	SPA1	• Individuals in this position have achieved a mastery level of experience that includes the capabilities of experienced SAP Developers and Technical Specialists who have the knowledge, skills, education and prior experience that involves the full and complete design of software solutions. • Communicates and documents designs both at a logical and physical level and work with other technical stakeholders as needed. • Reviews current technical infrastructure and design and to identify risks and opportunities. • Executes technical analysis recommendations to reduce risk and increase technical capabilities. • Performance tuning, including system optimization, table sizing, memory and CPU optimization, and utilization of systems in the portal, business intelligence and ERP environments. • Long-term support of SAP infrastructure, technologies, and functionality, including include services to upgrade system configuration and functionality due to an SAP system or release upgrade.	Could include: various technologies and roles, including various SAP Modules and technologies such as : Human Resource Management (SAP HRM), Production Planning (SAP PP), Financial Supply Chain Management (SAP FSCM), Project System (SAP PS), Financial Accounting and Controlling (SAP FICO), etc.
		SPA2	All roles specified in SPA1 plus • Additional knowledge and experience.	
SAP Analyst (SAA)	The SAP Analyst (SAA) reviews, analyzes, and modifies the programming systems including encoding, testing, and debugging to support an organization's SAP applications. The SAP Analyst ensures that software can be completely integrated into the SAP system.	SAA1	• Managing business analysis work or projects with distinct deliverables to a solution • Identifying and documenting business processes, issues, value levers, metrics, and capabilities • Collecting, organizing, and analyzing data • Completing analysis and documentation of as-is capabilities • Conducting interviews to gather business requirements • Conducting industry, competitive and State analyses (strategic, financial, operational), business case development, as well as market research for benchmarking • Supporting required SAP go-live activities, including conversion, support desk, site support, training delivery, logistics management, etc. • Performing activities related to project time tracking, work plan updates, status reporting, service metric reporting, and related project administration tasks • Assists with the development and maintenance of the SAP Program • Customizes and configures workflow to allow the integration of client/server applications. • Tests SAP layout to ensure the system is meeting corporate needs. • 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. • Tests SAP layout to ensure the system is meeting corporate needs. • 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.	This role addresses various SAP Modules and technologies such as : Human Resource Management (SAP HRM), Production Planning (SAP PP), Financial Supply Chain Management (SAP FSCM), Project System (SAP PS), Financial Accounting and Controlling (SAP FICO), etc.
		SAA2	All Roles specified in SAA1 plus the following: • Assists with the development and maintenance of the SAP program. • Customizes and configures workflow to allow the integration of client/server applications. • Familiar with a variety of the field's concepts, practices, and procedures. • Relies on extensive experience and judgment to plan and accomplish goals. • May lead and direct the work of others. A wide degree of creativity and latitude is expected.	
SAP Developer (SAD)	The SAP Developer (SAD) is responsible for analysis, design, coding, component and assembly testing of all application code owned by the SAP Team. SAP Developers typically are involved in maintenance (including production support), enhancement and development work. SAP Developers have a range of skills and knowledge of the technologies used and applications supported by the SAP Team. The SAP Developer reviews, analyzes, and modifies the programming systems including encoding, testing, and debugging to support an organization's SAP applications. The SAP Developer ensures that software can be completely integrated into the SAP system. The SAP Developer works with the SAP Project Manager, Business Analyst, Architect and other SAP Team members on an as needed basis to ensure that design and code meets customer requirements.	SAD1	• Code enhancement and development programs and/or required fixes to production problems using the functional and technical programming standards. • Test enhancement and development programs. • Participate in structured code reviews / walkthroughs. • Execute all required process steps. • Create and provide content for operational documentation to Technical Writers. • Utilize configuration management tools, design tools, debugging tools, and any other environment specific tools necessary to create, test, and implement an application. • Research problems before approaching the Team Lead or Business Analyst for assistance. • Limited functional knowledge. • Follow quality standards. • Support installation of application releases into production as directed. • Communicate accurate and useful status updates. • Ability to work in a team environment. • Complete assigned tasks. • Analyze and design enhancements, development programs, and/or required fixes to production problems. • Design applications to functional and technical programming standards. • Work with Architects to gather and interpret user requirements into design specifications. • Develop system specifications and interfaces. • Determine time estimates and schedule for work. • Moderate functional and process knowledge. • Assist in managing and directing ERP Application Team processes. • Coordinate work with other software developers on Application Teams. • Assist Team Lead or Test Team Lead in monitoring estimated-time-to-complete (ETC) and actuals for assigned tasks. • Develop application designs in support of the systems specifications and interfaces, perhaps in conjunction with application or technical architects. • Operating System expertise sufficient to perform performance and tuning diagnostics. • Work with users to ensure that solutions meet business requirements. • Execution of all responsibilities with little direct supervision of Team Lead. • Generally aware of new developments in industry and process and has ability to apply them to work as appropriate.	This role addresses various SAP Modules and technologies such as : Human Resource Management (SAP HRM), Production Planning (SAP PP), Financial Supply Chain Management (SAP FSCM), Project System (SAP PS), Financial Accounting and Controlling (SAP FICO), etc.
		SAD2	All roles specified in SAD1 plus the following: • Plan all required process steps. • Review and understand the Application Team's workplan. • Provide status of work to Team Lead. • Anticipate, identify, track and resolve issues and risks affecting own work and work of the Application Team. Develop contingency plans as necessary. • Engage in ongoing process improvement. • Detailed functional and process knowledge. • Utilize deep modeling, design and coding skills. • Provide expertise in one or more database environments.	
		SAD3	All roles in SAD2 plus the following: • Converts scientific, engineering, and other technical problem formulations to formats that can be processed by computer. • Resolves symbolic formulations, prepares flowcharts and block diagrams, and encodes resultant equations for processing by applying extensive knowledge of branch of science, engineering, or advanced mathematics, such as differential equations or numerical analysis, and understanding of capabilities and limitations of computer. • Confers with other business and technical personnel to resolve problems of intent, inaccuracy, or feasibility of computer processing. • Works with necessary personnel to determine if modifications are necessary with interested personnel to determine necessity for modifications or enhancements. • Leverages excellent written and verbal communication skills to develop new business process and programming solutions as directed by SAP business and technical stakeholders. • May coordinate activities of Developers. • Proven track record of hands-on SAP technical design and code work within large complex systems. • Proven hands-on SAP technical work with a variety of SAP technologies. • Demonstrated technical expertise integrating a variety of diverse SAP technical environments and cross-platform technologies. • Proven experience mentoring and performing supervisory functions for technical teams. • Able to make SAP best practice recommendations based on past work.	

Role	Description	Level	Responsibilities	Technologies
SAP Project Manager (SAPM)	The SAP Project Manager (SAPM) directs, controls, administers, and regulates an enhancement or development program. The Project Manager is the individual ultimately responsible to the agency. The Program Manager's primary responsibility is to drive the entire effort from start to finish. The Project Manager must ensure that the program is completed on schedule and that the final product meets the business, technical, and established quality requirements. The difference between the levels will depend on the size of the project, and the breadth and scope of the ERP project. The SAP Project Manager may be required to have current PMP or other similar certification.	SAPM1	• Responsible for the development of estimates for the enhancement or development effort in planning, analysis, design, construction, testing, and implementation of SAP Systems. • Accountable for delivery of all work tasks identified in the program plan. • Responsible for the capture and reporting of required program management metrics. • Adjust and revise estimates when necessary. • Ensure all changes to scope follow processes and are documented. • Ensure new estimates are approved by the client and agreed upon. • Adjust and revise estimates when necessary. • Manage, and track the program progress against the program plan. • Monitor project milestones and phases to ensure the project is on schedule. Take corrective actions if a project begins to slip its schedule. • Prepares status reports on a periodic basis for program team, team leads, group leads, and program manager and appropriate stakeholders. • Plan, organize, prioritize, and manage multiple work efforts across application teams. • Develop the detailed program plan for the enhancement or development effort • Accountable for the final program management evaluation review with stakeholders for approval upon program completion. • Responsible to tailor and baseline all program templates. • Accountable to schedule or monitor status reviews, peer reviews, program management inspections, and software quality assurance work product and process reviews with the appropriate designated resources. • Notify team leads of project timelines, milestones, phases, work requests target dates, and approved executable work package. • Communicate and work with users and client as necessary. • Coordinate and present proposals to agencies as necessary. • Analyze and distribute reports on program metrics associated with work items related to improvement measures. • Ensure processes and activities are followed.	This role addresses various SAP Modules and technologies such as : Human Resource Management (SAP HRM), Production Planning (SAP PP), Financial Supply Chain Management (SAP FSCM), Project System (SAP PS), Financial Accounting and Controlling (SAP FICO), etc.
		SAPM2	• Various specified in SAPM1 plus the following: • Accountable for the approval and sign-off of the program plan with customer representatives, such as portfolio managers, and all affected program stakeholders. • Accountable for management of scope for the program and gaining agreement and approval of scope changes with customer representatives and affected stakeholders. • Build and maintain relationships with key stakeholders and customer representatives. • Direct work planning and scheduling design work. • Manage, and track the program progress against the program plan. • Serve as the primary point of contact for all program-related issues and resolution of issues. • Coordinate and present proposals to agencies as necessary. • Identify and manage program risk and develops risk mitigation strategies, track to closure. • Ensure team leads adjust and revise estimates when necessary. • Anticipate issues and proactively address them. Resolve conflicts with sensitivity and tact. • Coordinate the establishment of program standards and program specific procedures with team leads. • Responsible for project compliance with standards and procedures. • Responsible for the capture and reporting of required program management metrics. • Responsible to tailor and baseline all program templates. • Develop and facilitate achievement of program service commitments and performance metrics. • Ensure that tasks provide value and support the strategic direction of the program and meet service commitments; conduct reviews with agencies. • Accountable for the final program management evaluation review with stakeholders for approval upon program completion. • Communicate effectively with customers and software / hardware suppliers supporting the State as appropriate. • Identify and track issues. • Balance workload with program members' capacity. • Communicate to team members how their work assignments relate to and help achieve program objectives. • Plan program specific training and orientation needs. • Manages, coordinates, and establishes priorities for complete SAP life-cycle of projects including the planning, design, programming, testing, and implementation of SAP solutions designed to meet requirements • Designs SAP project plans, which identify needs and define major tasks and milestones, based on scope, resources, budget, and personnel.	
Cloud Developer (CD)	The Cloud Developer (CD) brings expertise as an programmer and designer for Cloud Services. A Cloud Developer has experience implementing and developing applications to interface with Service Oriented Architecture (SOA) and other offerings from the major Cloud Service Providers. Cloud Developers are responsible for analysis, design, coding, of all application code. Cloud Developers typically are involved in maintenance, enhancement and development work. Cloud Developers have a range of skills and knowledge of the technologies used and applications supported by the Application Team. The Developer works with the Business Analyst, Application Architect and other Application Development Team members on an as-needed basis to ensure that design and code meets customer requirements. May also need to work with SaaS and Cloud service providers.	CD1	• Code enhancement and development programs and/or required fixes to production problems using the functional and technical programming standards. • Test enhancement and development programs. • Participate in structured code reviews / walkthroughs. • Execute all required process steps. • Create and provide content for operational documentation to Technical Writers. • Utilize configuration management tools, design tools, debugging tools, and any other environment specific tools necessary to create, test, and implement an application. • Research problems before approaching the Team Lead or Functional Architect for assistance. • Limited functional knowledge. • Follow quality standards. • Support installation of application releases into production as directed. • Communicate accurate and useful status updates. • Ability to work in a team environment. • Analyze and design enhancements, development programs, and/or required fixes to production problems. • Design applications to functional and technical programming standards. • Work with Architects to gather and interpret user requirements into design specifications. • Develop system specifications and interfaces. • Determine time estimates and schedule for work. • Moderate functional and process knowledge. • Assist in managing and directing Application Team processes. • Coordinate work with other software developers on Application Teams. • Assist Team Lead or Test Team Lead in monitoring estimated-time-to-complete (ETC Knowledge and experience with some of the major CSPs (AWS, Azure, IBM & Google). • Knowledge of Service Registries and Cloud brokers. • Understands Stateful and Stateless services. • Knowledge of web services technologies. • Understanding of distributed systems, databases and search systems.	Could include: various technologies and roles, including Cloud development involving some of the following technologies: J2EE, Pivotal Cloud Foundry, Docker, Kubernetes, Rancher and Mesosphere JIRA, GitHub, Stash, Redmine Rocket Chat, Jenkins, Eclipse, Intelliu, Nexus and Bamboo, Jenkins, HP Fortify, Serenity, Swagger, Cucumber, Selenium, SonarQube, JUNite, Pyunit, Open SCAP and Sensu, Chef, Puppet, CFEngine, Ansible, Fabric, and GIT, GitHub and Git Lab, Lucene and Elasticsearch,Oracle, MS SQL, Postgres SQL, AWS RDS, Django, Express.js, Cassandra, MongoDB, AWS DynamoDB
		CD2	All roles specified in CD1 plus the following: • Experience with secure scalable, elastic architectures. • Experience in enterprises using Agile methodologies. • Plan all required process steps. • Review and understand the Application Team's workplan. • Provide status of work to Team Lead. • Anticipate, identify, track and resolve issues and risks affecting own work and work of the Application Team. Develop contingency plans as necessary. • Engage in ongoing process improvement. • Detailed functional and process knowledge. • Utilize deep modeling, design and coding skills. • Provide expertise in one or more database environments.	
		CD3	All roles specified in CD2 plus the following: • Stronger awareness of business outcomes • Experience designing IaaS, PaaS and SaaS architectures. • Comfort with collaboration, open communication and reaching across functional borders. • This is a professional level non-supervisory position	
		CD4	All roles specified in CD3 plus the following: • Experience implementing more than one enterprise wide cloud solution and directing a team of developers.	
Cloud Administrator (CAM)	Cloud Administrator (CAM) brings expertise in the most senior capacities in supporting and maintaining Cloud-based architecture in both implementation and post-implementation roles. An ideal person in this role will have worked with a variety of programming languages and infrastructure platforms. The role could involve working with outside vendors tasked with implementation of a new cloud-based environment and transition to administrate after the completion of implementation. This can include support of SaaS and SOA solutions.	CAM1	• System troubleshooting and problem solving across platform and application domains - expected to participate in on-call escalations to troubleshoot customer-facing issues. • Create/maintain monitoring solutions and instrument applications to provide insights into performance and to understand emerging issues. • Conduct routine security and software updates	Could include: various technologies and roles, including Architecture supporting AWS, ServiceNow, Salesforce, SOA, SAAS, Ansible, Team City, Octopus, Salt, Puppet, Rundeck, MongoDB, Linux,
		CAM2	All roles specified in CAM1 plus the following: • Assist implementation teams in adaptation and integration of Cloud Architecture into existing environment. • Actively participate in high level team activities such as suggesting architectural improvements, recommending process improvements and conducting tool evaluations. • Identify and implement improvements to the platform and processes around release and maintenance. • Communicate effectively with customers and software / hardware suppliers supporting the State as appropriate. • Identify and track issues.	
		CAM3	All roles specified in CAM2 plus the following: • Prior development of full end to end Cloud solutions. • Prior enterprise wide implementation of SaaS solutions	
Cloud Architect (CAR)	The Cloud Architect (CAR) brings expertise as an architect and designer and is an evangelist for Cloud services and architectures. A Cloud Architect has expert knowledge in Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS), Service Oriented Architecture (SOA) offerings from the major Cloud Service Providers. This resource designs secure architecture solutions that decouple legacy corporate capabilities into elastic, scalable container based services. The role could involve working with outside vendors to implement a solution. This Architect will communicate and collaborate continuously with customer to freely design best of breed architectures using public, private and hybrid cloud solutions.	CAR1	• Knowledge and experience with some of the major CSPs (AWS, Azure, IBM & Google). • Experience designing IaaS, PaaS and SaaS architectures. • Knowledge of Service Registries and Cloud brokers. • Understands Stateful and Stateless services. • Knowledge of web services technologies- Restful services. • Understanding of distributed systems, databases and search systems. • Has architected J2EE Platforms: JBOSS, WebLogic and Apache Tomcat and similar technologies.	Could include: various technologies and roles, including AWS, ServiceNow, Salesforce, SOA, SAAS, Pivotal Cloud Foundry, Docker, Kubernetes, Rancher and Mesosphere JIRA, GitHub, Stash, Redmine Rocket Chat, Jenkins, Eclipse, Intelliu, Nexus and Bamboo, Jenkins, HP Fortify, Serenity, Swagger, Cucumber, Selenium, SonarQube, JUNite, Pyunit, Open SCAP and Sensu, Chef, Puppet, CFEngine, Ansible, Fabric, and GIT, GitHub and Git Lab, Lucene and Elasticsearch,Oracle, MS SQL, Postgres SQL, AWS RDS, Django, Express.js, Cassandra, MongoDB, AWS DynamoDB
		CAR2	All roles specified in CAR1 plus the following: • Experience designing secure scalable, elastic architectures. • Experience architecting in enterprises using Agile methodologies. • Understands decoupled and micro services architectures.	

Role	Level	Responsibilities	Could include
	CAR3	All roles specified in CAR2 plus the following: • Strong focus on business outcomes. • Comfort with collaboration, open communication and reaching across functional borders.	
IT Security Analyst (ISA)	ISA1	• Performs risk analysis, documenting results and guiding best practice implementations. • Performs business continuity planning and disaster recovery analysis, planning, testing and implementation. • Evaluates and develops protocols to harden security measures.	Could include: various technologies and roles, including Intrusion Detection (IDS), Security Information and Event Management (SIEM), Security Event Management (SEM), National Institute of Standards and Technology (NIST), ISO, OWASP.
*The IT Security Analyst (ISA) possesses experience in the field of Information Systems Security. The candidates possess industry experience in the field of IT security. The ISA should possess working knowledge of IT Security Best Practices regarding networks and networking including protocol analysis, anomaly detection, and troubleshooting, and/ or working knowledge of IT Security Best Practices regarding Windows and *nix Servers and workstations required.* *The ISA has experience with vulnerability assessment tools including but not limited to the following technologies; databases, web based applications, Windows and Unix file servers and data networks. Additional knowledge of information security standards and regulations preferred.*	ISA2	All roles specified in ISA1 plus the following: • Develops and publishes information security policy, standards and procedures in cooperation with business customers. • Performs vulnerability analysis, documenting results and guiding remediation efforts.	
	ISA3	All roles specified in ISA2 plus the following:	
IT Security Engineer (ISE)	ISE1	• Expertise in implementing, administrating and operating information security technologies such as firewalls, IDS/IPS, SIEM, Antivirus, network traffic analyzers and malware analysis tools. • Utilize advanced experience with scripting and tool automation such as Perl, PowerShell, Regex.	Could include: various technologies and roles, including CISSP, GSEC, CEH, Security+ etc… certifications, firewalls, Identity and Access Management (IAM), Payment Card Industry (PCI).
The IT Security Engineer (ISE) supports the creation of the target security/infrastructure architecture. They author corresponding requirements, including definition of dependencies on infrastructure consolidation efforts. Additionally, they define Security/Information Assurance requirements (and dependencies). The ITSE specifies key architectural aspects of the architecture view, and identify other aspects that need definition. Other duties include researching best practices for reuse, applying IT security industry standards. The ITSE works with current and emerging information security technologies and development methodologies. They possess good analytical and creative problem solving skills. They rely on hands-on experience and judgment to plan and accomplish goals and independently perform a variety of complicated tasks.	ISE2	All roles specified in ISE1 plus the following: • Develops, leads and executes information security incident response plans. • Develops standard and complex IT solutions & services, driven by business requirements and industry standards.	
	ISE3	All roles specified in ISE2 plus the following: • Creates advanced Disaster Recovery Plans (DR), Business Continuity Plans (BCP) & Continuity Of Operations (COOP) assessments. • Assists IT Security Architects (ITSA) with designing IT security solutions.	
IT Security Architect (ITSA)	ITSA1	• Lead risk assessments using industry standard frameworks such as ISO or NIST for complex IT projects. • Utilizes architecture frameworks and methodologies.	Could include: various technologies and roles, including DS/IPS, SIEM, Antivirus, Network Traffic Analyzers, CISSP, GSEC, CEH, Security+, SABSA, TOGAF, Advanced Disaster Recovery (DR), Business Continuity Plan (BCP) & Continuity Of Operations (COOP) assessment, development, implementation, operation.
The IT Security Architect (ITSA) consults on projects to recommend security best practices, develop architectures and hardening guides, and reviews and evaluate solutions against relevant risk frameworks and regulations. They provide information security policy, process, procedure and application consulting direction. The ITSA has extensive advanced information security practitioner experience with hands-on experience implementing and operating a suite of standard information security technologies, such as but not limited to firewalls, IDS/IPS, SIEM and network traffic capture and analysis. The ITSA shares knowledge of information security frameworks such as ISO 27001, NIST 800-53 and other standards such as PCI-DSS, FISMA, OWASP and federal law.	ITSA2	All roles specified in ITSA1 plus the following: • Designs -wide IT security plans, measures and strategies. • Provides expertise of regulatory compliance including, but not limited to: OWASP, ISO, NIST, FISMA, PCI-DSS, HIPAA and IRS-1075. • Provides expertise related to SABSA or TOGAF architecture frameworks and methodologies.	
IT Secutiry Auditor (ITAU) *The IT Security Auditor (ITAU) is an expert in security best practices and experience in intrusion protection and protection of information assets. An IT Auditor prepares IT security documentation, including department policies and procedures, agency notifications, Web content, and alerts.*	ITAU1	• Coordinate response to information security incidents. • Develop and publish Information Security policies, procedures, standards and guidelines based on knowledge of best practices and compliance with IT Security policies, standards, and guidelines. • Conduct data classification assessment and security audits and manage remediation plans. • Collaborate with IT management, Internal Audit, and VITA to manage security vulnerabilities. • Create, manage and maintain user security awareness. • Conduct security research and keeps abreast of latest security issues. • Advanced knowledge of security standards and progressive experience performing security audits.	Could include: various technologies and roles, including DS/IPS, SIEM, Antivirus, Network Traffic Analyzers, CISSP, GSEC, CEH, Security+, SABSA, TOGAF, Advanced Disaster Recovery (DR), Business Continuity Plan (BCP) & Continuity Of Operations (COOP) assessment, development, implementation, operation.
Database Administrator (DBA)	DBA1	• Skilled data dictionary analysis and design and data model analysis design. • Maintain central data repository. • Experience and knowledge in supporting application system development life cycle. • Responsible for data dictionary backup and recovery. • Responsible for definition of standards of data dictionaries. • May program dictionary analysis and maintenance software. • Perform performance tuning. • Monitor database performance and space requirements. • Schedule and monitor end of day data warehousing jobs. • Assist in coordinating software releases. • Communicate accurate and useful status updates. • Manage and report time spent on all work activities. • Follow quality standards. • Ability to work in a team environment. • Strong communication skills; both written and spoken.	Could include: various technologies and roles, including Oracle, SQL Server, DB2 and other Mainframe technologies related to Database administration and management.
The Database Administrator (DBA) is responsible for data analysis and database management. Database Administrators typically are involved in maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. Database Administrators have a range of skills and knowledge of the utilities and production tools used for data storage management to support the Application Team.	DBA2	All roles specified in DBA1 plus the following: • Business systems analysis and design experience. • Logical data modeling techniques. • Production environment Tools/Utilities. • Knowledgeable in data analysis and database management techniques. • Execution of all responsibilities with little direct supervision of Team Lead. • Administration and scripting experience in relative platform. • Supervise performance tuning. • Author shell scripts to perform back up, restore, and monitoring tasks. • Anticipate and resolve issues specific to the team. • Determine time estimates and schedule for own work and resolve issues in a timely manner. • Identify and track issues, risks and action items.	
	DBA3	All roles specified in DBA2 plus the following: • Highly skilled at database design, installations, conversions. • Responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management. • Participates in Database Management System selection and maintains database performance. • Expertise in specific Database Management Systems. • Knowledge of various Database Management System products. • Provide status of work to Project Team Lead. • Engage in ongoing process improvement.	
Database Architect (DA)	DA1	• Possess extensive knowledge of specific database systems, and is capable of hands-on work in all phases of database design and management. • Design, develop, and implement infrastructure to provide highly-complex, reliable, and scalable database to meet the organization's objectives and requirements. • Analyze organization's business requirements for database design, and implements changes to database as required. • Perform systems analysis on database, and resolves performance, capacity, and replication issues as necessary. • Provide detailed design and specification documentation, including flowcharts, for all aspects of the database. • Work with database analysts to develop methodologies, report views, queries, and table replications. • Ensure that all the data is in the proper format. • Participate in the identification, prioritization, and development of technical initiatives and strategies. • Develop and maintain database standards and naming conventions. • Keep up-to-date on emerging database architectures, technologies, and methodologies, and attends training classes as necessary.	Could include: various technologies and roles, including database systems of any type and size. Database Architects can be used for the planning, implementation, migration, design or retirement of various systems.
The Database Architect (DA) is responsible for designing, developing, and implementing infrastructure to provide highly-complex, reliable, and scalable databases to meet the organization's objectives and requirements. The Database Architect is familiar with a variety of the database technologies, concepts, methodologies, practices, and procedures and relies on experience and judgment to plan and accomplish goals. The Database Architect is able to perform a variety of complicated tasks with minimal or no direct supervision. The Database Architect assists in defining system and application architecture and provides vision, problem anticipation, and problem solving ability to an organization. The Database Architect consults with the client to define needs or issues, conduct research, perform studies and surveys to obtain data, and analyze problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization.	DA2	All roles specified in DA1 plus the following: • Possess extensive knowledge of multiple types of database systems, and is capable of hands-on work in all phases of database design and management. • Work with -wide, complex systems. • Maintain specific capabilities regarding best practice and design of complex systems. Design systems involving multiple agencies for integrated efforts. • May be involved in projects involving database resources from multiple agencies or governmental institutions. • May manage teams of developers. • Ability to interact with Executive level sponsors and external experts.	

Role	Description	Level	Requirements	Notes
Data Warehousing Specialist (DWS)	The Data Warehouse Specialist (DWS) designs, implements and supports data warehousing initiatives. This individual is a senior level resource that is responsible for aspects of the Data Warehousing arena that include architecture, analysis, design and implementation of Business Intelligence, Data Warehousing and Data Mart initiatives within a smaller group or . The Data Warehouse Specialist could contribute by defining system and application architecture, provides vision, problem anticipation, and problem solving ability to an organization. This resource could also code, develop and design. Often, a Data Warehouse Specialist will consult with the client to define needs or issues, conduct research, perform studies and surveys to obtain data, and analyze problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization.	DWS1	• Implements business rules via stored procedures, middleware, or other technologies. Defines user interfaces and functional specifications. Responsible for verifying accuracy of data, and the maintenance and support of the data warehouse • Knowledge of data warehouse end-to-end implementation processes, from business requirement logical modeling, physical database design, ETL, end-user tools, database, SQL, performance tuning. • Experience in data warehouse design and data modeling (both relational and dimensional) and development and maintenance of multi-dimensional data models. • Development experience in implementation of data warehousing utilizing RDBMS. • Expertise in SQL and proficiency in database tuning techniques.	Could include: various technologies and roles, including Data Warehouses and Data Marts. Star Schema, Snowflake design methodologies, SQL Server, Oracle and other BI systems from Cognos, Hyperion, SSRS/SSAS, Actuate, SAS, and many more.
		DWS2	All roles specified in DA1 plus the following: • Setting or enforcing standards and overall architecture for data warehouse systems. • Demonstrated problem resolution skills with team of persons, and strong leadership with implementation team • Understanding of data warehouse Metadata concepts, tools and different data warehouse methodologies. • Responsible for the ongoing architecture and design of the data warehouse, data mart, and reporting environments.	
		DWS3	All roles specified in DA2 plus the following: • Develop strategies for flexibility and scalability, and define the future technical architecture direction for the business intelligence reporting physical environment. • Responsible for proper selection of appropriate hardware, software, tools and system lifecycle techniques for the different components of the end-to-end data warehouse architecture including ETL, metadata, data profiling software, database platform, performance monitoring, reporting and analytic tools. • Defining and documenting the technical architecture of the data warehouse, including the physical components and their functionality. • Monitoring the data warehousing industry and assisting in establishing the organization's data warehousing strategy and section of strategic warehousing tools and techniques. • Ensuring compatibility of the different components of the DW architecture and ensuring alignment with broader IT strategies and goals. • Ability to educate the project teams on the standards and architecture of each component of the data warehouse architecture. • Very strong written and oral communication skills, including some presentation skills	
Business Analyst (BA)	The Business Analyst (BA) is responsible for the set of tasks and techniques used to work as a liaison among stakeholders in order to understand the structure, policies, and operations of an organization, and to recommend solutions that enable the organization to achieve its goals. A Business Analyst primarily reviews, analyzes, and evaluates business systems and user needs.	BA1	• Experience conducting Facilitated Workshops for requirements analysis. • Experience creating workflows using formal notation such as the Business Process Modeling Notation (BPMN). • Knowledge of formal requirements gathering methodologies. • Experience developing Business Requirements - project initiation document, what the needed achievements will be, and the quality measures. • Experience developing Functional requirements - describe what the system, process, or product/service must do in order to fulfill the business requirements. • Experience developing User (stakeholder) requirements - are a very important part of the deliverables, the needs of the stakeholders will have to be correctly interpreted. This deliverable can also reflect how the product will be designed, developed, and define how test cases must be formulated. • Experience developing Quality-of-service (non-functional) requirements - are requirements that do not perform a specific function for the business requirement but are needed to support the functionality. For example: performance, scalability, quality of service (QoS), security and usability. • Experience developing Report Specifications - define the purpose of a report, its justification, attributes and columns, owners and runtime parameters. • Experience developing Requirements Traceability Matrix - a cross matrix for recording the requirements through each stage of the requirements gathering process. • Strong organization and writing skills. Experienced developing graphic representations of complex business processes.	This role addresses various functional roles that center around requirements gathering, definition and process analysis. May have experience in projects that include : application development , project management, formal process analysis and product evaluation.
		BA2	• All roles specified in BA1 plus additional work experience and the following • Additional responsibilities include UML Modeling, input into product design and decisions possibly related to software/product selection.	
		BA3	• All roles specified in BA1 plus additional work experience, job knowledge • Experience in a leadership role as a Business Analyst • Functional experience as a project manager • Could incorporate IIBA or similar certifications • Six Sigma or PMP certifications (or other process certification) • Could include Technical skills focusing on more Systems Analysis roles • Experience in a leadership role as a Business Analyst • Functional experience as a project manager	
Project Manager (PM)	The Project Manager (PM) directs, controls, administers, and regulates an enhancement or development program. The Project Manager is the individual ultimately responsible to the agency. The Program Manager's primary responsibility is to drive the entire effort from start to finish. The Project Manager must ensure that the program is completed on schedule and that the final product meets the business, technical, and established quality requirements. The difference between a PM1, PM2, and PM3 will depend on the size of the project, and the breadth and scope of the project.	PM1	• Responsible for the development of estimates for the enhancement or development effort in planning, analysis, design, construction, testing, and implementation. • Accountable for delivery of all work tasks identified in the program plan. • Responsible for the capture and reporting of required program management metrics. • Adjust and revise estimates when necessary. • Ensure all changes to scope follow processes and are documented. • Ensure new estimates are approved by the client and agreed upon. • Adjust and revise estimates when necessary. • Manage, and track the program progress against the program plan. • Monitor project milestones and phases to ensure the project is on schedule. Take corrective actions if a project begins to slip its schedule. • Prepares status reports on a periodic basis for program team, team leads, group leads, and program manager and appropriate stakeholders. • Plan, organize, prioritize, and manage multiple work efforts across application teams. • Develop the detailed program plan for the enhancement or development effort • Accountable for the final program management evaluation review with stakeholders for approval upon program completion. • Responsible to tailor and baseline all program templates. • Accountable to schedule or monitor status reviews, peer reviews, program management inspections, and software quality assurance work product and process reviews with the appropriate designated resources. • Notify team leads of project timelines, milestones, phases, work requests target dates, and approved executable work package. • Communicate and work with users and client as necessary. • Coordinate and present proposals to agencies as necessary. • Analyze and distribute reports on program metrics associated with work items related to improvement measures. • Ensure processes and activities are followed.	Could include: various technologies and roles, including Agile, Waterfall or other SDLC methodologies. Often PMP/PMI certifications are targeted. Team size can be very large or as small as 5. Project Managers typically have the responsibility for one or more project management tools including MS Project.
		PM2	• All roles specified in PM1 plus the following: • Accountable for the approval and sign-off of the program plan with customer representatives, such as portfolio managers, and all affected program stakeholders. • Accountable for management of scope for the program and gaining agreement and approval of scope changes with customer representatives and affected stakeholders. • Build and maintain relationships with key stakeholders and customer representatives. • Direct work planning and scheduling design work. • Manage and track the program progress against the program plan. • Serve as the primary point of contact for all program-related issues and resolution of issues. • Coordinate and present proposals to agencies as necessary. • Identify and manage program risk and develops risk mitigation strategies, track to closure. • Ensure team leads adjust and revise estimates when necessary. • Anticipate issues and proactively address them. Resolve conflicts with sensitivity and tact. • Coordinate the establishment of program standards and program specific procedures with team leads. • Responsible for project compliance with standards and procedures. • Responsible for the capture and reporting of required program management metrics. • Responsible to tailor and baseline all program templates. • Develop and facilitate achievement of program service commitments and performance metrics. • Ensure that tasks provide value and support the strategic direction of the program and meet service commitments; conduct reviews with agencies. • Accountable for the final program management evaluation review with stakeholders for approval upon program completion. • Communicate effectively with customers and software / hardware suppliers supporting the State as appropriate. • Identify and track issues. • Balance workload with program members' capacity. • Communicate to team members how their work assignments relate to and help achieve program objectives. • Plan program specific training and orientation needs.	
		PM3	All roles specified in PM2 plus the following: Accountable for activities with excess delivery cycles of 8 to 12 months.	
Program Manager/Engagement Manager (PREM)	The Program manager or Engagement Manager (PREM) functions as a coordinator and director of large scale projects and solutions within a given agency or team. This primary point of contact for problem resolution and project direction would report to various directors/technical leaders within a department or agency. Program Manager could engage with or oversee larger scale projects that involve complex implementation of systems being done by outsourced vendors or internal project teams. Liaise with	PREM1	• Provides project control support and coordinates the work of the PCO or PMO staff implementing solutions to meet the customer requirements and supports the customer's on-going system engineering life-cycle processes. Responsible for supporting all project delivery work in accordance with required methodology and following all standard project management industry standards such as PMI's framework. • Coordinates and controls the end to end process of capturing all key project artifacts, including but not limited to: business cases, project charters, baselined project schedules, project management plans, change requests, status reports, lessons learned. • Raises identified issues and risks to the appropriate senior management level including the Project Management Office (PMO) for action inclusive of description of the issue, comprehensive analysis of options and recommendation for remediation. • Manages portfolio of projects' execution to ensure conformity to established budgets, timelines and scope. • Works with the stakeholders, including the PMO to facilitate project governance effectiveness through weekly status reporting, project/portfolio data, regular governance meetings, etc.	Could include: various technologies and roles, including Agile, Waterfall or other SDLC methodologies. Executive and senior management interaction is typical for this role. Outside business

	implementation of systems being done by established vendors or internal project teams. Liaise with outside subject matter experts and specialist in the field and maintain direction of projects assigned. Could involve management of various team members involved with delivery of the project.	PREM2	• All roles specified in PREM1 plus the following: • Experience in successfully managing Information Technology (IT) projects (full project life cycle) whose budget was greater than $10,000,000 (excluding hardware/software costs) and whose timeline was greater than 3 years. • Experience in successfully managing a PCO/PMO for complex projects (including multiple stakeholders, staff, multiple vendors, data conversions and multiple technologies). • Documented experience in successfully managing a PMO/PCO for complex projects (including multiple stakeholders, PCO staff, multiple vendors, data conversions and multiple technologies). • Documented experience in performing Project Management, Quality Management, or other critical functions within complex Information Technology projects (preferably with budgets greater than $10,000,000 and multi-phase, multiyear implementations). • Professional certification in Project Management, such as Project Management Professional (PMP) certification from the Project Management Institute.	efforts may require interaction with vendors and partners contracted to hiring departments.
IT Strategist (ITS)	An IT Strategist (ITS) is a senior level (often Director or C-Level) resource that Supports top management in IT strategy formulation, IT strategic plans execution, strategic process improvements, and communication of IT strategies to all stakeholders. Analyze business performance, industry trends, existing or new regulatory requirements and their impact on IT operations; make recommendations on alternative courses of action, including risk assessment, capital investment, and acquisitions needed to align IT strategy with agency strategic plan.	ITS1	• Requires advanced knowledge of strategic planning concepts and frameworks, business issues and concepts, research methodology, general management and financial analysis. • Additionally, requires interaction skills with senior management, with ability to articulate and defend recommendations made.	Could include: various technologies and roles, including functioning as a senior consultant or advisor in place of strategic planning personnel, including Acting Directors, Directors and CTO/CIO levels. The senior levels should be capable of working in critical roles at the direction of cabinet level representatives.
		ITS2	• All roles specified in ITS1 plus the following: • Should have prior Directoral responsibilities in large corporate or institutional roles. • Requires strong financial/systems experience. • Capable of reporting to Cabinet level positions and or addressing wide initiatives requiring cross agency or cross-branch work.	
Business Subject Matter Expert - Management (SMEM)	The Senior Business Subject Matter Expert – Management (SMEM) brings proven experience from related businesses or organizations as well as system integration and technology experience. They consult with the client to define needs or problems, conduct research, perform studies and surveys to obtain data, and analyze problems to advise and make recommendations on business and technical solutions based on hands-on experience solving similar business problems. They are able to utilize knowledge of theory, principles, or technology of specific discipline or field of specialization.	SMEM1	• Consult with management-level personnel to define business need or problem; conducts research, performs studies and surveys to obtain data; and analyzes problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. • Require knowledge in computer programming and other related technical fields as well as extensive experience in a particular business or industry subject matter. • Conduct study or survey on need or problem to obtain data required for solution. • Analyze data to determine solution, such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services. • May be designated according to field of business and technical specialization.	Could include: various technologies and roles, including SME in product and software or functional areas. This role encompasses working with Mid and Senior management and stakeholders in an organization.
Business Subject Matter Expert - Executive (SMEE)	The Senior Business Subject Matter Expert Executive (SMEE) brings proven experience from related businesses or organizations as well as system integration and technology experience. They consult with the client to define needs or problems, conduct research, perform studies and surveys to obtain data, and analyze problems to advise and make recommendations on business and technical solutions based on hands-on experience solving similar business problems. They are able to utilize knowledge of theory, principles, or technology of specific discipline or field of specialization.	SMEE1	• Consult with executive-level stakeholders to define business need or problem; conducts research, performs studies and surveys to obtain data; and analyzes problems to advise on or recommend solutions, utilizing knowledge of theory, principles, or technology of specific discipline or field of specialization. • Advise client or department heads on alternate methods of solving need or problem, or recommends specific solution. • Require experience providing consulting services to governmental entities.	Could include: various technologies and roles, including SME in product and software or functional areas. This role encompasses working with Executive/Director/Commissioner level and stakeholders outside of a department or agency.
IT Trainer (ITT)	IT Trainer (ITT) could be responsible for developing agency-wide training plans. Coordinate IT strategic planning process to determine the department's training requirements through communications with staff throughout the agency. Identify existing training that meets the requirements and provide a gap analysis of courses to develop in house. Develop curriculum and training plan. Develop short video training. Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.	ITT1	Responsible for preparing, conducting and evaluating technical training programs. • Assess training needs and certification requirements. • Deploys training to technical and non-technical business users or targeted personnel. • Confers with management and staff or technical training coordinator to determine training objectives. • Prepares training materials and classroom agendas. Conducts presentations and webinars. • Creates instructor materials (course outlines, background material, instructional materials and training aids) as well as design computer based and multimedia curriculum. • Continuously enhance technical instructional delivery and presentation skills. • Provide mentorship to other instructors in subject matter , content, and course delivery techniques for assigned technical courses. • Test process with different subjects. • Ensure consistency and quality assurance of course content throughout course life cycle. • Manage training program in accordance with business needs , regulatory requirements and executive leadership.	Could include: various technologies and roles, including Word PowerPoint, Excel, Adobe Acrobat and various Desktop Publishing tools
		ITT2	All roles specified in ITT2 plus the following: • Responsible for preparing, conducting and evaluating technical training programs. • Assess training needs and certification requirements. • Deploys training to technical and non-technical business users or targeted personnel. • Confers with management and staff or technical training coordinator to determine training objectives. • Prepares training materials and classroom agendas. Conducts presentations and webinars. • Creates instructor materials (course outlines, background material, instructional materials and training aids) as well as design computer based and multimedia curriculum. • Continuously enhance technical instructional delivery and presentation skills. • Provide mentorship to other instructors in subject matter , content, and course delivery techniques for assigned technical courses. • Test process with different subjects. • Ensure consistency and quality assurance of course content throughout course life cycle. • Manage training program in accordance with business needs , regulatory requirements and executive leadership.	
Exception (EXC)	Exception (ESC) is an open category for positions not covered under contractual job titles	EXC		
Web Developer (WD)	Web Developer (WD) is responsible for designing, coding and modifying websites, from layout to function and according to a client's specifications, striving to create visually appealing sites that feature user-friendly design and clear navigation.	WD1	• Perform specialized programming and technical work for website and Internet development.	Could include: various technologies and roles, including HTML, CSS, CSS3, UI, JavaScript, JQuery and API's, Web Services (REST, SOAP, etc.) and e-Commerce. Technologies including Microsoft SharePoint, Ektron, Drupal, Convio, and Kintera may be used for content design/development.
		WD2	All roles specified in WD1 plus the following: • Perform advanced programming and technical development for website and Internet development.	
Graphic Designer (GD)	The Graphic Designer (GD) is responsible for all aspects of user interface design to include prototype development and coding of markup. The designer incorporates the business marketing goals, user interface standards (both internal and industry-established), and accessibility requirements to produce a user interface that accomplishes the functional requirements of the system. The designer works with the Functional Architect regularly to ensure that the design meets customer requirements. The designer also works with Programmers to ensure that the user interface is then coded properly. The designer may play a role in testing, particularly in the area of accessibility	GD1	• Participate in requirements analysis and/or thoroughly review requirements documentation to have a thorough understanding of the system requirements. • Development of quasi-functional prototypes (such as static web pages with functional links to demonstrate navigations). • Present prototypes to stake holders and design teams. • Documentation of established user interface standards specific to the application. • Coding of HTML markup (in the case of web applications). Uses webpage design tools such as Dreamweaver and other common applications. • Participate in application testing to ensure that the system meetings user interface requirements. • Perform accessibility tests using screen reader tools. • Ability to work in a team environment. • Complete assigned tasks. • Strong communication skills; both written and spoken.	Could include: various technologies and roles, including Adobe InDesign, Photoshop, Illustrator, Acrobat Pro, HTML, CSS, and other related tools/technologies.
		GD2	All roles specified in GD1 plus the following: • Additional years and larger project experience	
GIS Analyst (GISA)	GIS Analysts (GISA) perform analysis on data sets stored in a GIS database. GIS databases were originally created to help cartographers and geographers with mapping and surveying techniques, but the databases are now used in a wide variety of industries around the world.	GISA1	• Conduct analysis regarding the development of user interfaces, menus, and macro-level commands to meet user needs in addition to performing complex spatial analyses and producing reports according to customer specifications. • Assist in the development of geographic information systems that create, maintain, or leverage geospatial basemap information. • Create, adjust, correct, convert and distribute base maps and thematic data. • Provide documentation, requirements gathering and light quality assurance services.	Could include: various technologies and roles, including ESRI ArcGIS, CAD, Trimble GPS, TerraSync, ArcPad and other GPS and GIS related software and systems.
GIS Systems Specialist (GISS)	GIS Information System (GISS) Specialists work with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. GIS software has the capacity to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. They perform similar duties to that of a GIS Technician, but with larger, more complex systems.	GISS1	• Conduct geographic information system (GIS) program activities, utilizing GIS hardware and software to produce maps, spatial databases and thematic data (such as wetlands, road centerlines, cadastre, and historic sites) in addition to performing simple spatial analyses. • Assist in the development of geographic information systems that create, maintain, or leverage geospatial base-map information. • Create, adjust, correct, convert and distribute base maps and thematic data. • Digitize and maintain spatial databases; document procedures, validate data for accuracy and completeness, complete approved metadata forms and produce maps of the resulting information. • Evaluate information and data from outside sources to determine the quality of the data.	Could include: various technologies and roles, including ESRI ArcGIS, CAD, Trimble GPS, TerraSync, ArcPad and other GPS and GIS related software and systems.
		GISS2	All roles specified in GISS1 plus the following: • This level is focused on proving resources in a more senior capacity for larger scale projects involving integration with multiple systems and departments.	
		GIST1	• Conduct geographic information system (GIS) program activities, utilizing GIS hardware and software to produce maps, spatial databases and thematic data (such as wetlands, road centerlines, cadastre, and historic sites). • Create, adjust, correct, convert and distribute base maps and thematic data. • Digitize and maintain spatial databases • Document procedures, validate data for accuracy and completeness, complete approved metadata and produce maps of the resulting information. • Evaluate information and data from outside sources to determine the quality of the data.	

Role	Description	Level	Responsibilities	Could include
GIS Technician (GIST)	GIS technicians (GIST) make maps and customized geographic information systems applications and manipulate data to serve a variety of purposes. They read and interpret maps, manipulate and understand digital land data, and manage data entered into a GIS database.	GIST2	All roles specified in GIST1 plus the following: • Perform specialized technical work in support of complex GIS applications. • Implement geo-databases, establish recovery plans, and monitor geo-database performance. • Write programs and develop user interfaces, menus, and macro-level commands to meet user needs in addition to performing simple spatial analyses and producing reports according to customer specifications. • Assist in the development of geographic information systems that create, maintain, or leverage geospatial base-map information. • Act as a "consultant" to internal customers during their use, development and quality assessment of spatial databases.	Could include: various technologies and roles, including ESRI ArcGIS, CAD, Trimble GPS, TerraSync, ArcPad and other GPS and GIS related software and systems.
		GIST3	All roles specified in GIST2 plus the following: • This level is focused on proving resources in a more senior capacity for larger scale projects involving integration with multiple systems and departments.	
Curam Business Analyst (CBA)	The Curam Business Analyst (CBA) is responsible for the set of tasks and techniques used to work as a liaison among stakeholders in order to understand the structure, policies, and operations of an organization, and to recommend solutions that enable the organization to achieve its goals. A Business Analyst primarily reviews, analyzes, and evaluates business systems and user needs. A Curam Business Analyst brings expertise as a designer for IBM Curam Components	CBA1	• Identifying and documenting business processes, issues, value levers, metrics, and capabilities • Identifying approaches to satisfy business requirements by conducting detailed analysis and technical design of one or more program areas, in support of implementation of a comprehensive case management solution utilizing the Cúram Business Application Suite • Utilizing knowledge of the Cúram software product to: conduct and document gap analysis, identify evidence needed to support requirements, develop business and functional requirements specifications, assist with designing the business solution, and assist with user acceptance testing • Interpreting technical concepts to both technical personnel and non-IT business users and summarize and convey technical issues and problems identified	Could include: various technologies and roles, including analysis and requirements gathering as well as some project management roles related to Curam Business Application Suite
		CBA2	All roles specified in CBA1 plus the following: • Managing IBM Cúram business analysis work or projects with distinct deliverables to a solution • Conducting industry, competitive and State analyses (strategic, financial, operational), business case development • Supporting required system go-live activities, including conversion, support desk, site support, training delivery, logistics management, etc. • Performing PMO activities related to project time tracking, work plan updates, status reporting, service metric reporting, and related project administration tasks	
Curam Programmer (CUP)	The Curam Programmer (CUP) brings expertise as an programmer and designer for IBM Curam Components.	CUP1	• Development and enhancement of Cúram application based on established design specifications • Business and workflow process modeling, and business reengineering using Cúram • Implementing configuration changes to Cúram and other applications to meet both functional and technical requirements • Unit testing applications and developing system and user documentation • Long-term support of Cúram infrastructure, technologies, and functionality, including services to upgrade system configuration and functionality due to an Cúram system or release upgrade • Utilization of relevant skills, including the use of COTS Cúram Framework Components, Cúram Intelligent Evidence Gathering (IEG2), Cúram Express Rules (CER), Oracle, use of XML technology in Cúram, Cúram Evidence Framework, Subversion, and WebSphere	Could include: various technologies and roles, including Programming, Design and Development of COTS, Curam Framework Components, IEG2, CER, XML, CEF, Subversion, Webshpere, SQL Server
		CUP2	All roles specified in CUP1 plus the following: • Point of contact on site for development-related questions and issues that arise which cannot be addressed by a technical consultant • Leading functional and detailed requirement development, code development, Joint Application Development (JAD) sessions, functional and detailed design, and life cycle management Development of recommendations to effectively report data of mid to high level complexity related to varied business metrics and for designing, coding, testing, debugging, and documenting reporting solutions, while enhancing existing reports to ensure that solutions continue to meet business needs	
Curam Architect (CAR)	Curam Architect The Curam Architect (CAR) brings expertise as an architect for IBM Curam Components.	CAR1	• Responsibility for translating the business and functional requirements into specific system, application and process designs • Acting as the technical reference for Cúram-related design, development, testing, and deployment knowledge while providing technical input to estimate the functional scope • Guidance during quality reviews of project deliverables • Guidance and / or development of Cúram artifacts including: Cúram Rose Meta-model, design documents, Java Server code, UIM screen definitions, Message / Code Table / Data Manager files, Cúram Server, Workstation database and Coding documentation	Could include: various technologies and roles, including Guidance and development of Curam Artifacts including Curam Rose Meta-Model, UIM Screen Definitions, Message/Code Table, Data Manager, Curam Server, Workstation Database
		CAR2	All roles specified in CAR1 plus the following: • Defining the architecture for use in a large scale Cúram implementation and guide implementation in the correct use of the Cúram Framework • Functions a subject matter expert with prior successful implementations in governmental institutions.	
HealthCare Programmer (HRP)	The Heathcare Programmer (HRP) brings expertise as an programmer and designer for systems involving the need for subject matter expertise in healthcare related applications.	HRP1	• Work with coding schemes and design of Health related technical interfaces • Development and enhancement of software applications associated with EHR and Health Information Technology based on established design specifications • Business and workflow process modeling, and business reengineering • Implementing configuration changes to applications to meet both functional and technical requirements • Unit testing applications and developing system and user documentation • Long-term support of HIT infrastructure, technologies, and functionality, including services to upgrade system configuration and functionality due to system or release upgrade	Could include: various technologies and roles, including Development of systems designated for Health Human Services Health Systems, HL7, EHR, HIPPA, ACA, Delphi, HIT (Health Information Technology) and other related areas
		HRP2	All roles specified in HRP1 plus the following: • Point of contact on site for development-related questions and issues that arise which cannot be addressed by a technical consultant • Leading functional and detailed requirement development, code development, Joint Application Development (JAD) sessions, functional and detailed design, and life cycle management • Development of recommendations to effectively report data of mid to high level complexity related to varied business metrics and for designing, coding, testing, debugging, and documenting reporting solutions, while enhancing existing reports to ensure that solutions continue to meet business needs	
Healthcare Technical Specialist (HRTS)	The Healthcare Technical Specialist (HRTS) is responsible for the set of tasks and techniques used to work as a liaison among stakeholders in order to understand the structure, policies, and operations of an organization, and to recommend solutions that enable the organization to achieve its goals. This technically adept developer and designer for systems involving the need for subject matter expertise in heathcare related applications. Could also apply to healthcare coding scheme experts.	HRTS1	• Demonstrates expertise in conveying technical and functional concepts for a specific technical specialty. • Identifies improvements to project standards to achieve high quality services/ products. • Able to identify best practices and standards for the use of the product. • Identifying and documenting business processes, issues, value levers, metrics, and capabilities. • Development and enhancement of software applications associated with EHR and Health Information Technology based on established design specifications. • Business and workflow process modeling, and business reengineering . • Implementing configuration changes to applications to meet both functional and technical requirements. • Interpreting technical concepts to both technical personnel and non-IT business users and summarize and convey technical issues and problems identified.	Could include: various technologies and roles, including Advanced design of systems designated for Health Human Services Health Systems, HL7, HER, ACA, Delphi, HIT (Health Information Technology) and other related areas
		HRTS2	All roles specified in HRTS1 plus the following: • Delivers support and design for industry specific applications that require integration with statewide systems or applications. • Interacts with executive level business users or technical experts. • Advanced experience in the required technical subject matter. • May function as a niche technical SME.	
Healthcare Systems Architect (HSA)	The Healthcare Systems Architect (HSA) brings expertise as an architect for any applications or infrastructure designed to support healthcare related applications.	HSA1	• Responsibility for translating the business and functional requirements into specific system, application and process designs. • Acting as the technical reference for healthcare-related design, development, testing, and deployment knowledge while providing technical input to estimate the functional scope. • Guidance during quality reviews of project deliverables.	Could include: various technologies and roles, including Creation/management/design of Health Human Services Health Systems, HL7, HER, ACA, Delphi, HIT (Health Information Technology) and other related areas
		HSA2	All roles specified in HSA1 plus the following: • Defining the architecture for use in a large scale implementation and guide implementation in the correct use of the environment. • Functions a subject matter expert with prior successful implementations in governmental institutions.	

Line Item	Category	Functional Area	Job Title	US Tier 1 NTE Bill	US Tier 2 NTE Bill	US Tier 3 NTE Bill
U-NonIT-001	Employer of Record (EOR) services	EOR Management and Operations	Client Services Manager (EOR)	$ 53.59	$ 63.68	$ 75.16
U-NonIT-002	Employer of Record (EOR) services	EOR Management and Operations	Director of EOR Solutions	$ 67.27	$ 78.20	$ 90.38
U-NonIT-003	Employer of Record (EOR) services	EOR Management and Operations	Employer of Record Specialist	$ 43.29	$ 52.35	$ 62.72
U-NonIT-004	Employer of Record (EOR) services	EOR Management and Operations	EOR Compliance Manager	$ 71.94	$ 85.74	$ 101.52
U-NonIT-005	Employer of Record (EOR) services	EOR Management and Operations	EOR Operations Manager	$ 39.35	$ 47.59	$ 57.02
U-NonIT-006	Employer of Record (EOR) services	EOR Management and Operations	EOR Program Director	$ 66.90	$ 79.64	$ 94.19
U-NonIT-007	Employer of Record (EOR) services	EOR Management and Operations	EOR Project Manager	$ 57.72	$ 68.57	$ 80.89
U-NonIT-008	Employer of Record (EOR) services	EOR Management and Operations	EOR Services Manager	$ 60.82	$ 72.40	$ 85.63
U-NonIT-009	Employer of Record (EOR) services	EOR Management and Operations	Global EOR Manager	$ 73.59	$ 87.60	$ 103.62
U-NonIT-010	Employer of Record (EOR) services	EOR Management and Operations	Exception	$ -	$ -	$ -
U-NonIT-011	Employer of Record (EOR) services	Employee Support	Employee Assistance Program Coordinator (EOR)	$ 36.95	$ 43.19	$ 50.15
U-NonIT-012	Employer of Record (EOR) services	Employee Support	Employee Support Specialist (EOR)	$ 46.65	$ 54.73	$ 63.80
U-NonIT-013	Employer of Record (EOR) services	Employee Support	EOR Helpdesk Coordinator	$ 40.48	$ 47.40	$ 55.13
U-NonIT-014	Employer of Record (EOR) services	Employee Support	Workforce Support Analyst (EOR)	$ 37.19	$ 43.49	$ 50.51
U-NonIT-015	Employer of Record (EOR) services	Employee Support	Exception	$ -	$ -	$ -
U-NonIT-016	Employer of Record (EOR) services	Financial and Accounting	Accounts Receivable/Payable Specialist (EOR)	$ 25.48	$ 29.58	$ 34.05
U-NonIT-017	Employer of Record (EOR) services	Financial and Accounting	EOR Account Manager	$ 54.11	$ 63.64	$ 74.39
U-NonIT-018	Employer of Record (EOR) services	Financial and Accounting	EOR Billing Coordinator	$ 23.96	$ 28.14	$ 32.61
U-NonIT-019	Employer of Record (EOR) services	Financial and Accounting	EOR Financial Analyst	$ 56.96	$ 66.99	$ 78.31
U-NonIT-020	Employer of Record (EOR) services	Financial and Accounting	EOR Financial Officer	$ 68.36	$ 80.39	$ 93.97
U-NonIT-021	Employer of Record (EOR) services	Financial and Accounting	Exception	$ -	$ -	$ -
U-NonIT-022	Employer of Record (EOR) services	Human Resources	Employer of Record Specialist	$ 64.86	$ 78.12	$ 93.35
U-NonIT-023	Employer of Record (EOR) services	Human Resources	EOR Compliance Manager	$ 33.01	$ 38.52	$ 44.62
U-NonIT-024	Employer of Record (EOR) services	Human Resources	EOR Operations Manager	$ 48.20	$ 57.19	$ 67.40
U-NonIT-025	Employer of Record (EOR) services	Human Resources	EOR Program Director	$ 27.20	$ 30.99	$ 35.03
U-NonIT-026	Employer of Record (EOR) services	Human Resources	EOR Project Manager	$ 47.81	$ 56.73	$ 66.83
U-NonIT-027	Employer of Record (EOR) services	Human Resources	EOR Services Manager	$ 44.42	$ 52.08	$ 60.67
U-NonIT-028	Employer of Record (EOR) services	Human Resources	Global EOR Manager	$ 45.86	$ 53.80	$ 62.70
U-NonIT-029	Employer of Record (EOR) services	Human Resources	Exception	$ -	$ -	$ -
U-NonIT-030	Employer of Record (EOR) services	Legal and Compliance	Compliance Officer (EOR)	$ 71.94	$ 85.74	$ 101.52
U-NonIT-031	Employer of Record (EOR) services	Legal and Compliance	Employment Law Specialist (EOR)	$ 51.59	$ 62.65	$ 75.42
U-NonIT-032	Employer of Record (EOR) services	Legal and Compliance	EOR Policy Specialist	$ 56.74	$ 68.92	$ 82.96
U-NonIT-033	Employer of Record (EOR) services	Legal and Compliance	Labor Relations Manager (EOR)	$ 56.01	$ 67.33	$ 80.32
U-NonIT-034	Employer of Record (EOR) services	Legal and Compliance	Legal Counsel (EOR)	$ 81.77	$ 99.83	$ 120.84
U-NonIT-035	Employer of Record (EOR) services	Legal and Compliance	Regulatory Compliance Analyst (EOR)	$ 42.55	$ 49.85	$ 58.03
U-NonIT-036	Employer of Record (EOR) services	Legal and Compliance	Exception	$ -	$ -	$ -
U-NonIT-037	Employer of Record (EOR) services	Payroll and Benefits	Benefits Coordinator (EOR)	$ 39.23	$ 45.44	$ 52.29
U-NonIT-038	Employer of Record (EOR) services	Payroll and Benefits	Compensation and Benefits Manager (EOR)	$ 45.34	$ 52.62	$ 60.69
U-NonIT-039	Employer of Record (EOR) services	Payroll and Benefits	EOR Payroll Manager	$ 62.84	$ 74.80	$ 88.45
U-NonIT-040	Employer of Record (EOR) services	Payroll and Benefits	Payroll Administrator (EOR)	$ 32.11	$ 37.45	$ 43.36
U-NonIT-041	Employer of Record (EOR) services	Payroll and Benefits	Payroll and Tax Compliance Specialist (EOR)	$ 41.92	$ 49.13	$ 57.17
U-NonIT-042	Employer of Record (EOR) services	Payroll and Benefits	Payroll Specialist (EOR)	$ 32.11	$ 37.45	$ 43.36
U-NonIT-043	Employer of Record (EOR) services	Payroll and Benefits	Exception	$ -	$ -	$ -
U-NonIT-044	Employer of Record (EOR) services	Risk Management	EOR Risk Compliance Officer	$ 61.54	$ 73.24	$ 86.59
U-NonIT-045	Employer of Record (EOR) services	Risk Management	EOR Safety Coordinator	$ 40.29	$ 47.18	$ 54.87
U-NonIT-046	Employer of Record (EOR) services	Risk Management	Risk Manager (EOR)	$ 46.08	$ 54.66	$ 64.35
U-NonIT-047	Employer of Record (EOR) services	Risk Management	Workers' Compensation Specialist (EOR)	$ 58.46	$ 69.59	$ 82.25
U-NonIT-048	Employer of Record (EOR) services	Risk Management	Exception	$ -	$ -	$ -
U-NonIT-049	Instructional and non-instructional education	Custodial	Custodian	$ 21.41	$ 24.58	$ 27.86
U-NonIT-050	Instructional and non-instructional education	Custodial	Facilities Manager	$ 59.60	$ 70.14	$ 82.03
U-NonIT-051	Instructional and non-instructional education	Custodial	Groundskeeper	$ 27.47	$ 31.93	$ 36.83
U-NonIT-052	Instructional and non-instructional education	Custodial	Head Custodian	$ 42.42	$ 49.71	$ 57.87
U-NonIT-053	Instructional and non-instructional education	Custodial	Janitor	$ 16.83	$ 19.34	$ 21.86
U-NonIT-054	Instructional and non-instructional education	Custodial	Maintenance Worker	$ 33.76	$ 39.42	$ 45.68
U-NonIT-055	Instructional and non-instructional education	Custodial	Exception	$ -	$ -	$ -
U-NonIT-056	Instructional and non-instructional education	Education Administration	Academic Counselor	$ 29.75	$ 33.95	$ 38.46
U-NonIT-057	Instructional and non-instructional education	Education Administration	Assessment Coordinator	$ 38.74	$ 45.37	$ 52.77
U-NonIT-058	Instructional and non-instructional education	Education Administration	Curriculum Developer	$ 40.78	$ 47.76	$ 55.55
U-NonIT-059	Instructional and non-instructional education	Education Administration	Dean of Students	$ 68.13	$ 82.09	$ 98.17
U-NonIT-060	Instructional and non-instructional education	Education Administration	Education Policy Analyst	$ 61.32	$ 73.88	$ 88.36
U-NonIT-061	Instructional and non-instructional education	Education Administration	Education Program Director	$ 62.77	$ 75.56	$ 90.26
U-NonIT-062	Instructional and non-instructional education	Education Administration	School Administrator	$ 60.46	$ 71.94	$ 85.03
U-NonIT-063	Instructional and non-instructional education	Education Administration	School Board Member	$ 43.04	$ 50.98	$ 59.97
U-NonIT-064	Instructional and non-instructional education	Education Administration	School Principal	$ 60.52	$ 72.02	$ 85.12
U-NonIT-065	Instructional and non-instructional education	Education Administration	Superintendent	$ 26.72	$ 30.74	$ 35.09
U-NonIT-066	Instructional and non-instructional education	Education Administration	Exception	$ -	$ -	$ -
U-NonIT-067	Instructional and non-instructional education	Food & Nutrition	Cafeteria Worker	$ 14.09	$ 16.19	$ 18.25
U-NonIT-068	Instructional and non-instructional education	Food & Nutrition	Cook	$ 20.05	$ 22.77	$ 25.52
U-NonIT-069	Instructional and non-instructional education	Food & Nutrition	Dishwasher	$ 14.48	$ 15.95	$ 17.22
U-NonIT-070	Instructional and non-instructional education	Food & Nutrition	Food Service Assistant	$ 19.41	$ 22.05	$ 24.69
U-NonIT-071	Instructional and non-instructional education	Food & Nutrition	Food Service Director	$ 45.12	$ 52.92	$ 61.66
U-NonIT-072	Instructional and non-instructional education	Food & Nutrition	Food Service Manager	$ 26.66	$ 30.06	$ 33.65
U-NonIT-073	Instructional and non-instructional education	Food & Nutrition	School Nutritionist	$ 36.93	$ 43.03	$ 49.63
U-NonIT-074	Instructional and non-instructional education	Food & Nutrition	Exception	$ -	$ -	$ -
U-NonIT-075	Instructional and non-instructional education	Instructional Education (Teaching)	Art Teacher	$ 40.30	$ 46.21	$ 52.66
U-NonIT-076	Instructional and non-instructional education	Instructional Education (Teaching)	English as a Second Language (ESL) Teacher	$ 29.48	$ 34.32	$ 39.66
U-NonIT-077	Instructional and non-instructional education	Instructional Education (Teaching)	Literacy Coach	$ 33.58	$ 39.22	$ 45.45
U-NonIT-078	Instructional and non-instructional education	Instructional Education (Teaching)	Music Teacher	$ 40.30	$ 46.21	$ 52.66
U-NonIT-079	Instructional and non-instructional education	Instructional Education (Teaching)	Physical Education Teacher	$ 34.06	$ 39.78	$ 46.12
U-NonIT-080	Instructional and non-instructional education	Instructional Education (Teaching)	Special Education Teacher	$ 40.20	$ 46.08	$ 52.50
U-NonIT-081	Instructional and non-instructional education	Instructional Education (Teaching)	Subject Matter Teacher (Math, Science, English, History, etc.)	$ 37.63	$ 44.00	$ 51.11
U-NonIT-082	Instructional and non-instructional education	Instructional Education (Teaching)	Substitute Teacher	$ 19.87	$ 22.57	$ 25.28
U-NonIT-083	Instructional and non-instructional education	Instructional Education (Teaching)	Teacher (Elementary, Middle School, High School)	$ 37.47	$ 43.82	$ 50.90
U-NonIT-084	Instructional and non-instructional education	Instructional Education (Teaching)	Teaching Assistant	$ 20.38	$ 23.17	$ 25.96
U-NonIT-085	Instructional and non-instructional education	Instructional Education (Teaching)	Exception	$ -	$ -	$ -

ID	Category	Subcategory	Role			
U-NonIT-086	Instructional and non-instructional education	Interpreting	Educational Interpreter (for the hearing impaired)	$ 39.03	$ 44.74	$ 50.95
U-NonIT-087	Instructional and non-instructional education	Interpreting	Language Interpreter (various languages)	$ 28.01	$ 31.93	$ 36.13
U-NonIT-088	Instructional and non-instructional education	Interpreting	Sign Language Interpreter	$ 35.05	$ 40.96	$ 47.50
U-NonIT-089	Instructional and non-instructional education	Interpreting	Speech-to-Text Reporter	$ 34.58	$ 39.97	$ 45.89
U-NonIT-090	Instructional and non-instructional education	Interpreting	Translator	$ 41.54	$ 48.15	$ 55.45
U-NonIT-091	Instructional and non-instructional education	Interpreting	Exception	$ -	$ -	$ -
U-NonIT-092	Instructional and non-instructional education	Paraprofessionals	Educational Technician	$ 19.62	$ 22.20	$ 24.87
U-NonIT-093	Instructional and non-instructional education	Paraprofessionals	Instructional Assistant	$ 20.38	$ 23.17	$ 25.96
U-NonIT-094	Instructional and non-instructional education	Paraprofessionals	Library Assistant	$ 23.88	$ 27.13	$ 30.43
U-NonIT-095	Instructional and non-instructional education	Paraprofessionals	Reading Aide	$ 19.62	$ 22.20	$ 24.87
U-NonIT-096	Instructional and non-instructional education	Paraprofessionals	Special Education Paraprofessional	$ 28.01	$ 31.93	$ 36.13
U-NonIT-097	Instructional and non-instructional education	Paraprofessionals	Teacher's Aide	$ 20.38	$ 23.17	$ 25.96
U-NonIT-098	Instructional and non-instructional education	Paraprofessionals	Exception	$ -	$ -	$ -
U-NonIT-099	Instructional and non-instructional education	Special and Alternative Education	Adaptive Physical Education Teacher	$ 34.06	$ 39.78	$ 46.12
U-NonIT-100	Instructional and non-instructional education	Special and Alternative Education	Alternative Education Teacher	$ 40.20	$ 46.08	$ 52.50
U-NonIT-101	Instructional and non-instructional education	Special and Alternative Education	Behavior Intervention Specialist	$ 36.39	$ 42.99	$ 50.42
U-NonIT-102	Instructional and non-instructional education	Special and Alternative Education	Gifted and Talented Teacher	$ 40.20	$ 46.08	$ 52.50
U-NonIT-103	Instructional and non-instructional education	Special and Alternative Education	Learning Support Teacher	$ 35.30	$ 40.39	$ 45.92
U-NonIT-104	Instructional and non-instructional education	Special and Alternative Education	Special Education Coordinator	$ 50.45	$ 59.90	$ 70.63
U-NonIT-105	Instructional and non-instructional education	Special and Alternative Education	Exception	$ -	$ -	$ -
U-NonIT-106	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Client Program Coordinator	$ 54.73	$ 65.16	$ 77.06
U-NonIT-107	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Implementation Coordinator (MSP)	$ 39.07	$ 47.24	$ 56.61
U-NonIT-108	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Program Support Coordinator	$ 37.39	$ 45.21	$ 54.17
U-NonIT-109	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Service Delivery Coordinator	$ 60.82	$ 72.40	$ 85.63
U-NonIT-110	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Staffing Coordinator (MSP)	$ 57.61	$ 68.59	$ 81.13
U-NonIT-111	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Workforce Solutions Coordinator	$ 28.97	$ 33.05	$ 37.42
U-NonIT-112	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Exception	$ -	$ -	$ -
U-NonIT-113	Managed Services and Vendor Programs	Managed Service Program (MSP)	Account Manager (MSP)	$ 64.02	$ 76.22	$ 90.14
U-NonIT-114	Managed Services and Vendor Programs	Managed Service Program (MSP)	Client Services Manager (MSP)	$ 60.82	$ 72.40	$ 85.63
U-NonIT-115	Managed Services and Vendor Programs	Managed Service Program (MSP)	Director of Managed Services	$ 74.40	$ 88.70	$ 105.09
U-NonIT-116	Managed Services and Vendor Programs	Managed Service Program (MSP)	Managed Service Provider Manager	$ 70.69	$ 84.27	$ 99.83
U-NonIT-117	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Analyst	$ 37.39	$ 45.21	$ 54.17
U-NonIT-118	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Coordinator	$ 35.52	$ 42.95	$ 51.45
U-NonIT-119	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Operations Manager	$ 39.35	$ 47.59	$ 57.02
U-NonIT-120	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Program Manager	$ 70.42	$ 83.83	$ 99.16
U-NonIT-121	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Solutions Architect	$ 72.17	$ 86.04	$ 101.93
U-NonIT-122	Managed Services and Vendor Programs	Managed Service Program (MSP)	Vendor Management System (VMS) Coordinator	$ 33.74	$ 40.80	$ 48.89
U-NonIT-123	Managed Services and Vendor Programs	Managed Service Program (MSP)	Exception	$ -	$ -	$ -
U-NonIT-124	Managed Services and Vendor Programs	Management of Staffing Services	Account Director (Staffing Services)	$ 63.58	$ 76.55	$ 91.47
U-NonIT-125	Managed Services and Vendor Programs	Management of Staffing Services	Client Delivery Manager (Staffing Services)	$ 54.76	$ 65.81	$ 78.50
U-NonIT-126	Managed Services and Vendor Programs	Management of Staffing Services	Contingent Workforce Manager	$ 49.72	$ 59.04	$ 69.60
U-NonIT-127	Managed Services and Vendor Programs	Management of Staffing Services	Onsite Manager (Vendor Staffing)	$ 60.40	$ 72.73	$ 86.90
U-NonIT-128	Managed Services and Vendor Programs	Management of Staffing Services	Recruitment Process Outsourcing (RPO) Manager	$ 52.34	$ 62.18	$ 73.36
U-NonIT-129	Managed Services and Vendor Programs	Management of Staffing Services	Staffing Director (MSP)	$ 69.94	$ 84.21	$ 100.62
U-NonIT-130	Managed Services and Vendor Programs	Management of Staffing Services	Staffing Manager (MSP)	$ 66.76	$ 80.37	$ 96.05
U-NonIT-131	Managed Services and Vendor Programs	Management of Staffing Services	Talent Acquisition Manager (Vendor-Managed)	$ 63.42	$ 76.36	$ 91.25
U-NonIT-132	Managed Services and Vendor Programs	Management of Staffing Services	Talent Supply Chain Manager	$ 69.40	$ 82.70	$ 97.90
U-NonIT-133	Managed Services and Vendor Programs	Management of Staffing Services	Workforce Planning and Analytics Manager	$ 61.22	$ 72.85	$ 86.13
U-NonIT-134	Managed Services and Vendor Programs	Management of Staffing Services	Exception	$ -	$ -	$ -
U-NonIT-135	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Category Procurement Manager	$ 65.07	$ 77.49	$ 91.68
U-NonIT-136	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Indirect Procurement Manager	$ 61.82	$ 73.62	$ 87.09
U-NonIT-137	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Analyst (Vendor-Managed)	$ 42.81	$ 50.72	$ 59.66
U-NonIT-138	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Consultant (Vendor-Managed)	$ 50.41	$ 59.84	$ 70.57
U-NonIT-139	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Operations Manager	$ 74.40	$ 88.70	$ 105.09
U-NonIT-140	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Project Manager	$ 70.69	$ 84.27	$ 99.83
U-NonIT-141	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Specialist (MSP)	$ 36.84	$ 43.54	$ 51.08
U-NonIT-142	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Sourcing Specialist (MSP)	$ 40.40	$ 46.54	$ 53.18
U-NonIT-143	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Strategic Procurement Lead	$ 48.48	$ 55.84	$ 63.81
U-NonIT-144	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Exception	$ -	$ -	$ -
U-NonIT-145	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	IT Project Manager (Vendor-Managed Solutions)	$ 57.72	$ 68.57	$ 80.89
U-NonIT-146	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	IT Solutions Manager (MSP)	$ 63.49	$ 75.42	$ 88.97
U-NonIT-147	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	MSP Data Analyst	$ 43.28	$ 51.42	$ 60.67
U-NonIT-148	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	MSP Technology Consultant	$ 47.61	$ 56.57	$ 66.74
U-NonIT-149	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	VMS Administrator	$ 41.12	$ 48.86	$ 57.63
U-NonIT-150	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	VMS Technology Analyst	$ 49.35	$ 58.63	$ 69.16
U-NonIT-151	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	Exception	$ -	$ -	$ -
U-NonIT-152	Managed Services and Vendor Programs	Vendor-Managed Solutions	Category Manager	$ 52.47	$ 62.34	$ 73.53
U-NonIT-153	Managed Services and Vendor Programs	Vendor-Managed Solutions	Contract Manager (Vendor-Managed)	$ 70.64	$ 85.15	$ 101.87
U-NonIT-154	Managed Services and Vendor Programs	Vendor-Managed Solutions	Procurement Manager (Vendor-Managed Solutions)	$ 74.40	$ 88.70	$ 105.09
U-NonIT-155	Managed Services and Vendor Programs	Vendor-Managed Solutions	Strategic Sourcing Manager	$ 64.02	$ 76.22	$ 90.14
U-NonIT-156	Managed Services and Vendor Programs	Vendor-Managed Solutions	Supplier Relationship Manager	$ 59.33	$ 69.82	$ 81.64
U-NonIT-157	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Compliance Officer	$ 56.37	$ 66.33	$ 77.56
U-NonIT-158	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Manager	$ 39.53	$ 46.77	$ 54.94
U-NonIT-159	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Performance Manager	$ 30.99	$ 36.49	$ 42.63
U-NonIT-160	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Relations Specialist	$ 37.55	$ 44.43	$ 52.20
U-NonIT-161	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Risk Manager	$ 37.95	$ 44.91	$ 52.74
U-NonIT-162	Managed Services and Vendor Programs	Vendor-Managed Solutions	Exception	$ -	$ -	$ -
U-NonIT-163	Professional Services	Accounting and Finance	Accountant	$ 46.37	$ 54.41	$ 63.42
U-NonIT-164	Professional Services	Accounting and Finance	Accounts Payable/Receivable Clerk	$ 25.48	$ 29.58	$ 34.05
U-NonIT-165	Professional Services	Accounting and Finance	Auditor	$ 30.38	$ 35.76	$ 41.77
U-NonIT-166	Professional Services	Accounting and Finance	Budget Analyst	$ 47.76	$ 56.65	$ 66.75
U-NonIT-167	Professional Services	Accounting and Finance	Chief Executive Officer (CEO)	$ 90.57	$ 135.85	$ 181.13
U-NonIT-168	Professional Services	Accounting and Finance	Chief Financial Officer (CFO)	$ 90.57	$ 135.85	$ 181.13
U-NonIT-169	Professional Services	Accounting and Finance	Chief Information Officer (CIO)	$ 90.57	$ 135.85	$ 181.13
U-NonIT-170	Professional Services	Accounting and Finance	Chief Marketing Officer (CMO)	$ 90.57	$ 135.85	$ 181.13
U-NonIT-171	Professional Services	Accounting and Finance	Chief Operating Officer (COO)	$ 90.57	$ 135.85	$ 181.13
U-NonIT-172	Professional Services	Accounting and Finance	Chief Technology Officer (CTO)	$ 90.57	$ 135.85	$ 181.13
U-NonIT-173	Professional Services	Accounting and Finance	Controller	$ 51.16	$ 95.40	$ 150.47

U-NonIT-174	Professional Services	Accounting and Finance	Credit Analyst	$ 37.63	$ 43.54	$ 50.07
U-NonIT-175	Professional Services	Accounting and Finance	Director of Operations	$ 56.27	$ 104.93	$ 165.53
U-NonIT-176	Professional Services	Accounting and Finance	Executive Assistant	$ 37.92	$ 45.33	$ 53.74
U-NonIT-177	Professional Services	Accounting and Finance	Executive Search:	$ 49.26	$ 58.32	$ 68.56
U-NonIT-178	Professional Services	Accounting and Finance	Financial Analyst	$ 56.96	$ 66.99	$ 78.31
U-NonIT-179	Professional Services	Accounting and Finance	Human Resources Director	$ 72.46	$ 86.36	$ 102.27
U-NonIT-180	Professional Services	Accounting and Finance	Payroll Specialist	$ 32.11	$ 37.45	$ 43.36
U-NonIT-181	Professional Services	Accounting and Finance	Senior Project Manager	$ 62.66	$ 73.68	$ 86.15
U-NonIT-182	Professional Services	Accounting and Finance	Tax Specialist	$ 41.34	$ 48.42	$ 56.33
U-NonIT-183	Professional Services	Accounting and Finance	Vice President (VP) of various departments	$ 79.69	$ 94.99	$ 112.50
U-NonIT-184	Professional Services	Accounting and Finance	Exception	$ -	$ -	$ -
U-NonIT-185	Professional Services	Administrative	Administrative Coordinator	$ 30.88	$ 34.58	$ 38.42
U-NonIT-186	Professional Services	Administrative	Administrative Services Manager	$ 59.20	$ 70.43	$ 83.22
U-NonIT-187	Professional Services	Administrative	Administrative Support Specialist	$ 25.15	$ 29.18	$ 33.58
U-NonIT-188	Professional Services	Administrative	Executive Assistant	$ 37.92	$ 45.33	$ 53.74
U-NonIT-189	Professional Services	Administrative	Facilities Coordinator	$ 27.21	$ 31.63	$ 36.47
U-NonIT-190	Professional Services	Administrative	Office Administrator	$ 28.81	$ 33.88	$ 39.51
U-NonIT-191	Professional Services	Administrative	Office Assistant	$ 25.28	$ 29.62	$ 34.43
U-NonIT-192	Professional Services	Administrative	Operations Assistant	$ 27.86	$ 32.10	$ 36.66
U-NonIT-193	Professional Services	Administrative	Personal Assistant	$ 24.99	$ 29.59	$ 34.69
U-NonIT-194	Professional Services	Administrative	Secretary	$ 27.98	$ 31.91	$ 36.10
U-NonIT-195	Professional Services	Administrative	Exception	$ -	$ -	$ -
U-NonIT-196	Professional Services	Clerical	Administrative Assistant	$ 29.65	$ 34.53	$ 35.32
U-NonIT-197	Professional Services	Clerical	Data Entry Clerk	$ 24.53	$ 28.18	$ 31.98
U-NonIT-198	Professional Services	Clerical	File Clerk	$ 24.26	$ 27.86	$ 31.61
U-NonIT-199	Professional Services	Clerical	General Office Worker	$ 22.36	$ 26.12	$ 30.23
U-NonIT-200	Professional Services	Clerical	Information Clerk	$ 19.37	$ 22.25	$ 25.18
U-NonIT-201	Professional Services	Clerical	Mailroom Clerk	$ 23.33	$ 26.50	$ 29.73
U-NonIT-202	Professional Services	Clerical	Office Clerk	$ 28.07	$ 32.99	$ 38.45
U-NonIT-203	Professional Services	Clerical	Office Manager	$ 33.51	$ 39.53	$ 46.27
U-NonIT-204	Professional Services	Clerical	Receptionist	$ 22.19	$ 25.76	$ 29.52
U-NonIT-205	Professional Services	Clerical	Records Management Clerk	$ 33.68	$ 39.32	$ 45.58
U-NonIT-206	Professional Services	Clerical	Exception	$ -	$ -	$ -
U-NonIT-207	Professional Services	Legal and Compliance	Compliance Analyst	$ 40.29	$ 47.18	$ 54.87
U-NonIT-208	Professional Services	Legal and Compliance	Compliance Officer	$ 71.94	$ 85.74	$ 101.52
U-NonIT-209	Professional Services	Legal and Compliance	Contract Manager	$ 70.64	$ 85.15	$ 101.87
U-NonIT-210	Professional Services	Legal and Compliance	Corporate Counsel	$ 84.61	$ 103.33	$ 125.11
U-NonIT-211	Professional Services	Legal and Compliance	Intellectual Property Manager	$ 48.69	$ 58.43	$ 69.55
U-NonIT-212	Professional Services	Legal and Compliance	Lawyer/Attorney	$ 84.61	$ 103.33	$ 125.11
U-NonIT-213	Professional Services	Legal and Compliance	Legal Assistant	$ 36.49	$ 43.13	$ 50.57
U-NonIT-214	Professional Services	Legal and Compliance	Legal Secretary	$ 34.18	$ 40.34	$ 47.22
U-NonIT-215	Professional Services	Legal and Compliance	Litigation Support Specialist	$ 39.76	$ 47.05	$ 55.26
U-NonIT-216	Professional Services	Legal and Compliance	Paralegal	$ 36.49	$ 43.13	$ 50.57
U-NonIT-217	Professional Services	Legal and Compliance	Exception	$ -	$ -	$ -
U-NonIT-218	Professional Services	Procurement	Procurement Specialist	$ 47.70	$ 56.59	$ 66.67
U-NonIT-219	Professional Services	Procurement	Purchasing Manager	$ 53.05	$ 62.99	$ 74.28
U-NonIT-220	Professional Services	Procurement	Supply Chain Analyst	$ 33.36	$ 38.54	$ 44.20
U-NonIT-221	Professional Services	Procurement	Procurement Clerk	$ 28.03	$ 31.97	$ 36.16
U-NonIT-222	Professional Services	Procurement	Sourcing Manager	$ 42.81	$ 50.72	$ 59.66
U-NonIT-223	Professional Services	Procurement	Contract Administrator	$ 39.03	$ 45.68	$ 53.10
U-NonIT-224	Professional Services	Procurement	Vendor Management Specialist	$ 74.40	$ 88.70	$ 105.09
U-NonIT-225	Professional Services	Procurement	Inventory Manager	$ 64.02	$ 76.22	$ 90.14
U-NonIT-226	Professional Services	Procurement	Logistics Coordinator	$ 42.66	$ 50.53	$ 59.44
U-NonIT-227	Professional Services	Procurement	Purchasing Agent	$ 39.53	$ 46.77	$ 54.94
U-NonIT-228	Professional Services	Procurement	Exception	$ -	$ -	$ -
U-NonIT-229	Public Sector and Education Health	Dental	Dental Assistant	$ 26.12	$ 29.46	$ 32.93
U-NonIT-230	Public Sector and Education Health	Dental	Dental Hygienist	$ 45.12	$ 52.34	$ 60.36
U-NonIT-231	Public Sector and Education Health	Dental	Dental Laboratory Technician	$ 32.03	$ 37.33	$ 43.04
U-NonIT-232	Public Sector and Education Health	Dental	Dental Office Manager	$ 32.83	$ 38.72	$ 45.29
U-NonIT-233	Public Sector and Education Health	Dental	Dentist	$ 116.15	$ 152.53	$ 195.95
U-NonIT-234	Public Sector and Education Health	Dental	Endodontist	$ 114.38	$ 133.94	$ 156.79
U-NonIT-235	Public Sector and Education Health	Dental	Oral Surgeon	$ 173.57	$ 219.30	$ 273.36
U-NonIT-236	Public Sector and Education Health	Dental	Orthodontist	$ 156.11	$ 202.31	$ 257.37
U-NonIT-237	Public Sector and Education Health	Dental	Periodontist	$ 141.15	$ 174.03	$ 212.42
U-NonIT-238	Public Sector and Education Health	Dental	Prosthodontist	$ 117.58	$ 137.89	$ 161.63
U-NonIT-239	Public Sector and Education Health	Dental	Exception	$ -	$ -	$ -
U-NonIT-240	Public Sector and Education Health	Nursing	Charge Nurse	$ 49.25	$ 56.59	$ 64.66
U-NonIT-241	Public Sector and Education Health	Nursing	Clinical Nurse Specialist (CNS)	$ 54.86	$ 63.10	$ 72.20
U-NonIT-242	Public Sector and Education Health	Nursing	Director of Nursing	$ 60.34	$ 75.72	$ 93.87
U-NonIT-243	Public Sector and Education Health	Nursing	Licensed Practical Nurse (LPN)	$ 32.73	$ 37.71	$ 42.99
U-NonIT-244	Public Sector and Education Health	Nursing	Nurse Anesthetist (CRNA)	$ 108.27	$ 125.84	$ 145.48
U-NonIT-245	Public Sector and Education Health	Nursing	Nurse Midwife (CNM)	$ 61.10	$ 67.45	$ 74.00
U-NonIT-246	Public Sector and Education Health	Nursing	Nurse Practitioner (NP)	$ 50.95	$ 58.57	$ 66.95
U-NonIT-247	Public Sector and Education Health	Nursing	Nursing Assistant	$ 22.11	$ 25.24	$ 28.41
U-NonIT-248	Public Sector and Education Health	Nursing	Patient Care Technician	$ 21.98	$ 26.26	$ 30.90
U-NonIT-249	Public Sector and Education Health	Nursing	Registered Nurse (RN)	$ 44.73	$ 51.34	$ 58.59
U-NonIT-250	Public Sector and Education Health	Nursing	Exception	$ -	$ -	$ -
U-NonIT-251	Public Sector and Education Health	Occupational Therapy	Certified Occupational Therapy Assistant (COTA)	$ 38.93	$ 45.34	$ 52.30
U-NonIT-252	Public Sector and Education Health	Occupational Therapy	Ergonomics Consultant	$ 43.42	$ 51.45	$ 60.52
U-NonIT-253	Public Sector and Education Health	Occupational Therapy	Hand Therapist	$ 47.88	$ 56.20	$ 65.54
U-NonIT-254	Public Sector and Education Health	Occupational Therapy	Occupational Health Manager	$ 56.93	$ 68.62	$ 81.88
U-NonIT-255	Public Sector and Education Health	Occupational Therapy	Occupational Therapist (OT)	$ 55.33	$ 64.40	$ 74.35
U-NonIT-256	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Aide	$ 24.68	$ 28.15	$ 31.69
U-NonIT-257	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Consultant	$ 51.78	$ 61.68	$ 72.79
U-NonIT-258	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Supervisor	$ 57.28	$ 68.23	$ 80.53
U-NonIT-259	Public Sector and Education Health	Occupational Therapy	Pediatric Occupational Therapist	$ 68.39	$ 81.43	$ 96.16
U-NonIT-260	Public Sector and Education Health	Occupational Therapy	Rehabilitation Director	$ 85.71	$ 102.00	$ 120.48
U-NonIT-261	Public Sector and Education Health	Occupational Therapy	Exception	$ -	$ -	$ -

ID	Category	Subcategory	Role	Low	Mid	High
U-NonIT-262	Public Sector and Education Health	Pharmaceuticals	Clinical Pharmacist	$ 66.54	$ 76.67	$ 87.91
U-NonIT-263	Public Sector and Education Health	Pharmaceuticals	Compounding Pharmacist	$ 49.89	$ 57.34	$ 65.54
U-NonIT-264	Public Sector and Education Health	Pharmaceuticals	Pharmaceutical Sales Representative	$ 60.33	$ 72.67	$ 86.75
U-NonIT-265	Public Sector and Education Health	Pharmaceuticals	Pharmacist	$ 69.51	$ 80.12	$ 91.90
U-NonIT-266	Public Sector and Education Health	Pharmaceuticals	Pharmacologist	$ 83.20	$ 101.40	$ 122.39
U-NonIT-267	Public Sector and Education Health	Pharmaceuticals	Pharmacy Assistant	$ 23.55	$ 27.34	$ 31.35
U-NonIT-268	Public Sector and Education Health	Pharmaceuticals	Pharmacy Manager	$ 72.04	$ 86.85	$ 103.91
U-NonIT-269	Public Sector and Education Health	Pharmaceuticals	Pharmacy Technician	$ 23.55	$ 27.34	$ 31.35
U-NonIT-270	Public Sector and Education Health	Pharmaceuticals	Quality Assurance Analyst	$ 53.57	$ 62.97	$ 73.53
U-NonIT-271	Public Sector and Education Health	Pharmaceuticals	Regulatory Affairs Specialist	$ 42.55	$ 49.85	$ 58.03
U-NonIT-272	Public Sector and Education Health	Pharmaceuticals	Exception	$ -	$ -	$ -
U-NonIT-273	Public Sector and Education Health	Social Work	Child Welfare Social Worker	$ 51.11	$ 58.07	$ 65.63
U-NonIT-274	Public Sector and Education Health	Social Work	Clinical Social Worker (LCSW)	$ 46.46	$ 52.79	$ 59.66
U-NonIT-275	Public Sector and Education Health	Social Work	Director of Social Services	$ 59.15	$ 69.59	$ 81.39
U-NonIT-276	Public Sector and Education Health	Social Work	Medical Social Worker	$ 38.20	$ 43.31	$ 48.79
U-NonIT-277	Public Sector and Education Health	Social Work	Mental Health Social Worker	$ 31.40	$ 35.88	$ 40.68
U-NonIT-278	Public Sector and Education Health	Social Work	School Social Worker	$ 35.93	$ 40.71	$ 45.82
U-NonIT-279	Public Sector and Education Health	Social Work	Social Service Assistant	$ 23.97	$ 27.22	$ 30.56
U-NonIT-280	Public Sector and Education Health	Social Work	Social Work Case Manager	$ 33.42	$ 37.83	$ 42.53
U-NonIT-281	Public Sector and Education Health	Social Work	Social Worker	$ 33.42	$ 37.83	$ 42.53
U-NonIT-282	Public Sector and Education Health	Social Work	Substance Abuse Social Worker	$ 33.13	$ 39.08	$ 45.73
U-NonIT-283	Public Sector and Education Health	Social Work	Exception	$ -	$ -	$ -
U-NonIT-284	Public Sector and Education Health	Speech Language Pathology	Augmentative Communication Specialist	$ 64.37	$ 74.91	$ 86.50
U-NonIT-285	Public Sector and Education Health	Speech Language Pathology	Bilingual Speech-Language Pathologist	$ 55.85	$ 65.01	$ 75.06
U-NonIT-286	Public Sector and Education Health	Speech Language Pathology	Clinical Fellowship Year (CFY) Speech-Language Pathologist	$ 50.70	$ 59.03	$ 68.13
U-NonIT-287	Public Sector and Education Health	Speech Language Pathology	Rehabilitation Speech-Language Pathologist	$ 57.91	$ 68.97	$ 81.41
U-NonIT-288	Public Sector and Education Health	Speech Language Pathology	Speech Therapist	$ 53.19	$ 61.91	$ 71.48
U-NonIT-289	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathologist (SLP)	$ 53.19	$ 61.91	$ 71.48
U-NonIT-290	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathologist Educator	$ 46.09	$ 53.66	$ 61.93
U-NonIT-291	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathology Assistant (SLPA)	$ 36.75	$ 42.81	$ 49.38
U-NonIT-292	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathology Director	$ 58.51	$ 68.10	$ 78.64
U-NonIT-293	Public Sector and Education Health	Speech Language Pathology	Voice Pathologist	$ 53.19	$ 61.91	$ 71.48
U-NonIT-294	Public Sector and Education Health	Speech Language Pathology	Exception	$ -	$ -	$ -
U-NonIT-295	Public Sector and Education Health	Support Roles	Clinical Coordinator	$ 32.42	$ 36.33	$ 40.39
U-NonIT-296	Public Sector and Education Health	Support Roles	Health Information Technician	$ 29.97	$ 34.94	$ 40.28
U-NonIT-297	Public Sector and Education Health	Support Roles	Healthcare Administrator	$ 23.65	$ 27.60	$ 31.79
U-NonIT-298	Public Sector and Education Health	Support Roles	Healthcare Consultant	$ 32.96	$ 38.44	$ 44.30
U-NonIT-299	Public Sector and Education Health	Support Roles	Medical Assistant	$ 22.30	$ 25.89	$ 29.68
U-NonIT-300	Public Sector and Education Health	Support Roles	Medical Billing Specialist	$ 23.96	$ 28.14	$ 32.61
U-NonIT-301	Public Sector and Education Health	Support Roles	Medical Coder	$ 23.07	$ 26.78	$ 30.71
U-NonIT-302	Public Sector and Education Health	Support Roles	Medical Receptionist	$ 25.13	$ 28.98	$ 33.02
U-NonIT-303	Public Sector and Education Health	Support Roles	Medical Records Clerk	$ 29.72	$ 34.65	$ 39.93
U-NonIT-304	Public Sector and Education Health	Support Roles	Patient Service Representative	$ 24.18	$ 27.27	$ 30.36
U-NonIT-305	Public Sector and Education Health	Support Roles	Exception	$ -	$ -	$ -
U-NonIT-306	Recruitment Process Outsourcing	Hiring	Candidate Experience Manager	$ 35.53	$ 41.10	$ 47.21
U-NonIT-307	Recruitment Process Outsourcing	Hiring	Hiring Manager	$ 52.34	$ 62.18	$ 73.36
U-NonIT-308	Recruitment Process Outsourcing	Hiring	Human Resources (HR) Recruiter	$ 35.58	$ 41.59	$ 48.25
U-NonIT-309	Recruitment Process Outsourcing	Hiring	Onboarding Specialist	$ 27.00	$ 31.70	$ 36.91
U-NonIT-310	Recruitment Process Outsourcing	Hiring	Recruiter	$ 41.05	$ 48.60	$ 57.13
U-NonIT-311	Recruitment Process Outsourcing	Hiring	Recruitment Account Manager	$ 64.11	$ 77.19	$ 92.24
U-NonIT-312	Recruitment Process Outsourcing	Hiring	Recruitment Consultant	$ 34.74	$ 40.15	$ 46.09
U-NonIT-313	Recruitment Process Outsourcing	Hiring	Recruitment Project Manager	$ 69.40	$ 82.70	$ 97.90
U-NonIT-314	Recruitment Process Outsourcing	Hiring	Staffing Agency Recruiter	$ 35.40	$ 41.80	$ 48.98
U-NonIT-315	Recruitment Process Outsourcing	Hiring	Talent Acquisition Specialist	$ 39.21	$ 46.38	$ 54.47
U-NonIT-316	Recruitment Process Outsourcing	Hiring	Exception	$ -	$ -	$ -
U-NonIT-317	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Account Director	$ 63.46	$ 75.44	$ 89.06
U-NonIT-318	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Business Development Manager	$ 57.69	$ 68.58	$ 80.96
U-NonIT-319	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Client Relationship Manager	$ 52.20	$ 62.04	$ 73.25
U-NonIT-320	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Client Success Manager	$ 54.93	$ 65.29	$ 77.09
U-NonIT-321	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Delivery Manager	$ 55.49	$ 65.95	$ 77.86
U-NonIT-322	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Implementation Manager	$ 54.40	$ 64.66	$ 76.33
U-NonIT-323	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Operations Director	$ 67.22	$ 80.02	$ 94.64
U-NonIT-324	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Practice Leader	$ 54.94	$ 65.31	$ 77.11
U-NonIT-325	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Program Manager	$ 64.02	$ 76.22	$ 90.14
U-NonIT-326	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Solutions Architect	$ 66.58	$ 79.26	$ 93.74
U-NonIT-327	Recruitment Process Outsourcing	RPO Leadership and Support	Exception	$ -	$ -	$ -
U-NonIT-328	Recruitment Process Outsourcing	Screening	Application Reviewer	$ 21.73	$ 24.88	$ 28.22
U-NonIT-329	Recruitment Process Outsourcing	Screening	Background Check Coordinator	$ 28.05	$ 32.32	$ 36.93
U-NonIT-330	Recruitment Process Outsourcing	Screening	Initial Assessment Specialist	$ 28.54	$ 33.56	$ 39.15
U-NonIT-331	Recruitment Process Outsourcing	Screening	Pre-Employment Screening Officer	$ 34.25	$ 40.28	$ 46.97
U-NonIT-332	Recruitment Process Outsourcing	Screening	Screening and Selection Specialist	$ 31.40	$ 36.91	$ 43.05
U-NonIT-333	Recruitment Process Outsourcing	Screening	Screening Process Manager	$ 37.68	$ 44.30	$ 51.67
U-NonIT-334	Recruitment Process Outsourcing	Screening	Telephone Interviewer	$ 21.51	$ 24.63	$ 27.94
U-NonIT-335	Recruitment Process Outsourcing	Screening	Technical Sourcing Recruiter	$ 36.47	$ 42.02	$ 48.01
U-NonIT-336	Recruitment Process Outsourcing	Screening	Exception	$ -	$ -	$ -
U-NonIT-337	Recruitment Process Outsourcing	Sourcing	Candidate Sourcing Analyst	$ 28.05	$ 32.32	$ 36.93
U-NonIT-338	Recruitment Process Outsourcing	Sourcing	Diversity Sourcing Specialist	$ 57.57	$ 68.40	$ 80.70
U-NonIT-339	Recruitment Process Outsourcing	Sourcing	Executive Search Sourcer	$ 49.26	$ 58.32	$ 68.56
U-NonIT-340	Recruitment Process Outsourcing	Sourcing	Passive Candidate Sourcer	$ 38.20	$ 44.16	$ 50.70
U-NonIT-341	Recruitment Process Outsourcing	Sourcing	Recruitment Sourcing Consultant	$ 34.74	$ 40.15	$ 46.09
U-NonIT-342	Recruitment Process Outsourcing	Sourcing	Sourcing Lead	$ 52.34	$ 62.18	$ 73.36
U-NonIT-343	Recruitment Process Outsourcing	Sourcing	Sourcing Recruiter	$ 41.05	$ 48.60	$ 57.13
U-NonIT-344	Recruitment Process Outsourcing	Sourcing	Strategic Sourcing Manager	$ 64.02	$ 76.22	$ 90.14
U-NonIT-345	Recruitment Process Outsourcing	Sourcing	Talent Sourcing Specialist	$ 33.67	$ 38.78	$ 44.32
U-NonIT-346	Recruitment Process Outsourcing	Sourcing	Technical Sourcing Recruiter	$ 36.47	$ 42.02	$ 48.01
U-NonIT-347	Recruitment Process Outsourcing	Sourcing	Exception	$ -	$ -	$ -
U-NonIT-348	Skilled Trades and General Labor	Custodians	Building Custodian	$ 27.21	$ 31.63	$ 36.47

U-NonIT-349	Skilled Trades and General Labor	Custodians	Cleaning Technician	$ 23.55	$ 27.05	$ 30.65
U-NonIT-350	Skilled Trades and General Labor	Custodians	Custodian	$ 21.41	$ 24.58	$ 27.86
U-NonIT-351	Skilled Trades and General Labor	Custodians	Environmental Services Aide	$ 20.70	$ 23.77	$ 26.94
U-NonIT-352	Skilled Trades and General Labor	Custodians	Facilities Cleaner	$ 22.32	$ 25.82	$ 29.60
U-NonIT-353	Skilled Trades and General Labor	Custodians	Floor Technician	$ 31.61	$ 36.13	$ 40.98
U-NonIT-354	Skilled Trades and General Labor	Custodians	Housekeeping Aide	$ 16.48	$ 18.53	$ 20.48
U-NonIT-355	Skilled Trades and General Labor	Custodians	Janitor	$ 16.83	$ 19.34	$ 21.86
U-NonIT-356	Skilled Trades and General Labor	Custodians	Maintenance Custodian	$ 25.68	$ 29.51	$ 33.44
U-NonIT-357	Skilled Trades and General Labor	Custodians	Sanitation Worker	$ 20.94	$ 24.05	$ 27.24
U-NonIT-358	Skilled Trades and General Labor	Custodians	Exception	$ -	$ -	$ -
U-NonIT-359	Skilled Trades and General Labor	Groundskeepers	Arborist	$ 24.26	$ 27.86	$ 31.61
U-NonIT-360	Skilled Trades and General Labor	Groundskeepers	Gardener	$ 21.30	$ 24.45	$ 27.72
U-NonIT-361	Skilled Trades and General Labor	Groundskeepers	Grounds Maintenance Manager	$ 33.76	$ 39.42	$ 45.68
U-NonIT-362	Skilled Trades and General Labor	Groundskeepers	Groundskeeper	$ 22.55	$ 26.20	$ 30.02
U-NonIT-363	Skilled Trades and General Labor	Groundskeepers	Horticulturalist	$ 40.05	$ 47.40	$ 55.69
U-NonIT-364	Skilled Trades and General Labor	Groundskeepers	Irrigation Technician	$ 24.91	$ 28.61	$ 32.45
U-NonIT-365	Skilled Trades and General Labor	Groundskeepers	Landscape Laborer	$ 22.04	$ 25.31	$ 28.68
U-NonIT-366	Skilled Trades and General Labor	Groundskeepers	Landscaping Foreman	$ 33.76	$ 39.42	$ 45.68
U-NonIT-367	Skilled Trades and General Labor	Groundskeepers	Pest Control Technician	$ 25.77	$ 29.93	$ 34.34
U-NonIT-368	Skilled Trades and General Labor	Groundskeepers	Turf Management Specialist	$ 37.14	$ 43.37	$ 50.25
U-NonIT-369	Skilled Trades and General Labor	Groundskeepers	Exception	$ -	$ -	$ -
U-NonIT-370	Skilled Trades and General Labor	HVAC Technicians	Air Conditioning Technician	$ 32.42	$ 37.81	$ 43.80
U-NonIT-371	Skilled Trades and General Labor	HVAC Technicians	Building Automation Technician	$ 36.47	$ 42.56	$ 49.32
U-NonIT-372	Skilled Trades and General Labor	HVAC Technicians	Duct Installer	$ 32.62	$ 37.67	$ 43.21
U-NonIT-373	Skilled Trades and General Labor	HVAC Technicians	HVAC Design Engineer	$ 49.02	$ 58.19	$ 68.58
U-NonIT-374	Skilled Trades and General Labor	HVAC Technicians	HVAC Installer	$ 32.94	$ 38.05	$ 43.64
U-NonIT-375	Skilled Trades and General Labor	HVAC Technicians	HVAC Mechanic	$ 32.94	$ 38.05	$ 43.64
U-NonIT-376	Skilled Trades and General Labor	HVAC Technicians	HVAC Project Manager	$ 49.33	$ 57.91	$ 67.57
U-NonIT-377	Skilled Trades and General Labor	HVAC Technicians	HVAC Service Technician	$ 32.94	$ 38.05	$ 43.64
U-NonIT-378	Skilled Trades and General Labor	HVAC Technicians	HVAC Technician	$ 26.90	$ 30.94	$ 35.32
U-NonIT-379	Skilled Trades and General Labor	HVAC Technicians	Refrigeration Technician	$ 33.16	$ 38.69	$ 44.83
U-NonIT-380	Skilled Trades and General Labor	HVAC Technicians	Exception	$ -	$ -	$ -
U-NonIT-381	Skilled Trades and General Labor	Machinists	CNC Machinist	$ 29.05	$ 33.82	$ 39.07
U-NonIT-382	Skilled Trades and General Labor	Machinists	CNC Programmer	$ 39.70	$ 46.96	$ 55.16
U-NonIT-383	Skilled Trades and General Labor	Machinists	Fabricator	$ 29.16	$ 33.61	$ 38.44
U-NonIT-384	Skilled Trades and General Labor	Machinists	Lathe Operator	$ 28.93	$ 33.68	$ 38.90
U-NonIT-385	Skilled Trades and General Labor	Machinists	Machine Operator	$ 25.56	$ 29.68	$ 34.17
U-NonIT-386	Skilled Trades and General Labor	Machinists	Machine Technician	$ 25.82	$ 29.98	$ 34.52
U-NonIT-387	Skilled Trades and General Labor	Machinists	Machinist	$ 30.65	$ 35.71	$ 41.30
U-NonIT-388	Skilled Trades and General Labor	Machinists	Manual Machinist	$ 32.25	$ 37.64	$ 43.58
U-NonIT-389	Skilled Trades and General Labor	Machinists	Millwright	$ 37.37	$ 43.70	$ 50.77
U-NonIT-390	Skilled Trades and General Labor	Machinists	Tool and Die Maker	$ 37.04	$ 43.31	$ 50.30
U-NonIT-391	Skilled Trades and General Labor	Machinists	Exception	$ -	$ -	$ -
U-NonIT-392	Skilled Trades and General Labor	Mechanics	Aircraft Mechanic	$ 36.02	$ 42.55	$ 49.88
U-NonIT-393	Skilled Trades and General Labor	Mechanics	Automotive Mechanic	$ 29.61	$ 34.49	$ 39.86
U-NonIT-394	Skilled Trades and General Labor	Mechanics	Body Shop Technician	$ 27.59	$ 32.10	$ 37.02
U-NonIT-395	Skilled Trades and General Labor	Mechanics	Diesel Mechanic	$ 31.01	$ 36.15	$ 41.82
U-NonIT-396	Skilled Trades and General Labor	Mechanics	Fleet Mechanic	$ 34.11	$ 39.76	$ 46.01
U-NonIT-397	Skilled Trades and General Labor	Mechanics	Heavy Equipment Mechanic	$ 33.49	$ 39.09	$ 45.30
U-NonIT-398	Skilled Trades and General Labor	Mechanics	Industrial Mechanic	$ 36.83	$ 43.00	$ 49.83
U-NonIT-399	Skilled Trades and General Labor	Mechanics	Maintenance Mechanic	$ 29.61	$ 34.49	$ 39.86
U-NonIT-400	Skilled Trades and General Labor	Mechanics	Marine Mechanic	$ 51.75	$ 61.47	$ 72.51
U-NonIT-401	Skilled Trades and General Labor	Mechanics	Motorcycle Mechanic	$ 25.07	$ 29.77	$ 34.90
U-NonIT-402	Skilled Trades and General Labor	Mechanics	Exception	$ -	$ -	$ -
U-NonIT-403	Skilled Trades and General Labor	Painters	Coating Inspector	$ 30.43	$ 35.46	$ 41.00
U-NonIT-404	Skilled Trades and General Labor	Painters	Commercial Painter	$ 29.78	$ 33.99	$ 38.52
U-NonIT-405	Skilled Trades and General Labor	Painters	Decorative Painter	$ 32.76	$ 37.39	$ 42.36
U-NonIT-406	Skilled Trades and General Labor	Painters	House Painter	$ 28.64	$ 32.92	$ 37.55
U-NonIT-407	Skilled Trades and General Labor	Painters	Industrial Painter	$ 26.03	$ 29.93	$ 34.14
U-NonIT-408	Skilled Trades and General Labor	Painters	Paint Prep Technician	$ 25.77	$ 29.63	$ 33.80
U-NonIT-409	Skilled Trades and General Labor	Painters	Painter	$ 36.03	$ 41.12	$ 46.60
U-NonIT-410	Skilled Trades and General Labor	Painters	Painting Contractor	$ 31.27	$ 35.69	$ 40.44
U-NonIT-411	Skilled Trades and General Labor	Painters	Sandblaster	$ 25.77	$ 29.63	$ 33.80
U-NonIT-412	Skilled Trades and General Labor	Painters	Spray Painter	$ 26.03	$ 29.93	$ 34.14
U-NonIT-413	Skilled Trades and General Labor	Painters	Exception	$ -	$ -	$ -
U-NonIT-414	Skilled Trades and General Labor	Technicians	Automation Technician	$ 33.17	$ 37.92	$ 43.06
U-NonIT-415	Skilled Trades and General Labor	Technicians	Avionics Technician	$ 36.93	$ 43.18	$ 50.13
U-NonIT-416	Skilled Trades and General Labor	Technicians	Biomedical Technician	$ 42.36	$ 47.68	$ 53.18
U-NonIT-417	Skilled Trades and General Labor	Technicians	Environmental Technician	$ 33.83	$ 39.10	$ 44.86
U-NonIT-418	Skilled Trades and General Labor	Technicians	Field Service Technician	$ 35.55	$ 41.10	$ 47.22
U-NonIT-419	Skilled Trades and General Labor	Technicians	Industrial Technician	$ 30.35	$ 35.36	$ 40.89
U-NonIT-420	Skilled Trades and General Labor	Technicians	Instrumentation Technician	$ 36.32	$ 42.44	$ 49.27
U-NonIT-421	Skilled Trades and General Labor	Technicians	Laboratory Technician	$ 31.32	$ 36.53	$ 42.26
U-NonIT-422	Skilled Trades and General Labor	Technicians	Maintenance Technician	$ 29.17	$ 32.95	$ 36.96
U-NonIT-423	Skilled Trades and General Labor	Technicians	Quality Control Technician	$ 29.20	$ 34.00	$ 39.28
U-NonIT-424	Skilled Trades and General Labor	Technicians	Exception	$ -	$ -	$ -
U-NonIT-425	Skilled Trades and General Labor	Traffic Management	Parking Enforcement Officer	$ 22.65	$ 25.73	$ 28.86
U-NonIT-426	Skilled Trades and General Labor	Traffic Management	Roadway Flagging Technician	$ 19.41	$ 22.29	$ 25.24
U-NonIT-427	Skilled Trades and General Labor	Traffic Management	Toll Collector	$ 17.51	$ 21.03	$ 24.83
U-NonIT-428	Skilled Trades and General Labor	Traffic Management	Traffic Analyst	$ 13.85	$ 16.63	$ 19.56
U-NonIT-429	Skilled Trades and General Labor	Traffic Management	Traffic Control Technician	$ 34.30	$ 38.83	$ 43.67
U-NonIT-430	Skilled Trades and General Labor	Traffic Management	Traffic Coordinator	$ 27.76	$ 31.32	$ 35.08
U-NonIT-431	Skilled Trades and General Labor	Traffic Management	Traffic Management Specialist	$ 53.94	$ 64.11	$ 75.66
U-NonIT-432	Skilled Trades and General Labor	Traffic Management	Traffic Signal Technician	$ 22.62	$ 25.97	$ 29.46
U-NonIT-433	Skilled Trades and General Labor	Traffic Management	Transport Operations Supervisor	$ 58.06	$ 69.06	$ 81.58
U-NonIT-434	Skilled Trades and General Labor	Traffic Management	Transportation Planner	$ 40.06	$ 46.90	$ 54.54
U-NonIT-435	Skilled Trades and General Labor	Traffic Management	Exception	$ -	$ -	$ -

Line Item	Functional Area	Job Title	Job Level	US Tier 1 NTE Bill	US Tier 2 NTE Bill	US Tier 3 NTE Bill
U-IT-0001	Application Architecture, Design and Development	Applications Systems Analyst	ASA1	$ 61.59	$ 70.40	$ 79.48
U-IT-0002	Application Architecture, Design and Development	Applications Systems Analyst	ASA2	$ 66.68	$ 76.11	$ 86.05
U-IT-0003	Application Architecture, Design and Development	Applications Systems Analyst	ASA3	$ 72.99	$ 83.13	$ 94.13
U-IT-0004	Application Architecture, Design and Development	Production Support Specialist	PSS1	$ 62.91	$ 71.88	$ 81.18
U-IT-0005	Application Architecture, Design and Development	Production Support Specialist	PSS2	$ 68.10	$ 77.70	$ 87.87
U-IT-0006	Application Architecture, Design and Development	Production Support Specialist	PSS3	$ 74.52	$ 84.83	$ 96.09
U-IT-0007	Application Architecture, Design and Development	Application Developer	AD1	$ 65.94	$ 75.28	$ 85.09
U-IT-0008	Application Architecture, Design and Development	Application Developer	AD2	$ 75.23	$ 85.61	$ 96.99
U-IT-0009	Application Architecture, Design and Development	Application Developer	AD3	$ 83.20	$ 94.39	$ 107.07
U-IT-0010	Application Architecture, Design and Development	Application Developer	AD4	$ 91.48	$ 103.43	$ 117.34
U-IT-0011	Application Architecture, Design and Development	Development Team Lead	DTL1	$ 103.28	$ 115.91	$ 130.11
U-IT-0012	Application Architecture, Design and Development	Application Technical Specialist	ATS1	$ 72.11	$ 82.15	$ 93.00
U-IT-0013	Application Architecture, Design and Development	Application Technical Specialist	ATS2	$ 84.26	$ 95.55	$ 108.39
U-IT-0014	Application Architecture, Design and Development	Application Technical Specialist	ATS3	$ 93.79	$ 105.93	$ 120.14
U-IT-0015	Application Architecture, Design and Development	Application Technical Specialist	ATS4	$ 103.28	$ 115.91	$ 130.11
U-IT-0016	Application Architecture, Design and Development	Applications Architect	AA1	$ 108.59	$ 120.97	$ 141.32
U-IT-0017	Application Architecture, Design and Development	Applications Architect	AA2	$ 121.25	$ 134.55	$ 156.47
U-IT-0018	Application Architecture, Design and Development	Mobile Specialist	MS1	$ 104.66	$ 115.27	$ 128.69
U-IT-0019	Application Architecture, Design and Development	Mobile Specialist	MS2	$ 117.68	$ 129.13	$ 143.71
U-IT-0020	Application Architecture, Design and Development	QA Tester	QAT1	$ 57.45	$ 65.73	$ 74.13
U-IT-0021	Application Architecture, Design and Development	QA Tester	QAT2	$ 64.39	$ 73.55	$ 83.09
U-IT-0022	Application Architecture, Design and Development	QA Tester	QAT3	$ 71.21	$ 81.15	$ 91.85
U-IT-0023	Application Architecture, Design and Development	QA Manager	QAM1	$ 93.68	$ 105.24	$ 124.73
U-IT-0024	Application Architecture, Design and Development	Tech Writer	TW1	$ 60.02	$ 67.76	$ 81.17
U-IT-0025	Application Architecture, Design and Development	Tech Writer	TW2	$ 66.44	$ 75.05	$ 89.64
U-IT-0026	Infrastructure	Computer Operator	CO1	$ 39.96	$ 43.27	$ 49.62
U-IT-0027	Infrastructure	Computer Operator	CO2	$ 43.35	$ 46.98	$ 54.11
U-IT-0028	Infrastructure	Lead Computer Operator	LCO1	$ 62.60	$ 68.08	$ 80.22
U-IT-0029	Infrastructure	Lead Computer Operator	LCO2	$ 76.71	$ 82.84	$ 97.56
U-IT-0030	Infrastructure	Help Desk Analyst	HDA1	$ 48.87	$ 55.91	$ 63.02
U-IT-0031	Infrastructure	Help Desk Analyst	HDA2	$ 54.07	$ 61.88	$ 69.75
U-IT-0032	Infrastructure	Lead Help Desk Analyst	LHDA1	$ 70.41	$ 80.26	$ 90.83
U-IT-0033	Infrastructure	Desktop Support Specialist	DSS1	$ 44.24	$ 50.54	$ 57.03
U-IT-0034	Infrastructure	Desktop Support Specialist	DSS2	$ 48.45	$ 55.43	$ 62.48
U-IT-0035	Infrastructure	Desktop Support Specialist	DSS3	$ 52.99	$ 60.65	$ 68.35
U-IT-0036	Infrastructure	LAN/WAN Administrator	LWA1	$ 66.89	$ 76.35	$ 86.32
U-IT-0037	Infrastructure	LAN/WAN Administrator	LWA2	$ 74.05	$ 84.30	$ 95.48
U-IT-0038	Infrastructure	Infrastructure Technical Specialist	ITS1	$ 80.55	$ 89.62	$ 100.93
U-IT-0039	Infrastructure	Infrastructure Technical Specialist	ITS2	$ 92.99	$ 103.07	$ 116.22
U-IT-0040	Infrastructure	Infrastructure Technical Specialist	ITS3	$ 104.66	$ 115.27	$ 128.69
U-IT-0041	Infrastructure	Infrastructure Technical Specialist	ITS4	$ 117.68	$ 129.13	$ 143.71
U-IT-0042	Infrastructure	System Administrator	SA1	$ 62.78	$ 71.75	$ 81.02
U-IT-0043	Infrastructure	System Administrator	SA2	$ 70.04	$ 79.86	$ 90.36
U-IT-0044	Infrastructure	System Administrator	SA3	$ 78.02	$ 88.69	$ 100.53
U-IT-0045	Infrastructure	Network Engineer	NE1	$ 69.34	$ 79.08	$ 89.46
U-IT-0046	Infrastructure	Network Engineer	NE2	$ 77.06	$ 87.63	$ 99.31
U-IT-0047	Infrastructure	Network Engineer	NE3	$ 85.80	$ 97.24	$ 110.32
U-IT-0048	Infrastructure	Network Architect	NAR1	$ 85.86	$ 97.31	$ 110.40
U-IT-0049	Infrastructure	Network Architect	NAR2	$ 92.20	$ 104.21	$ 118.21

U-IT-0050	Infrastructure		Telecom Engineer	TE1	$ 69.24	$ 77.22	$ 86.78
U-IT-0051	Infrastructure		Telecom Engineer	TE2	$ 76.47	$ 85.16	$ 95.84
U-IT-0052	Enterprise		Enterprise Architect	ET1	$ 112.98	$ 126.31	$ 141.32
U-IT-0053	Enterprise		Enterprise Architect	ET2	$ 126.01	$ 140.33	$ 156.86
U-IT-0054	Enterprise		ERP Analyst	EA1	$ 65.63	$ 74.93	$ 84.69
U-IT-0055	Enterprise		ERP Analyst	EA2	$ 71.94	$ 81.97	$ 92.79
U-IT-0056	Enterprise		ERP Analyst	EA3	$ 78.89	$ 89.65	$ 101.63
U-IT-0057	Enterprise		ERP Database Administrator	EDBA1	$ 69.47	$ 79.22	$ 89.63
U-IT-0058	Enterprise		ERP Database Administrator	EDBA2	$ 77.65	$ 88.29	$ 100.07
U-IT-0059	Enterprise		ERP Database Administrator	EDBA3	$ 86.10	$ 97.57	$ 110.70
U-IT-0060	Enterprise		ERP Developer	EED1	$ 65.63	$ 74.93	$ 84.69
U-IT-0061	Enterprise		ERP Developer	EED2	$ 71.94	$ 81.97	$ 92.79
U-IT-0062	Enterprise		ERP Developer	EED3	$ 78.89	$ 89.65	$ 101.63
U-IT-0063	Enterprise		ERP Project Manager	EP1	$ 102.29	$ 114.30	$ 134.27
U-IT-0064	Enterprise		ERP Project Manager	EP2	$ 112.39	$ 125.03	$ 145.81
U-IT-0065	Enterprise		SAP Architect	SPA1	$ 88.63	$ 100.33	$ 113.84
U-IT-0066	Enterprise		SAP Architect	SPA2	$ 98.05	$ 110.50	$ 125.09
U-IT-0067	Enterprise		SAP Analyst	SAA1	$ 71.39	$ 81.36	$ 92.09
U-IT-0068	Enterprise		SAP Analyst	SAA2	$ 78.66	$ 89.40	$ 101.35
U-IT-0069	Enterprise		SAP Developer	SAD1	$ 99.17	$ 111.13	$ 131.35
U-IT-0070	Enterprise		SAP Developer	SAD2	$ 112.80	$ 125.48	$ 146.31
U-IT-0071	Enterprise		SAP Developer	SAD3	$ 127.42	$ 141.16	$ 163.93
U-IT-0072	Enterprise		SAP Project Manager	SAPM1	$ 104.37	$ 116.48	$ 136.47
U-IT-0073	Enterprise		SAP Project Manager	SAPM2	$ 116.32	$ 129.25	$ 150.53
U-IT-0074	Data Management and Cloud Computing		Cloud Developer	CD1	$ 71.59	$ 81.57	$ 92.34
U-IT-0075	Data Management and Cloud Computing		Cloud Developer	CD2	$ 80.57	$ 91.51	$ 103.76
U-IT-0076	Data Management and Cloud Computing		Cloud Developer	CD3	$ 89.37	$ 101.14	$ 114.75
U-IT-0077	Data Management and Cloud Computing		Cloud Developer	CD4	$ 98.70	$ 111.17	$ 125.76
U-IT-0078	Data Management and Cloud Computing		Cloud Administrator	CAM1	$ 65.98	$ 75.33	$ 85.14
U-IT-0079	Data Management and Cloud Computing		Cloud Administrator	CAM2	$ 73.58	$ 83.79	$ 94.89
U-IT-0080	Data Management and Cloud Computing		Cloud Administrator	CAM3	$ 81.92	$ 92.99	$ 105.46
U-IT-0081	Data Management and Cloud Computing		Cloud Architect	CAR1	$ 79.06	$ 89.84	$ 101.85
U-IT-0082	Data Management and Cloud Computing		Cloud Architect	CAR2	$ 86.85	$ 98.38	$ 111.63
U-IT-0083	Data Management and Cloud Computing		Cloud Architect	CAR3	$ 95.02	$ 107.26	$ 121.61
U-IT-0084	Cybersecurity Information Assurance		IT Security Analyst	ISA1	$ 70.73	$ 80.62	$ 91.24
U-IT-0085	Cybersecurity Information Assurance		IT Security Analyst	ISA2	$ 77.23	$ 87.82	$ 99.53
U-IT-0086	Cybersecurity Information Assurance		IT Security Analyst	ISA3	$ 85.23	$ 96.61	$ 109.61
U-IT-0087	Cybersecurity Information Assurance		IT Security Engineer	ISE1	$ 91.68	$ 103.65	$ 117.58
U-IT-0088	Cybersecurity Information Assurance		IT Security Engineer	ISE2	$ 100.09	$ 112.59	$ 126.96
U-IT-0089	Cybersecurity Information Assurance		IT Security Engineer	ISE3	$ 110.87	$ 124.04	$ 138.82
U-IT-0090	Cybersecurity Information Assurance		IT Security Architect	ITSA1	$ 101.38	$ 113.90	$ 128.10
U-IT-0091	Cybersecurity Information Assurance		IT Security Architect	ITSA2	$ 114.86	$ 128.33	$ 143.54
U-IT-0092	Cybersecurity Information Assurance		IT Secutiry Auditor	ITAU1	$ 128.03	$ 140.20	$ 155.98
U-IT-0093	Database Management		Database Administrator	DBA1	$ 69.47	$ 79.22	$ 89.63
U-IT-0094	Database Management		Database Administrator	DBA2	$ 77.65	$ 88.29	$ 100.07
U-IT-0095	Database Management		Database Administrator	DBA3	$ 86.10	$ 97.57	$ 110.70
U-IT-0096	Database Management		Database Architect	DA1	$ 87.66	$ 99.28	$ 112.64
U-IT-0097	Database Management		Database Architect	DA2	$ 94.40	$ 106.59	$ 120.87
U-IT-0098	Database Management		Data Warehousing Specialist	DWS1	$ 84.37	$ 95.68	$ 108.54
U-IT-0099	Database Management		Data Warehousing Specialist	DWS2	$ 93.09	$ 105.17	$ 119.29
U-IT-0100	Database Management		Data Warehousing Specialist	DWS3	$ 99.87	$ 112.36	$ 126.79

U-IT-0101	Project/Program Management/Administration	Business Analyst	BA1	$ 65.81	$ 75.14	$ 84.93
U-IT-0102	Project/Program Management/Administration	Business Analyst	BA2	$ 72.74	$ 82.86	$ 93.82
U-IT-0103	Project/Program Management/Administration	Business Analyst	BA3	$ 80.27	$ 91.17	$ 103.38
U-IT-0104	Project/Program Management/Administration	Project Manager	PM1	$ 86.10	$ 96.59	$ 114.96
U-IT-0105	Project/Program Management/Administration	Project Manager	PM2	$ 96.00	$ 107.29	$ 127.38
U-IT-0106	Project/Program Management/Administration	Project Manager	PM3	$ 106.96	$ 118.74	$ 139.20
U-IT-0107	Project/Program Management/Administration	Program Manager/Engagement Manager	PREM1	$ 134.86	$ 149.14	$ 172.96
U-IT-0108	Project/Program Management/Administration	Program Manager/Engagement Manager	PREM2	$ 164.29	$ 180.65	$ 208.72
U-IT-0109	Project/Program Management/Administration	IT Strategist	ITS1	$ 117.47	$ 129.98	$ 151.67
U-IT-0110	Project/Program Management/Administration	IT Strategist	ITS2	$ 131.69	$ 145.21	$ 168.86
U-IT-0111	Project/Program Management/Administration	Business Subject Matter Expert - Management	SMEM1	$ 104.66	$ 115.27	$ 128.69
U-IT-0112	Project/Program Management/Administration	Business Subject Matter Expert - Executive	SMEE2	$ 117.68	$ 129.13	$ 143.71
U-IT-0113	Project/Program Management/Administration	IT Trainer	ITT1	$ 54.89	$ 59.51	$ 70.60
U-IT-0114	Project/Program Management/Administration	IT Trainer	ITT2	$ 61.00	$ 66.11	$ 78.38
U-IT-0115	Project/Program Management/Administration	Exception		$ -	$ -	$ -
U-IT-0116	Web Design/Development/Maint	Web Developer	WD1	$ 68.22	$ 77.83	$ 88.02
U-IT-0117	Web Design/Development/Maint	Web Developer	WD2	$ 75.72	$ 86.15	$ 97.61
U-IT-0118	Web Design/Development/Maint	Graphic Designer	GD1	$ 52.96	$ 59.42	$ 72.14
U-IT-0119	Web Design/Development/Maint	Graphic Designer	GD2	$ 58.23	$ 65.28	$ 79.32
U-IT-0120	Geographic Information Systems	GIS Analyst	GISA1	$ 132.06	$ 146.14	$ 169.56
U-IT-0121	Geographic Information Systems	GIS Systems Specialist	GISS1	$ 103.28	$ 115.91	$ 130.11
U-IT-0122	Geographic Information Systems	GIS Systems Specialist	GISS2	$ 107.42	$ 120.33	$ 134.80
U-IT-0123	Geographic Information Systems	GIS Technician	GIST1	$ 72.11	$ 82.15	$ 93.00
U-IT-0124	Geographic Information Systems	GIS Technician	GIST2	$ 84.26	$ 95.55	$ 108.39
U-IT-0125	Geographic Information Systems	GIS Technician	GIST3	$ 93.79	$ 105.93	$ 120.14
U-IT-0126	Healthcare Systems and Support	Curam Business Analyst	CBA1	$ 119.86	$ 134.67	$ 151.50
U-IT-0127	Healthcare Systems and Support	Curam Business Analyst	CBA2	$ 136.85	$ 153.76	$ 172.98
U-IT-0128	Healthcare Systems and Support	Curam Programmer	CUP1	$ 109.35	$ 122.87	$ 138.23
U-IT-0129	Healthcare Systems and Support	Curam Programmer	CUP2	$ 127.40	$ 143.15	$ 161.04
U-IT-0130	Healthcare Systems and Support	Curam Architect	CAR1	$ 144.39	$ 162.24	$ 182.52
U-IT-0131	Healthcare Systems and Support	Curam Architect	CAR2	$ 168.46	$ 189.28	$ 212.94
U-IT-0132	Healthcare Systems and Support	HealthCare Programmer	HRP1	$ 83.20	$ 94.39	$ 107.07
U-IT-0133	Healthcare Systems and Support	HealthCare Programmer	HRP2	$ 91.48	$ 103.43	$ 117.34
U-IT-0134	Healthcare Systems and Support	Healthcare Technical Specialist	HRTS1	$ 93.79	$ 105.93	$ 120.14
U-IT-0135	Healthcare Systems and Support	Healthcare Technical Specialist	HRTS2	$ 103.28	$ 115.91	$ 130.11
U-IT-0136	Healthcare Systems and Support	Healthcare Systems Architect	HSA1	$ 91.94	$ 103.93	$ 117.89
U-IT-0137	Healthcare Systems and Support	Healthcare Systems Architect	HSA2	$ 102.40	$ 114.98	$ 129.16
U-IT-0138	Administrative Support	Administrative Assistant	ADMIN1	$ 24.18	$ 27.32	$ 30.94
U-IT-0139	Administrative Support	Administrative Assistant	ADMIN2	$ 28.48	$ 32.18	$ 36.46
U-IT-0140	Administrative Support	Executive Administrative Assistant	EAA1	$ 35.66	$ 40.30	$ 45.65
U-IT-0141	Administrative Support	Executive Administrative Assistant	EAA2	$ 43.81	$ 49.51	$ 56.08
U-IT-0142	Administrative Support	General Administrative Specialist/Analyst	GAS1	$ 30.20	$ 34.13	$ 38.66
U-IT-0143	Administrative Support	General Administrative Specialist/Analyst	GAS2	$ 34.79	$ 39.32	$ 44.54

Line Item	Category	Functional Area	Job Title	Canada NTE Bill
C-NonIT-001	Employer of Record (EOR) services	EOR Management and Operations	Client Services Manager (EOR)	$ 75.02
C-NonIT-002	Employer of Record (EOR) services	EOR Management and Operations	Director of EOR Solutions	$ 87.82
C-NonIT-003	Employer of Record (EOR) services	EOR Management and Operations	Employer of Record Specialist	$ 64.35
C-NonIT-004	Employer of Record (EOR) services	EOR Management and Operations	EOR Compliance Manager	$ 92.28
C-NonIT-005	Employer of Record (EOR) services	EOR Management and Operations	EOR Operations Manager	$ 58.50
C-NonIT-006	Employer of Record (EOR) services	EOR Management and Operations	EOR Program Director	$ 89.04
C-NonIT-007	Employer of Record (EOR) services	EOR Management and Operations	EOR Project Manager	$ 79.76
C-NonIT-008	Employer of Record (EOR) services	EOR Management and Operations	EOR Services Manager	$ 80.94
C-NonIT-009	Employer of Record (EOR) services	EOR Management and Operations	Global EOR Manager	$ 97.94
C-NonIT-010	Employer of Record (EOR) services	EOR Management and Operations	Exception	$ -
C-NonIT-011	Employer of Record (EOR) services	Employee Support	Employee Assistance Program Coordinator (EOR)	$ 52.00
C-NonIT-012	Employer of Record (EOR) services	Employee Support	Employee Support Specialist (EOR)	$ 62.37
C-NonIT-013	Employer of Record (EOR) services	Employee Support	EOR Helpdesk Coordinator	$ 53.90
C-NonIT-014	Employer of Record (EOR) services	Employee Support	Workforce Support Analyst (EOR)	$ 51.73
C-NonIT-015	Employer of Record (EOR) services	Employee Support	Exception	$ -
C-NonIT-016	Employer of Record (EOR) services	Financial and Accounting	Accounts Receivable/Payable Specialist (EOR)	$ 39.08
C-NonIT-017	Employer of Record (EOR) services	Financial and Accounting	EOR Account Manager	$ 70.86
C-NonIT-018	Employer of Record (EOR) services	Financial and Accounting	EOR Billing Coordinator	$ 35.57
C-NonIT-019	Employer of Record (EOR) services	Financial and Accounting	EOR Financial Analyst	$ 74.59
C-NonIT-020	Employer of Record (EOR) services	Financial and Accounting	EOR Financial Officer	$ 89.51
C-NonIT-021	Employer of Record (EOR) services	Financial and Accounting	Exception	$ -
C-NonIT-022	Employer of Record (EOR) services	Human Resources	Employer of Record Specialist	$ 89.35
C-NonIT-023	Employer of Record (EOR) services	Human Resources	EOR Compliance Manager	$ 47.31
C-NonIT-024	Employer of Record (EOR) services	Human Resources	EOR Operations Manager	$ 65.93
C-NonIT-025	Employer of Record (EOR) services	Human Resources	EOR Program Director	$ 38.22
C-NonIT-026	Employer of Record (EOR) services	Human Resources	EOR Project Manager	$ 66.55
C-NonIT-027	Employer of Record (EOR) services	Human Resources	EOR Services Manager	$ 60.63
C-NonIT-028	Employer of Record (EOR) services	Human Resources	Global EOR Manager	$ 64.55
C-NonIT-029	Employer of Record (EOR) services	Human Resources	Exception	$ -
C-NonIT-030	Employer of Record (EOR) services	Legal and Compliance	Compliance Officer (EOR)	$ 92.28
C-NonIT-031	Employer of Record (EOR) services	Legal and Compliance	Employment Law Specialist (EOR)	$ 68.89
C-NonIT-032	Employer of Record (EOR) services	Legal and Compliance	EOR Policy Specialist	$ 75.79
C-NonIT-033	Employer of Record (EOR) services	Legal and Compliance	Labor Relations Manager (EOR)	$ 76.91
C-NonIT-034	Employer of Record (EOR) services	Legal and Compliance	Legal Counsel (EOR)	$ 110.16
C-NonIT-035	Employer of Record (EOR) services	Legal and Compliance	Regulatory Compliance Analyst (EOR)	$ 57.97
C-NonIT-036	Employer of Record (EOR) services	Legal and Compliance	Exception	$ -
C-NonIT-037	Employer of Record (EOR) services	Payroll and Benefits	Benefits Coordinator (EOR)	$ 52.28
C-NonIT-038	Employer of Record (EOR) services	Payroll and Benefits	Compensation and Benefits Manager (EOR)	$ 60.67
C-NonIT-039	Employer of Record (EOR) services	Payroll and Benefits	EOR Payroll Manager	$ 83.86
C-NonIT-040	Employer of Record (EOR) services	Payroll and Benefits	Payroll Administrator (EOR)	$ 46.00
C-NonIT-041	Employer of Record (EOR) services	Payroll and Benefits	Payroll and Tax Compliance Specialist (EOR)	$ 57.88
C-NonIT-042	Employer of Record (EOR) services	Payroll and Benefits	Payroll Specialist (EOR)	$ 46.00
C-NonIT-043	Employer of Record (EOR) services	Payroll and Benefits	Exception	$ -
C-NonIT-044	Employer of Record (EOR) services	Risk Management	EOR Risk Compliance Officer	$ 78.76
C-NonIT-045	Employer of Record (EOR) services	Risk Management	EOR Safety Coordinator	$ 56.61
C-NonIT-046	Employer of Record (EOR) services	Risk Management	Risk Manager (EOR)	$ 58.64
C-NonIT-047	Employer of Record (EOR) services	Risk Management	Workers' Compensation Specialist (EOR)	$ 74.82
C-NonIT-048	Employer of Record (EOR) services	Risk Management	Exception	$ -
C-NonIT-049	Instructional and non-instructional education	Custodial	Custodian	$ 31.16
C-NonIT-050	Instructional and non-instructional education	Custodial	Facilities Manager	$ 80.01
C-NonIT-051	Instructional and non-instructional education	Custodial	Groundskeeper	$ 37.63
C-NonIT-052	Instructional and non-instructional education	Custodial	Head Custodian	$ 56.48
C-NonIT-053	Instructional and non-instructional education	Custodial	Janitor	$ 24.43
C-NonIT-054	Instructional and non-instructional education	Custodial	Maintenance Worker	$ 46.69
C-NonIT-055	Instructional and non-instructional education	Custodial	Exception	$ -
C-NonIT-056	Instructional and non-instructional education	Education Administration	Academic Counselor	$ 43.37
C-NonIT-057	Instructional and non-instructional education	Education Administration	Assessment Coordinator	$ 54.53
C-NonIT-058	Instructional and non-instructional education	Education Administration	Curriculum Developer	$ 57.40
C-NonIT-059	Instructional and non-instructional education	Education Administration	Dean of Students	$ 93.13
C-NonIT-060	Instructional and non-instructional education	Education Administration	Education Policy Analyst	$ 83.82
C-NonIT-061	Instructional and non-instructional education	Education Administration	Education Program Director	$ 85.24
C-NonIT-062	Instructional and non-instructional education	Education Administration	School Administrator	$ 80.91
C-NonIT-063	Instructional and non-instructional education	Education Administration	School Board Member	$ 57.13
C-NonIT-064	Instructional and non-instructional education	Education Administration	School Principal	$ 81.25
C-NonIT-065	Instructional and non-instructional education	Education Administration	Superintendent	$ 39.81
C-NonIT-066	Instructional and non-instructional education	Education Administration	Exception	$ -
C-NonIT-067	Instructional and non-instructional education	Food & Nutrition	Cafeteria Worker	$ 22.55
C-NonIT-068	Instructional and non-instructional education	Food & Nutrition	Cook	$ 30.86
C-NonIT-069	Instructional and non-instructional education	Food & Nutrition	Dishwasher	$ 21.66
C-NonIT-070	Instructional and non-instructional education	Food & Nutrition	Food Service Assistant	$ 28.11
C-NonIT-071	Instructional and non-instructional education	Food & Nutrition	Food Service Director	$ 61.17
C-NonIT-072	Instructional and non-instructional education	Food & Nutrition	Food Service Manager	$ 37.27
C-NonIT-073	Instructional and non-instructional education	Food & Nutrition	School Nutritionist	$ 54.73
C-NonIT-074	Instructional and non-instructional education	Food & Nutrition	Exception	$ -
C-NonIT-075	Instructional and non-instructional education	Instructional Education (Teaching)	Art Teacher	$ 54.54
C-NonIT-076	Instructional and non-instructional education	Instructional Education (Teaching)	English as a Second Language (ESL) Teacher	$ 43.86
C-NonIT-077	Instructional and non-instructional education	Instructional Education (Teaching)	Literacy Coach	$ 50.33
C-NonIT-078	Instructional and non-instructional education	Instructional Education (Teaching)	Music Teacher	$ 54.54
C-NonIT-079	Instructional and non-instructional education	Instructional Education (Teaching)	Physical Education Teacher	$ 49.15

C-NonIT-080	Instructional and non-instructional education	Instructional Education (Teaching)	Special Education Teacher	$	53.87
C-NonIT-081	Instructional and non-instructional education	Instructional Education (Teaching)	Subject Matter Teacher (Math, Science, English, History, etc.)	$	51.31
C-NonIT-082	Instructional and non-instructional education	Instructional Education (Teaching)	Substitute Teacher	$	28.51
C-NonIT-083	Instructional and non-instructional education	Instructional Education (Teaching)	Teacher (Elementary, Middle School, High School)	$	53.19
C-NonIT-084	Instructional and non-instructional education	Instructional Education (Teaching)	Teaching Assistant	$	29.35
C-NonIT-085	Instructional and non-instructional education	Instructional Education (Teaching)	Exception	$	-
C-NonIT-086	Instructional and non-instructional education	Interpreting	Educational Interpreter (for the hearing impaired)	$	52.18
C-NonIT-087	Instructional and non-instructional education	Interpreting	Language Interpreter (various languages)	$	40.64
C-NonIT-088	Instructional and non-instructional education	Interpreting	Sign Language Interpreter	$	48.66
C-NonIT-089	Instructional and non-instructional education	Interpreting	Speech-to-Text Reporter	$	46.80
C-NonIT-090	Instructional and non-instructional education	Interpreting	Translator	$	55.70
C-NonIT-091	Instructional and non-instructional education	Interpreting	Exception	$	-
C-NonIT-092	Instructional and non-instructional education	Paraprofessionals	Educational Technician	$	26.52
C-NonIT-093	Instructional and non-instructional education	Paraprofessionals	Instructional Assistant	$	29.35
C-NonIT-094	Instructional and non-instructional education	Paraprofessionals	Library Assistant	$	32.92
C-NonIT-095	Instructional and non-instructional education	Paraprofessionals	Reading Aide	$	26.52
C-NonIT-096	Instructional and non-instructional education	Paraprofessionals	Special Education Paraprofessional	$	40.64
C-NonIT-097	Instructional and non-instructional education	Paraprofessionals	Teacher's Aide	$	29.35
C-NonIT-098	Instructional and non-instructional education	Paraprofessionals	Exception	$	-
C-NonIT-099	Instructional and non-instructional education	Special and Alternative Education	Adaptive Physical Education Teacher	$	49.15
C-NonIT-100	Instructional and non-instructional education	Special and Alternative Education	Alternative Education Teacher	$	53.87
C-NonIT-101	Instructional and non-instructional education	Special and Alternative Education	Behavior Intervention Specialist	$	50.08
C-NonIT-102	Instructional and non-instructional education	Special and Alternative Education	Gifted and Talented Teacher	$	53.87
C-NonIT-103	Instructional and non-instructional education	Special and Alternative Education	Learning Support Teacher	$	47.10
C-NonIT-104	Instructional and non-instructional education	Special and Alternative Education	Special Education Coordinator	$	69.34
C-NonIT-105	Instructional and non-instructional education	Special and Alternative Education	Exception	$	-
C-NonIT-106	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Client Program Coordinator	$	72.84
C-NonIT-107	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Implementation Coordinator (MSP)	$	58.07
C-NonIT-108	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Program Support Coordinator	$	55.58
C-NonIT-109	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Service Delivery Coordinator	$	80.94
C-NonIT-110	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Staffing Coordinator (MSP)	$	76.68
C-NonIT-111	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Workforce Solutions Coordinator	$	41.90
C-NonIT-112	Managed Services and Vendor Programs	Coordination (within MSP/Vendor-Managed)	Exception	$	-
C-NonIT-113	Managed Services and Vendor Programs	Managed Service Program (MSP)	Account Manager (MSP)	$	85.20
C-NonIT-114	Managed Services and Vendor Programs	Managed Service Program (MSP)	Client Services Manager (MSP)	$	80.94
C-NonIT-115	Managed Services and Vendor Programs	Managed Service Program (MSP)	Director of Managed Services	$	99.42
C-NonIT-116	Managed Services and Vendor Programs	Managed Service Program (MSP)	Managed Service Provider Manager	$	94.44
C-NonIT-117	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Analyst	$	55.58
C-NonIT-118	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Coordinator	$	52.79
C-NonIT-119	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Operations Manager	$	58.50
C-NonIT-120	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Program Manager	$	93.72
C-NonIT-121	Managed Services and Vendor Programs	Managed Service Program (MSP)	MSP Solutions Architect	$	96.43
C-NonIT-122	Managed Services and Vendor Programs	Managed Service Program (MSP)	Vendor Management System (VMS) Coordinator	$	50.15
C-NonIT-123	Managed Services and Vendor Programs	Managed Service Program (MSP)	Exception	$	-
C-NonIT-124	Managed Services and Vendor Programs	Management of Staffing Services	Account Director (Staffing Services)	$	87.40
C-NonIT-125	Managed Services and Vendor Programs	Management of Staffing Services	Client Delivery Manager (Staffing Services)	$	75.03
C-NonIT-126	Managed Services and Vendor Programs	Management of Staffing Services	Contingent Workforce Manager	$	64.61
C-NonIT-127	Managed Services and Vendor Programs	Management of Staffing Services	Onsite Manager (Vendor Staffing)	$	83.02
C-NonIT-128	Managed Services and Vendor Programs	Management of Staffing Services	Recruitment Process Outsourcing (RPO) Manager	$	71.35
C-NonIT-129	Managed Services and Vendor Programs	Management of Staffing Services	Staffing Director (MSP)	$	96.14
C-NonIT-130	Managed Services and Vendor Programs	Management of Staffing Services	Staffing Manager (MSP)	$	91.77
C-NonIT-131	Managed Services and Vendor Programs	Management of Staffing Services	Talent Acquisition Manager (Vendor-Managed)	$	87.18
C-NonIT-132	Managed Services and Vendor Programs	Management of Staffing Services	Talent Supply Chain Manager	$	92.12
C-NonIT-133	Managed Services and Vendor Programs	Management of Staffing Services	Workforce Planning and Analytics Manager	$	79.88
C-NonIT-134	Managed Services and Vendor Programs	Management of Staffing Services	Exception	$	-
C-NonIT-135	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Category Procurement Manager	$	86.75
C-NonIT-136	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Indirect Procurement Manager	$	82.42
C-NonIT-137	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Analyst (Vendor-Managed)	$	59.47
C-NonIT-138	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Consultant (Vendor-Managed)	$	67.83
C-NonIT-139	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Operations Manager	$	99.42
C-NonIT-140	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Project Manager	$	94.44
C-NonIT-141	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Procurement Specialist (MSP)	$	50.91
C-NonIT-142	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Sourcing Specialist (MSP)	$	58.40
C-NonIT-143	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Strategic Procurement Lead	$	70.07
C-NonIT-144	Managed Services and Vendor Programs	Procurement (within MSP/Vendor-Managed)	Exception	$	-
C-NonIT-145	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	IT Project Manager (Vendor-Managed Solutions)	$	79.76
C-NonIT-146	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	IT Solutions Manager (MSP)	$	87.73
C-NonIT-147	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	MSP Data Analyst	$	59.81
C-NonIT-148	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	MSP Technology Consultant	$	65.79
C-NonIT-149	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	VMS Administrator	$	56.83
C-NonIT-150	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	VMS Technology Analyst	$	68.19
C-NonIT-151	Managed Services and Vendor Programs	Technology (within MSP/Vendor-Managed)	Exception	$	-
C-NonIT-152	Managed Services and Vendor Programs	Vendor-Managed Solutions	Category Manager	$	72.51
C-NonIT-153	Managed Services and Vendor Programs	Vendor-Managed Solutions	Contract Manager (Vendor-Managed)	$	95.91
C-NonIT-154	Managed Services and Vendor Programs	Vendor-Managed Solutions	Procurement Manager (Vendor-Managed Solutions)	$	99.42
C-NonIT-155	Managed Services and Vendor Programs	Vendor-Managed Solutions	Strategic Sourcing Manager	$	85.20
C-NonIT-156	Managed Services and Vendor Programs	Vendor-Managed Solutions	Supplier Relationship Manager	$	80.39
C-NonIT-157	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Compliance Officer	$	76.36
C-NonIT-158	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Manager	$	54.98
C-NonIT-159	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Performance Manager	$	42.68
C-NonIT-160	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Relations Specialist	$	52.23
C-NonIT-161	Managed Services and Vendor Programs	Vendor-Managed Solutions	Vendor Risk Manager	$	52.78

C-NonIT-162	Managed Services and Vendor Programs	Vendor-Managed Solutions	Exception	$	-
C-NonIT-163	Professional Services	Accounting and Finance	Accountant	$	63.25
C-NonIT-164	Professional Services	Accounting and Finance	Accounts Payable/Receivable Clerk	$	39.08
C-NonIT-165	Professional Services	Accounting and Finance	Auditor	$	49.17
C-NonIT-166	Professional Services	Accounting and Finance	Budget Analyst	$	64.67
C-NonIT-167	Professional Services	Accounting and Finance	Chief Executive Officer (CEO)	$	182.94
C-NonIT-168	Professional Services	Accounting and Finance	Chief Financial Officer (CFO)	$	182.94
C-NonIT-169	Professional Services	Accounting and Finance	Chief Information Officer (CIO)	$	182.94
C-NonIT-170	Professional Services	Accounting and Finance	Chief Marketing Officer (CMO)	$	182.94
C-NonIT-171	Professional Services	Accounting and Finance	Chief Operating Officer (COO)	$	182.94
C-NonIT-172	Professional Services	Accounting and Finance	Chief Technology Officer (CTO)	$	182.94
C-NonIT-173	Professional Services	Accounting and Finance	Controller	$	141.84
C-NonIT-174	Professional Services	Accounting and Finance	Credit Analyst	$	50.89
C-NonIT-175	Professional Services	Accounting and Finance	Director of Operations	$	156.03
C-NonIT-176	Professional Services	Accounting and Finance	Executive Assistant	$	55.30
C-NonIT-177	Professional Services	Accounting and Finance	Executive Search:	$	69.87
C-NonIT-178	Professional Services	Accounting and Finance	Financial Analyst	$	74.59
C-NonIT-179	Professional Services	Accounting and Finance	Human Resources Director	$	96.20
C-NonIT-180	Professional Services	Accounting and Finance	Payroll Specialist	$	46.00
C-NonIT-181	Professional Services	Accounting and Finance	Senior Project Manager	$	82.05
C-NonIT-182	Professional Services	Accounting and Finance	Tax Specialist	$	55.76
C-NonIT-183	Professional Services	Accounting and Finance	Vice President (VP) of various departments	$	105.82
C-NonIT-184	Professional Services	Accounting and Finance	Exception	$	-
C-NonIT-185	Professional Services	Administrative	Administrative Coordinator	$	42.22
C-NonIT-186	Professional Services	Administrative	Administrative Services Manager	$	78.21
C-NonIT-187	Professional Services	Administrative	Administrative Support Specialist	$	37.06
C-NonIT-188	Professional Services	Administrative	Executive Assistant	$	55.30
C-NonIT-189	Professional Services	Administrative	Facilities Coordinator	$	43.80
C-NonIT-190	Professional Services	Administrative	Office Administrator	$	44.55
C-NonIT-191	Professional Services	Administrative	Office Assistant	$	37.75
C-NonIT-192	Professional Services	Administrative	Operations Assistant	$	42.25
C-NonIT-193	Professional Services	Administrative	Personal Assistant	$	40.46
C-NonIT-194	Professional Services	Administrative	Secretary	$	40.02
C-NonIT-195	Professional Services	Administrative	Exception	$	-
C-NonIT-196	Professional Services	Clerical	Administrative Assistant	$	36.31
C-NonIT-197	Professional Services	Clerical	Data Entry Clerk	$	35.12
C-NonIT-198	Professional Services	Clerical	File Clerk	$	35.88
C-NonIT-199	Professional Services	Clerical	General Office Worker	$	32.60
C-NonIT-200	Professional Services	Clerical	Information Clerk	$	27.65
C-NonIT-201	Professional Services	Clerical	Mailroom Clerk	$	33.13
C-NonIT-202	Professional Services	Clerical	Office Clerk	$	39.78
C-NonIT-203	Professional Services	Clerical	Office Manager	$	47.91
C-NonIT-204	Professional Services	Clerical	Receptionist	$	33.55
C-NonIT-205	Professional Services	Clerical	Records Management Clerk	$	47.83
C-NonIT-206	Professional Services	Clerical	Exception	$	-
C-NonIT-207	Professional Services	Legal and Compliance	Compliance Analyst	$	56.61
C-NonIT-208	Professional Services	Legal and Compliance	Compliance Officer	$	92.28
C-NonIT-209	Professional Services	Legal and Compliance	Contract Manager	$	95.91
C-NonIT-210	Professional Services	Legal and Compliance	Corporate Counsel	$	112.40
C-NonIT-211	Professional Services	Legal and Compliance	Intellectual Property Manager	$	70.27
C-NonIT-212	Professional Services	Legal and Compliance	Lawyer/Attorney	$	112.40
C-NonIT-213	Professional Services	Legal and Compliance	Legal Assistant	$	50.96
C-NonIT-214	Professional Services	Legal and Compliance	Legal Secretary	$	48.64
C-NonIT-215	Professional Services	Legal and Compliance	Litigation Support Specialist	$	51.08
C-NonIT-216	Professional Services	Legal and Compliance	Paralegal	$	50.96
C-NonIT-217	Professional Services	Legal and Compliance	Exception	$	-
C-NonIT-218	Professional Services	Procurement	Procurement Specialist	$	64.93
C-NonIT-219	Professional Services	Procurement	Purchasing Manager	$	74.14
C-NonIT-220	Professional Services	Procurement	Supply Chain Analyst	$	45.02
C-NonIT-221	Professional Services	Procurement	Procurement Clerk	$	39.01
C-NonIT-222	Professional Services	Procurement	Sourcing Manager	$	59.47
C-NonIT-223	Professional Services	Procurement	Contract Administrator	$	53.13
C-NonIT-224	Professional Services	Procurement	Vendor Management Specialist	$	99.42
C-NonIT-225	Professional Services	Procurement	Inventory Manager	$	85.20
C-NonIT-226	Professional Services	Procurement	Logistics Coordinator	$	59.52
C-NonIT-227	Professional Services	Procurement	Purchasing Agent	$	54.98
C-NonIT-228	Professional Services	Procurement	Exception	$	-
C-NonIT-229	Public Sector and Education Health	Dental	Dental Assistant	$	36.60
C-NonIT-230	Public Sector and Education Health	Dental	Dental Hygienist	$	60.33
C-NonIT-231	Public Sector and Education Health	Dental	Dental Laboratory Technician	$	46.13
C-NonIT-232	Public Sector and Education Health	Dental	Dental Office Manager	$	46.81
C-NonIT-233	Public Sector and Education Health	Dental	Dentist	$	179.42
C-NonIT-234	Public Sector and Education Health	Dental	Endodontist	$	158.83
C-NonIT-235	Public Sector and Education Health	Dental	Oral Surgeon	$	224.75
C-NonIT-236	Public Sector and Education Health	Dental	Orthodontist	$	213.61
C-NonIT-237	Public Sector and Education Health	Dental	Periodontist	$	193.12
C-NonIT-238	Public Sector and Education Health	Dental	Prosthodontist	$	163.28
C-NonIT-239	Public Sector and Education Health	Dental	Exception	$	-
C-NonIT-240	Public Sector and Education Health	Nursing	Charge Nurse	$	63.43
C-NonIT-241	Public Sector and Education Health	Nursing	Clinical Nurse Specialist (CNS)	$	67.58
C-NonIT-242	Public Sector and Education Health	Nursing	Director of Nursing	$	87.86

C-NonIT-243	Public Sector and Education Health	Nursing	Licensed Practical Nurse (LPN)	$	45.29
C-NonIT-244	Public Sector and Education Health	Nursing	Nurse Anesthetist (CRNA)	$	125.76
C-NonIT-245	Public Sector and Education Health	Nursing	Nurse Midwife (CNM)	$	69.76
C-NonIT-246	Public Sector and Education Health	Nursing	Nurse Practitioner (NP)	$	65.98
C-NonIT-247	Public Sector and Education Health	Nursing	Nursing Assistant	$	31.86
C-NonIT-248	Public Sector and Education Health	Nursing	Patient Care Technician	$	34.87
C-NonIT-249	Public Sector and Education Health	Nursing	Registered Nurse (RN)	$	57.75
C-NonIT-250	Public Sector and Education Health	Nursing	Exception	$	-
C-NonIT-251	Public Sector and Education Health	Occupational Therapy	Certified Occupational Therapy Assistant (COTA)	$	54.25
C-NonIT-252	Public Sector and Education Health	Occupational Therapy	Ergonomics Consultant	$	60.41
C-NonIT-253	Public Sector and Education Health	Occupational Therapy	Hand Therapist	$	63.94
C-NonIT-254	Public Sector and Education Health	Occupational Therapy	Occupational Health Manager	$	81.20
C-NonIT-255	Public Sector and Education Health	Occupational Therapy	Occupational Therapist (OT)	$	72.68
C-NonIT-256	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Aide	$	35.55
C-NonIT-257	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Consultant	$	68.14
C-NonIT-258	Public Sector and Education Health	Occupational Therapy	Occupational Therapy Supervisor	$	77.43
C-NonIT-259	Public Sector and Education Health	Occupational Therapy	Pediatric Occupational Therapist	$	90.01
C-NonIT-260	Public Sector and Education Health	Occupational Therapy	Rehabilitation Director	$	111.85
C-NonIT-261	Public Sector and Education Health	Occupational Therapy	Exception	$	-
C-NonIT-262	Public Sector and Education Health	Pharmaceuticals	Clinical Pharmacist	$	84.59
C-NonIT-263	Public Sector and Education Health	Pharmaceuticals	Compounding Pharmacist	$	63.11
C-NonIT-264	Public Sector and Education Health	Pharmaceuticals	Pharmaceutical Sales Representative	$	81.73
C-NonIT-265	Public Sector and Education Health	Pharmaceuticals	Pharmacist	$	83.77
C-NonIT-266	Public Sector and Education Health	Pharmaceuticals	Pharmacologist	$	113.14
C-NonIT-267	Public Sector and Education Health	Pharmaceuticals	Pharmacy Assistant	$	34.56
C-NonIT-268	Public Sector and Education Health	Pharmaceuticals	Pharmacy Manager	$	92.59
C-NonIT-269	Public Sector and Education Health	Pharmaceuticals	Pharmacy Technician	$	34.56
C-NonIT-270	Public Sector and Education Health	Pharmaceuticals	Quality Assurance Analyst	$	70.34
C-NonIT-271	Public Sector and Education Health	Pharmaceuticals	Regulatory Affairs Specialist	$	57.97
C-NonIT-272	Public Sector and Education Health	Pharmaceuticals	Exception	$	-
C-NonIT-273	Public Sector and Education Health	Social Work	Child Welfare Social Worker	$	64.07
C-NonIT-274	Public Sector and Education Health	Social Work	Clinical Social Worker (LCSW)	$	58.24
C-NonIT-275	Public Sector and Education Health	Social Work	Director of Social Services	$	75.41
C-NonIT-276	Public Sector and Education Health	Social Work	Medical Social Worker	$	50.05
C-NonIT-277	Public Sector and Education Health	Social Work	Mental Health Social Worker	$	47.87
C-NonIT-278	Public Sector and Education Health	Social Work	School Social Worker	$	48.77
C-NonIT-279	Public Sector and Education Health	Social Work	Social Service Assistant	$	34.33
C-NonIT-280	Public Sector and Education Health	Social Work	Social Work Case Manager	$	46.18
C-NonIT-281	Public Sector and Education Health	Social Work	Social Worker	$	46.18
C-NonIT-282	Public Sector and Education Health	Social Work	Substance Abuse Social Worker	$	50.80
C-NonIT-283	Public Sector and Education Health	Social Work	Exception	$	-
C-NonIT-284	Public Sector and Education Health	Speech Language Pathology	Augmentative Communication Specialist	$	84.43
C-NonIT-285	Public Sector and Education Health	Speech Language Pathology	Bilingual Speech-Language Pathologist	$	73.26
C-NonIT-286	Public Sector and Education Health	Speech Language Pathology	Clinical Fellowship Year (CFY) Speech-Language Pathologist	$	66.50
C-NonIT-287	Public Sector and Education Health	Speech Language Pathology	Rehabilitation Speech-Language Pathologist	$	75.59
C-NonIT-288	Public Sector and Education Health	Speech Language Pathology	Speech Therapist	$	69.77
C-NonIT-289	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathologist (SLP)	$	69.77
C-NonIT-290	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathologist Educator	$	60.45
C-NonIT-291	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathology Assistant (SLPA)	$	48.20
C-NonIT-292	Public Sector and Education Health	Speech Language Pathology	Speech-Language Pathology Director	$	76.75
C-NonIT-293	Public Sector and Education Health	Speech Language Pathology	Voice Pathologist	$	69.77
C-NonIT-294	Public Sector and Education Health	Speech Language Pathology	Exception	$	-
C-NonIT-295	Public Sector and Education Health	Support Roles	Clinical Coordinator	$	45.13
C-NonIT-296	Public Sector and Education Health	Support Roles	Health Information Technician	$	42.12
C-NonIT-297	Public Sector and Education Health	Support Roles	Healthcare Administrator	$	33.25
C-NonIT-298	Public Sector and Education Health	Support Roles	Healthcare Consultant	$	46.33
C-NonIT-299	Public Sector and Education Health	Support Roles	Medical Assistant	$	33.27
C-NonIT-300	Public Sector and Education Health	Support Roles	Medical Billing Specialist	$	35.57
C-NonIT-301	Public Sector and Education Health	Support Roles	Medical Coder	$	33.98
C-NonIT-302	Public Sector and Education Health	Support Roles	Medical Receptionist	$	36.44
C-NonIT-303	Public Sector and Education Health	Support Roles	Medical Records Clerk	$	42.41
C-NonIT-304	Public Sector and Education Health	Support Roles	Patient Service Representative	$	34.45
C-NonIT-305	Public Sector and Education Health	Support Roles	Exception	$	-
C-NonIT-306	Recruitment Process Outsourcing	Hiring	Candidate Experience Manager	$	45.94
C-NonIT-307	Recruitment Process Outsourcing	Hiring	Hiring Manager	$	71.35
C-NonIT-308	Recruitment Process Outsourcing	Hiring	Human Resources (HR) Recruiter	$	50.01
C-NonIT-309	Recruitment Process Outsourcing	Hiring	Onboarding Specialist	$	42.04
C-NonIT-310	Recruitment Process Outsourcing	Hiring	Recruiter	$	58.22
C-NonIT-311	Recruitment Process Outsourcing	Hiring	Recruitment Account Manager	$	86.94
C-NonIT-312	Recruitment Process Outsourcing	Hiring	Recruitment Consultant	$	46.87
C-NonIT-313	Recruitment Process Outsourcing	Hiring	Recruitment Project Manager	$	92.12
C-NonIT-314	Recruitment Process Outsourcing	Hiring	Staffing Agency Recruiter	$	49.91
C-NonIT-315	Recruitment Process Outsourcing	Hiring	Talent Acquisition Specialist	$	53.28
C-NonIT-316	Recruitment Process Outsourcing	Hiring	Exception	$	-
C-NonIT-317	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Account Director	$	84.21
C-NonIT-318	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Business Development Manager	$	76.55
C-NonIT-319	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Client Relationship Manager	$	69.26
C-NonIT-320	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Client Success Manager	$	72.89
C-NonIT-321	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Delivery Manager	$	73.62
C-NonIT-322	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Implementation Manager	$	72.17
C-NonIT-323	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Operations Director	$	89.46

C-NonIT-324	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Practice Leader	$ 72.91
C-NonIT-325	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Program Manager	$ 85.20
C-NonIT-326	Recruitment Process Outsourcing	RPO Leadership and Support	RPO Solutions Architect	$ 88.61
C-NonIT-327	Recruitment Process Outsourcing	RPO Leadership and Support	Exception	$ -
C-NonIT-328	Recruitment Process Outsourcing	Screening	Application Reviewer	$ 29.93
C-NonIT-329	Recruitment Process Outsourcing	Screening	Background Check Coordinator	$ 40.55
C-NonIT-330	Recruitment Process Outsourcing	Screening	Initial Assessment Specialist	$ 39.86
C-NonIT-331	Recruitment Process Outsourcing	Screening	Pre-Employment Screening Officer	$ 47.83
C-NonIT-332	Recruitment Process Outsourcing	Screening	Screening and Selection Specialist	$ 43.85
C-NonIT-333	Recruitment Process Outsourcing	Screening	Screening Process Manager	$ 52.62
C-NonIT-334	Recruitment Process Outsourcing	Screening	Telephone Interviewer	$ 29.63
C-NonIT-335	Recruitment Process Outsourcing	Screening	Technical Sourcing Recruiter	$ 52.72
C-NonIT-336	Recruitment Process Outsourcing	Screening	Exception	$ -
C-NonIT-337	Recruitment Process Outsourcing	Sourcing	Candidate Sourcing Analyst	$ 40.55
C-NonIT-338	Recruitment Process Outsourcing	Sourcing	Diversity Sourcing Specialist	$ 78.48
C-NonIT-339	Recruitment Process Outsourcing	Sourcing	Executive Search Sourcer	$ 69.87
C-NonIT-340	Recruitment Process Outsourcing	Sourcing	Passive Candidate Sourcer	$ 51.55
C-NonIT-341	Recruitment Process Outsourcing	Sourcing	Recruitment Sourcing Consultant	$ 46.87
C-NonIT-342	Recruitment Process Outsourcing	Sourcing	Sourcing Lead	$ 71.35
C-NonIT-343	Recruitment Process Outsourcing	Sourcing	Sourcing Recruiter	$ 58.22
C-NonIT-344	Recruitment Process Outsourcing	Sourcing	Strategic Sourcing Manager	$ 85.20
C-NonIT-345	Recruitment Process Outsourcing	Sourcing	Talent Sourcing Specialist	$ 48.66
C-NonIT-346	Recruitment Process Outsourcing	Sourcing	Technical Sourcing Recruiter	$ 52.72
C-NonIT-347	Recruitment Process Outsourcing	Sourcing	Exception	$ -
C-NonIT-348	Skilled Trades and General Labor	Custodians	Building Custodian	$ 43.80
C-NonIT-349	Skilled Trades and General Labor	Custodians	Cleaning Technician	$ 34.27
C-NonIT-350	Skilled Trades and General Labor	Custodians	Custodian	$ 31.16
C-NonIT-351	Skilled Trades and General Labor	Custodians	Environmental Services Aide	$ 30.15
C-NonIT-352	Skilled Trades and General Labor	Custodians	Facilities Cleaner	$ 34.59
C-NonIT-353	Skilled Trades and General Labor	Custodians	Floor Technician	$ 44.16
C-NonIT-354	Skilled Trades and General Labor	Custodians	Housekeeping Aide	$ 23.78
C-NonIT-355	Skilled Trades and General Labor	Custodians	Janitor	$ 24.43
C-NonIT-356	Skilled Trades and General Labor	Custodians	Maintenance Custodian	$ 37.40
C-NonIT-357	Skilled Trades and General Labor	Custodians	Sanitation Worker	$ 30.23
C-NonIT-358	Skilled Trades and General Labor	Custodians	Exception	$ -
C-NonIT-359	Skilled Trades and General Labor	Groundskeepers	Arborist	$ 35.78
C-NonIT-360	Skilled Trades and General Labor	Groundskeepers	Gardener	$ 31.15
C-NonIT-361	Skilled Trades and General Labor	Groundskeepers	Grounds Maintenance Manager	$ 46.69
C-NonIT-362	Skilled Trades and General Labor	Groundskeepers	Groundskeeper	$ 34.57
C-NonIT-363	Skilled Trades and General Labor	Groundskeepers	Horticulturalist	$ 57.69
C-NonIT-364	Skilled Trades and General Labor	Groundskeepers	Irrigation Technician	$ 35.36
C-NonIT-365	Skilled Trades and General Labor	Groundskeepers	Landscape Laborer	$ 32.33
C-NonIT-366	Skilled Trades and General Labor	Groundskeepers	Landscaping Foreman	$ 46.69
C-NonIT-367	Skilled Trades and General Labor	Groundskeepers	Pest Control Technician	$ 38.41
C-NonIT-368	Skilled Trades and General Labor	Groundskeepers	Turf Management Specialist	$ 51.35
C-NonIT-369	Skilled Trades and General Labor	Groundskeepers	Exception	$ -
C-NonIT-370	Skilled Trades and General Labor	HVAC Technicians	Air Conditioning Technician	$ 47.14
C-NonIT-371	Skilled Trades and General Labor	HVAC Technicians	Building Automation Technician	$ 50.40
C-NonIT-372	Skilled Trades and General Labor	HVAC Technicians	Duct Installer	$ 44.41
C-NonIT-373	Skilled Trades and General Labor	HVAC Technicians	HVAC Design Engineer	$ 67.29
C-NonIT-374	Skilled Trades and General Labor	HVAC Technicians	HVAC Installer	$ 44.86
C-NonIT-375	Skilled Trades and General Labor	HVAC Technicians	HVAC Mechanic	$ 44.86
C-NonIT-376	Skilled Trades and General Labor	HVAC Technicians	HVAC Project Manager	$ 65.70
C-NonIT-377	Skilled Trades and General Labor	HVAC Technicians	HVAC Service Technician	$ 44.86
C-NonIT-378	Skilled Trades and General Labor	HVAC Technicians	HVAC Technician	$ 36.31
C-NonIT-379	Skilled Trades and General Labor	HVAC Technicians	Refrigeration Technician	$ 45.82
C-NonIT-380	Skilled Trades and General Labor	HVAC Technicians	Exception	$ -
C-NonIT-381	Skilled Trades and General Labor	Machinists	CNC Machinist	$ 43.17
C-NonIT-382	Skilled Trades and General Labor	Machinists	CNC Programmer	$ 54.83
C-NonIT-383	Skilled Trades and General Labor	Machinists	Fabricator	$ 42.31
C-NonIT-384	Skilled Trades and General Labor	Machinists	Lathe Operator	$ 43.72
C-NonIT-385	Skilled Trades and General Labor	Machinists	Machine Operator	$ 35.69
C-NonIT-386	Skilled Trades and General Labor	Machinists	Machine Technician	$ 36.05
C-NonIT-387	Skilled Trades and General Labor	Machinists	Machinist	$ 45.61
C-NonIT-388	Skilled Trades and General Labor	Machinists	Manual Machinist	$ 46.63
C-NonIT-389	Skilled Trades and General Labor	Machinists	Millwright	$ 53.53
C-NonIT-390	Skilled Trades and General Labor	Machinists	Tool and Die Maker	$ 51.34
C-NonIT-391	Skilled Trades and General Labor	Machinists	Exception	$ -
C-NonIT-392	Skilled Trades and General Labor	Mechanics	Aircraft Mechanic	$ 51.06
C-NonIT-393	Skilled Trades and General Labor	Mechanics	Automotive Mechanic	$ 44.74
C-NonIT-394	Skilled Trades and General Labor	Mechanics	Body Shop Technician	$ 41.67
C-NonIT-395	Skilled Trades and General Labor	Mechanics	Diesel Mechanic	$ 45.74
C-NonIT-396	Skilled Trades and General Labor	Mechanics	Fleet Mechanic	$ 50.31
C-NonIT-397	Skilled Trades and General Labor	Mechanics	Heavy Equipment Mechanic	$ 46.45
C-NonIT-398	Skilled Trades and General Labor	Mechanics	Industrial Mechanic	$ 51.09
C-NonIT-399	Skilled Trades and General Labor	Mechanics	Maintenance Mechanic	$ 44.74
C-NonIT-400	Skilled Trades and General Labor	Mechanics	Marine Mechanic	$ 70.26
C-NonIT-401	Skilled Trades and General Labor	Mechanics	Motorcycle Mechanic	$ 38.14
C-NonIT-402	Skilled Trades and General Labor	Mechanics	Exception	$ -
C-NonIT-403	Skilled Trades and General Labor	Painters	Coating Inspector	$ 50.29
C-NonIT-404	Skilled Trades and General Labor	Painters	Commercial Painter	$ 43.69

C-NonIT-405	Skilled Trades and General Labor	Painters	Decorative Painter	$	48.06
C-NonIT-406	Skilled Trades and General Labor	Painters	House Painter	$	41.41
C-NonIT-407	Skilled Trades and General Labor	Painters	Industrial Painter	$	37.65
C-NonIT-408	Skilled Trades and General Labor	Painters	Paint Prep Technician	$	37.27
C-NonIT-409	Skilled Trades and General Labor	Painters	Painter	$	52.87
C-NonIT-410	Skilled Trades and General Labor	Painters	Painting Contractor	$	45.88
C-NonIT-411	Skilled Trades and General Labor	Painters	Sandblaster	$	37.27
C-NonIT-412	Skilled Trades and General Labor	Painters	Spray Painter	$	37.65
C-NonIT-413	Skilled Trades and General Labor	Painters	Exception	$	-
C-NonIT-414	Skilled Trades and General Labor	Technicians	Automation Technician	$	45.56
C-NonIT-415	Skilled Trades and General Labor	Technicians	Avionics Technician	$	50.98
C-NonIT-416	Skilled Trades and General Labor	Technicians	Biomedical Technician	$	54.31
C-NonIT-417	Skilled Trades and General Labor	Technicians	Environmental Technician	$	46.45
C-NonIT-418	Skilled Trades and General Labor	Technicians	Field Service Technician	$	47.47
C-NonIT-419	Skilled Trades and General Labor	Technicians	Industrial Technician	$	45.19
C-NonIT-420	Skilled Trades and General Labor	Technicians	Instrumentation Technician	$	49.67
C-NonIT-421	Skilled Trades and General Labor	Technicians	Laboratory Technician	$	44.87
C-NonIT-422	Skilled Trades and General Labor	Technicians	Maintenance Technician	$	40.75
C-NonIT-423	Skilled Trades and General Labor	Technicians	Quality Control Technician	$	44.71
C-NonIT-424	Skilled Trades and General Labor	Technicians	Exception	$	-
C-NonIT-425	Skilled Trades and General Labor	Traffic Management	Parking Enforcement Officer	$	30.11
C-NonIT-426	Skilled Trades and General Labor	Traffic Management	Roadway Flagging Technician	$	27.85
C-NonIT-427	Skilled Trades and General Labor	Traffic Management	Toll Collector	$	29.80
C-NonIT-428	Skilled Trades and General Labor	Traffic Management	Traffic Analyst	$	23.45
C-NonIT-429	Skilled Trades and General Labor	Traffic Management	Traffic Control Technician	$	44.63
C-NonIT-430	Skilled Trades and General Labor	Traffic Management	Traffic Coordinator	$	36.69
C-NonIT-431	Skilled Trades and General Labor	Traffic Management	Traffic Management Specialist	$	73.02
C-NonIT-432	Skilled Trades and General Labor	Traffic Management	Traffic Signal Technician	$	33.08
C-NonIT-433	Skilled Trades and General Labor	Traffic Management	Transport Operations Supervisor	$	76.01
C-NonIT-434	Skilled Trades and General Labor	Traffic Management	Transportation Planner	$	58.28
C-NonIT-435	Skilled Trades and General Labor	Traffic Management	Exception	$	-

Line Item	Functional Area	Job Title	Job Level	Canada NTE Bill
C-IT-0001	Application Architecture, Design and Development	Applications Systems Analyst	ASA1	$ 69.60
C-IT-0002	Application Architecture, Design and Development	Applications Systems Analyst	ASA2	$ 75.16
C-IT-0003	Application Architecture, Design and Development	Applications Systems Analyst	ASA3	$ 82.05
C-IT-0004	Application Architecture, Design and Development	Production Support Specialist	PSS1	$ 70.31
C-IT-0005	Application Architecture, Design and Development	Production Support Specialist	PSS2	$ 75.92
C-IT-0006	Application Architecture, Design and Development	Production Support Specialist	PSS3	$ 82.88
C-IT-0007	Application Architecture, Design and Development	Application Developer	AD1	$ 71.56
C-IT-0008	Application Architecture, Design and Development	Application Developer	AD2	$ 81.35
C-IT-0009	Application Architecture, Design and Development	Application Developer	AD3	$ 89.81
C-IT-0010	Application Architecture, Design and Development	Application Developer	AD4	$ 98.64
C-IT-0011	Application Architecture, Design and Development	Development Team Lead	DTL1	$ 111.51
C-IT-0012	Application Architecture, Design and Development	Application Technical Specialist	ATS1	$ 78.47
C-IT-0013	Application Architecture, Design and Development	Application Technical Specialist	ATS2	$ 91.42
C-IT-0014	Application Architecture, Design and Development	Application Technical Specialist	ATS3	$ 101.65
C-IT-0015	Application Architecture, Design and Development	Application Technical Specialist	ATS4	$ 111.51
C-IT-0016	Application Architecture, Design and Development	Applications Architect	AA1	$ 119.43
C-IT-0017	Application Architecture, Design and Development	Applications Architect	AA2	$ 132.55
C-IT-0018	Application Architecture, Design and Development	Mobile Specialist	MS1	$ 103.84
C-IT-0019	Application Architecture, Design and Development	Mobile Specialist	MS2	$ 116.24
C-IT-0020	Application Architecture, Design and Development	QA Tester	QAT1	$ 69.56
C-IT-0021	Application Architecture, Design and Development	QA Tester	QAT2	$ 77.65
C-IT-0022	Application Architecture, Design and Development	QA Tester	QAT3	$ 85.61
C-IT-0023	Application Architecture, Design and Development	QA Manager	QAM1	$ 99.47
C-IT-0024	Application Architecture, Design and Development	Tech Writer	TW1	$ 69.46
C-IT-0025	Application Architecture, Design and Development	Tech Writer	TW2	$ 76.51
C-IT-0026	Infrastructure	Computer Operator	CO1	$ 46.04
C-IT-0027	Infrastructure	Computer Operator	CO2	$ 49.93
C-IT-0028	Infrastructure	Lead Computer Operator	LCO1	$ 64.18
C-IT-0029	Infrastructure	Lead Computer Operator	LCO2	$ 78.23
C-IT-0030	Infrastructure	Help Desk Analyst	HDA1	$ 58.57
C-IT-0031	Infrastructure	Help Desk Analyst	HDA2	$ 64.58
C-IT-0032	Infrastructure	Lead Help Desk Analyst	LHDA1	$ 80.82
C-IT-0033	Infrastructure	Desktop Support Specialist	DSS1	$ 55.18
C-IT-0034	Infrastructure	Desktop Support Specialist	DSS2	$ 60.29
C-IT-0035	Infrastructure	Desktop Support Specialist	DSS3	$ 65.73
C-IT-0036	Infrastructure	LAN/WAN Administrator	LWA1	$ 76.67
C-IT-0037	Infrastructure	LAN/WAN Administrator	LWA2	$ 84.63
C-IT-0038	Infrastructure	Infrastructure Technical Specialist	ITS1	$ 80.29
C-IT-0039	Infrastructure	Infrastructure Technical Specialist	ITS2	$ 92.58
C-IT-0040	Infrastructure	Infrastructure Technical Specialist	ITS3	$ 103.84
C-IT-0041	Infrastructure	Infrastructure Technical Specialist	ITS4	$ 116.24
C-IT-0042	Infrastructure	System Administrator	SA1	$ 70.04
C-IT-0043	Infrastructure	System Administrator	SA2	$ 77.87

C-IT-0044	Infrastructure	System Administrator	SA3	$ 86.52
C-IT-0045	Infrastructure	Network Engineer	NE1	$ 73.42
C-IT-0046	Infrastructure	Network Engineer	NE2	$ 81.38
C-IT-0047	Infrastructure	Network Engineer	NE3	$ 90.46
C-IT-0048	Infrastructure	Network Architect	NAR1	$ 92.75
C-IT-0049	Infrastructure	Network Architect	NAR2	$ 99.52
C-IT-0050	Infrastructure	Telecom Engineer	TE1	$ 75.21
C-IT-0051	Infrastructure	Telecom Engineer	TE2	$ 82.84
C-IT-0052	Enterprise	Enterprise Architect	ET1	$ 114.52
C-IT-0053	Enterprise	Enterprise Architect	ET2	$ 127.00
C-IT-0054	Enterprise	ERP Analyst	EA1	$ 72.19
C-IT-0055	Enterprise	ERP Analyst	EA2	$ 78.92
C-IT-0056	Enterprise	ERP Analyst	EA3	$ 86.37
C-IT-0057	Enterprise	ERP Database Administrator	EDBA1	$ 75.61
C-IT-0058	Enterprise	ERP Database Administrator	EDBA2	$ 84.29
C-IT-0059	Enterprise	ERP Database Administrator	EDBA3	$ 93.32
C-IT-0060	Enterprise	ERP Developer	EED1	$ 72.19
C-IT-0061	Enterprise	ERP Developer	EED2	$ 78.92
C-IT-0062	Enterprise	ERP Developer	EED3	$ 86.37
C-IT-0063	Enterprise	ERP Project Manager	EP1	$ 112.65
C-IT-0064	Enterprise	ERP Project Manager	EP2	$ 123.01
C-IT-0065	Enterprise	SAP Architect	SPA1	$ 93.92
C-IT-0066	Enterprise	SAP Architect	SPA2	$ 103.79
C-IT-0067	Enterprise	SAP Analyst	SAA1	$ 77.20
C-IT-0068	Enterprise	SAP Analyst	SAA2	$ 84.88
C-IT-0069	Enterprise	SAP Developer	SAD1	$ 104.05
C-IT-0070	Enterprise	SAP Developer	SAD2	$ 117.46
C-IT-0071	Enterprise	SAP Developer	SAD3	$ 131.84
C-IT-0072	Enterprise	SAP Project Manager	SAPM1	$ 109.27
C-IT-0073	Enterprise	SAP Project Manager	SAPM2	$ 121.07
C-IT-0074	Data Management and Cloud Computing	Cloud Developer	CD1	$ 79.54
C-IT-0075	Data Management and Cloud Computing	Cloud Developer	CD2	$ 89.30
C-IT-0076	Data Management and Cloud Computing	Cloud Developer	CD3	$ 98.92
C-IT-0077	Data Management and Cloud Computing	Cloud Developer	CD4	$ 109.10
C-IT-0078	Data Management and Cloud Computing	Cloud Administrator	CAM1	$ 72.80
C-IT-0079	Data Management and Cloud Computing	Cloud Administrator	CAM2	$ 80.93
C-IT-0080	Data Management and Cloud Computing	Cloud Administrator	CAM3	$ 89.92
C-IT-0081	Data Management and Cloud Computing	Cloud Architect	CAR1	$ 85.96
C-IT-0082	Data Management and Cloud Computing	Cloud Architect	CAR2	$ 94.30
C-IT-0083	Data Management and Cloud Computing	Cloud Architect	CAR3	$ 103.08
C-IT-0084	Cybersecurity Information Assurance	IT Security Analyst	ISA1	$ 78.53
C-IT-0085	Cybersecurity Information Assurance	IT Security Analyst	ISA2	$ 85.58
C-IT-0086	Cybersecurity Information Assurance	IT Security Analyst	ISA3	$ 94.29
C-IT-0087	Cybersecurity Information Assurance	IT Security Engineer	ISE1	$ 99.12
C-IT-0088	Cybersecurity Information Assurance	IT Security Engineer	ISE2	$ 108.01
C-IT-0089	Cybersecurity Information Assurance	IT Security Engineer	ISE3	$ 118.90

C-IT-0090	Cybersecurity Information Assurance	IT Security Architect	ITSA1	$ 106.44
C-IT-0091	Cybersecurity Information Assurance	IT Security Architect	ITSA2	$ 119.81
C-IT-0092	Cybersecurity Information Assurance	IT Secutiry Auditor	ITAU1	$ 125.99
C-IT-0093	Database Management	Database Administrator	DBA1	$ 75.61
C-IT-0094	Database Management	Database Administrator	DBA2	$ 84.29
C-IT-0095	Database Management	Database Administrator	DBA3	$ 93.32
C-IT-0096	Database Management	Database Architect	DA1	$ 96.38
C-IT-0097	Database Management	Database Architect	DA2	$ 103.71
C-IT-0098	Database Management	Data Warehousing Specialist	DWS1	$ 87.87
C-IT-0099	Database Management	Data Warehousing Specialist	DWS2	$ 96.84
C-IT-0100	Database Management	Data Warehousing Specialist	DWS3	$ 103.73
C-IT-0101	Project/Program Management/Administration	Business Analyst	BA1	$ 72.41
C-IT-0102	Project/Program Management/Administration	Business Analyst	BA2	$ 79.80
C-IT-0103	Project/Program Management/Administration	Business Analyst	BA3	$ 87.88
C-IT-0104	Project/Program Management/Administration	Project Manager	PM1	$ 90.05
C-IT-0105	Project/Program Management/Administration	Project Manager	PM2	$ 100.29
C-IT-0106	Project/Program Management/Administration	Project Manager	PM3	$ 111.16
C-IT-0107	Project/Program Management/Administration	Program Manager/Engagement Manager	PREM1	$ 139.53
C-IT-0108	Project/Program Management/Administration	Program Manager/Engagement Manager	PREM2	$ 168.48
C-IT-0109	Project/Program Management/Administration	IT Strategist	ITS1	$ 120.97
C-IT-0110	Project/Program Management/Administration	IT Strategist	ITS2	$ 134.83
C-IT-0111	Project/Program Management/Administration	Business Subject Matter Expert - Management	SMEM1	$ 103.84
C-IT-0112	Project/Program Management/Administration	Business Subject Matter Expert - Executive	SMEE2	$ 116.24
C-IT-0113	Project/Program Management/Administration	IT Trainer	ITT1	$ 61.45
C-IT-0114	Project/Program Management/Administration	IT Trainer	ITT2	$ 67.88
C-IT-0115	Project/Program Management/Administration	Exception		$ -
C-IT-0116	Web Design/Development/Maint	Web Developer	WD1	$ 74.20
C-IT-0117	Web Design/Development/Maint	Web Developer	WD2	$ 82.14
C-IT-0118	Web Design/Development/Maint	Graphic Designer	GD1	$ 60.72
C-IT-0119	Web Design/Development/Maint	Graphic Designer	GD2	$ 66.52
C-IT-0120	Geographic Information Systems	GIS Analyst	GISA1	$ 140.90
C-IT-0121	Geographic Information Systems	GIS Systems Specialist	GISS1	$ 111.51
C-IT-0122	Geographic Information Systems	GIS Systems Specialist	GISS2	$ 115.71
C-IT-0123	Geographic Information Systems	GIS Technician	GIST1	$ 78.47
C-IT-0124	Geographic Information Systems	GIS Technician	GIST2	$ 91.42
C-IT-0125	Geographic Information Systems	GIS Technician	GIST3	$ 101.65
C-IT-0126	Healthcare Systems and Support	Curam Business Analyst	CBA1	$ 128.78
C-IT-0127	Healthcare Systems and Support	Curam Business Analyst	CBA2	$ 147.03
C-IT-0128	Healthcare Systems and Support	Curam Programmer	CUP1	$ 117.49
C-IT-0129	Healthcare Systems and Support	Curam Programmer	CUP2	$ 136.89
C-IT-0130	Healthcare Systems and Support	Curam Architect	CAR1	$ 155.14
C-IT-0131	Healthcare Systems and Support	Curam Architect	CAR2	$ 181.00

C-IT-0132	Healthcare Systems and Support	HealthCare Programmer	HRP1	$ 89.81
C-IT-0133	Healthcare Systems and Support	HealthCare Programmer	HRP2	$ 98.64
C-IT-0134	Healthcare Systems and Support	Healthcare Technical Specialist	HRTS1	$ 101.65
C-IT-0135	Healthcare Systems and Support	Healthcare Technical Specialist	HRTS2	$ 111.51
C-IT-0136	Healthcare Systems and Support	Healthcare Systems Architect	HSA1	$ 99.01
C-IT-0137	Healthcare Systems and Support	Healthcare Systems Architect	HSA2	$ 109.89
C-IT-0138	Administrative Support	Administrative Assistant	ADMIN1	$ 26.35
C-IT-0139	Administrative Support	Administrative Assistant	ADMIN2	$ 31.04
C-IT-0140	Administrative Support	Executive Administrative Assistant	EAA1	$ 38.87
C-IT-0141	Administrative Support	Executive Administrative Assistant	EAA2	$ 47.76
C-IT-0142	Administrative Support	General Administrative Specialist/Analyst	GAS1	$ 32.92
C-IT-0143	Administrative Support	General Administrative Specialist/Analyst	GAS2	$ 37.92