

Agenda Item: 6.

Memorandum

To: Personnel, Legislative and Public Affairs Subcommittee

Re: Update on 2013 Market Analysis of District Job Descriptions

Date: September 30, 2013

From: Jean Tait, Administrative Coordinator



At the December 2012 Board of Directors Meeting, the General Manager stated it had been several years since the District assessed the employee compensation program and that prior to the next Pay Program Administration Manual update, he would direct staff to work with SilverStone Group to conduct a Market Analysis.

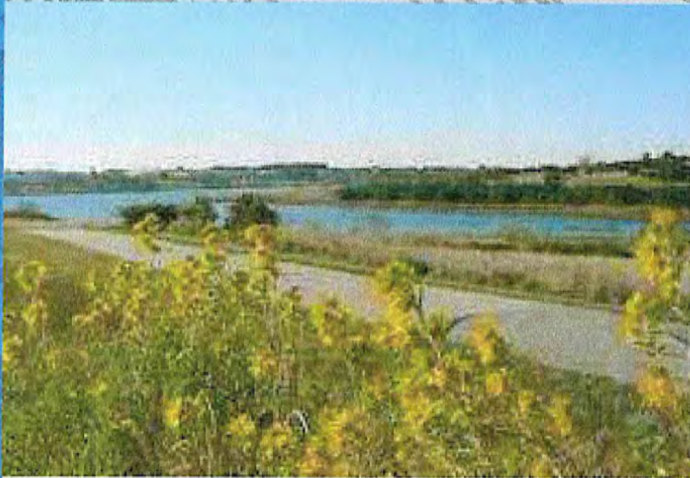
On September 20th, the General Manager and I met with Virginia Collins and Ashley Thomalla, SilverStone Group, to review the findings from the analysis conducted. The analysis consisted of researching the existing staff's job descriptions, taking into account their time in-service and where the existing compensation stands in relationship to what is going on in the existing job market. SilverStone's Compensation Project for the Papio-Missouri River NRD dated June of 2013 is attached for your review.

The results of the Market Analysis reflect a needed increase to the Pay Grade Midpoints. The impact of this increase (which is based on merit and occurs as a result of Employee Evaluations) will be 0.5% for the majority of employees.

Staff will ask SilverStone to update the District's Pay Program Administration Manual for 2014 based on this Market Analysis, and will bring the manual to the PLPA Subcommittee in December of 2013 for review and recommendation.

COMPENSATION PROJECT

June 2013



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Wisdom at Work.

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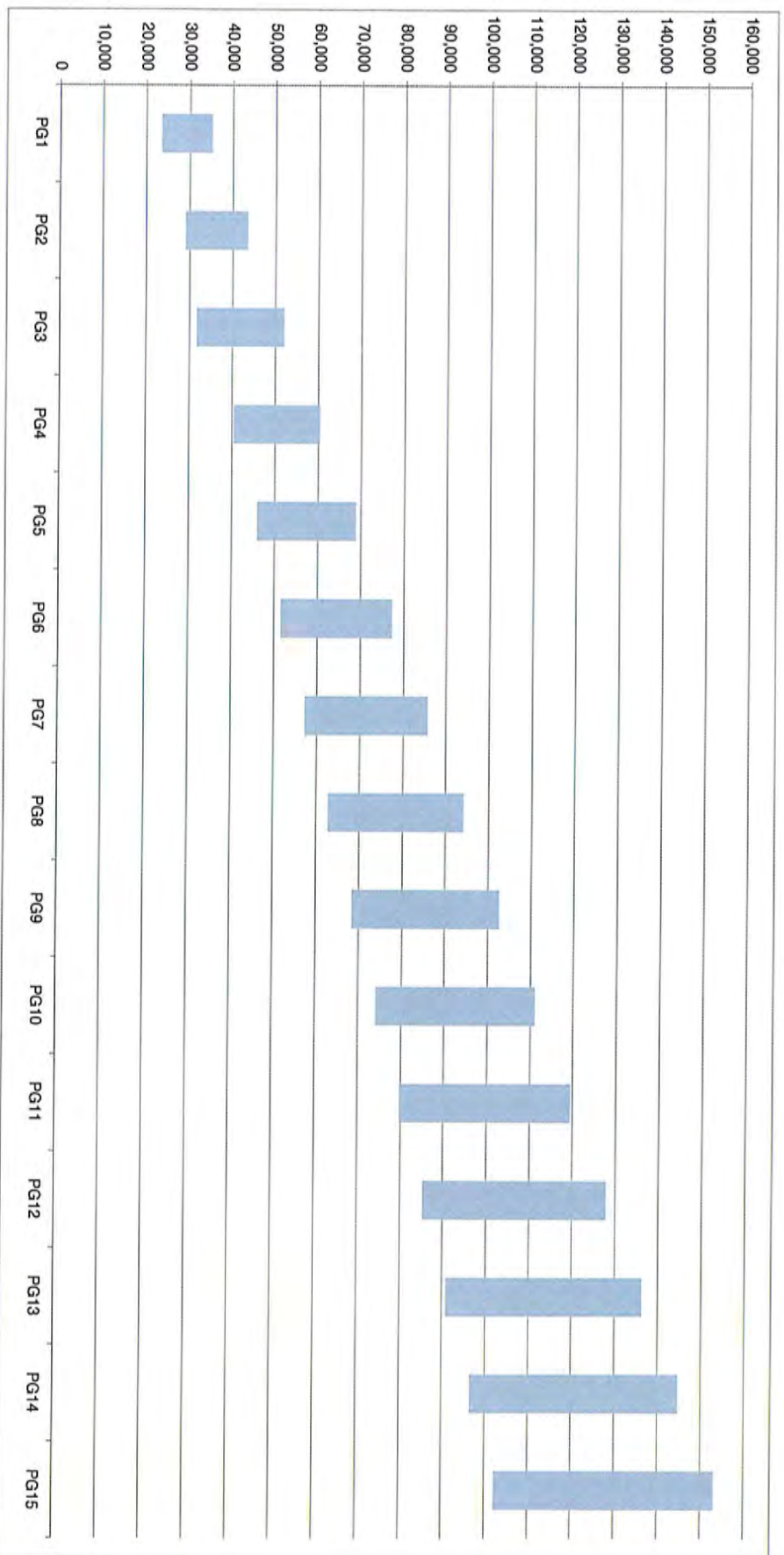


Current Pay Structure Summary

| Pay Grade | Pay Grade Minimum | Pay Grade Midpoint | Pay Grade Maximum | Pay Grade Increment | Pay Range Spread |
|-----------|-------------------|--------------------|-------------------|---------------------|------------------|
| 15 | 102,116 | 127,646 | 153,174 | 6% | 50% |
| 14 | 96,498 | 120,623 | 144,747 | 6% | 50% |
| 13 | 90,880 | 113,600 | 136,320 | 7% | 50% |
| 12 | 85,262 | 106,578 | 127,893 | 7% | 50% |
| 11 | 79,644 | 99,555 | 119,465 | 8% | 50% |
| 10 | 74,025 | 92,532 | 111,038 | 8% | 50% |
| 9 | 68,407 | 85,510 | 102,611 | 9% | 50% |
| 8 | 62,789 | 78,487 | 94,184 | 10% | 50% |
| 7 | 57,171 | 71,464 | 85,757 | 11% | 50% |
| 6 | 51,553 | 64,442 | 77,329 | 12% | 50% |
| 5 | 45,935 | 57,419 | 68,902 | 14% | 50% |
| 4 | 40,317 | 50,396 | 60,475 | 16% | 50% |
| 3 | 34,698 | 43,373 | 52,048 | 19% | 50% |
| 2 | 29,080 | 36,351 | 43,620 | 24% | 50% |
| 1 | 23,462 | 29,328 | 35,193 | - | 50% |



Current Pay Structure

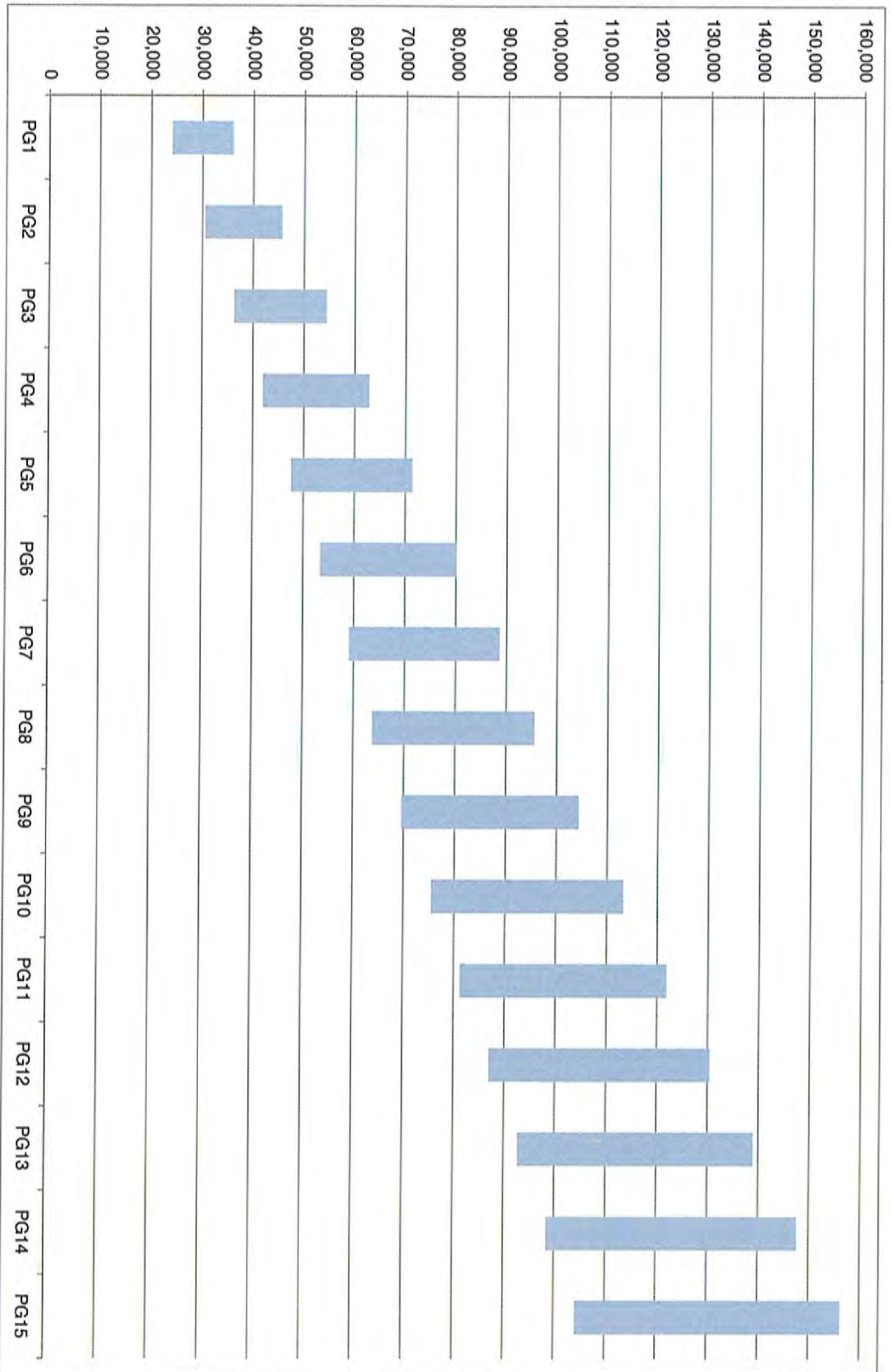




Updated Pay Structure Summary

| Pay Grade | Pay Grade Minimum | Pay Grade Midpoint | Pay Grade Maximum | Pay Grade Increment | Pay Range Spread | Updated Pay Grade Midpoint Compared to Current Pay Grade Midpoint |
|-----------|-------------------|--------------------|-------------------|---------------------|------------------|---|
| 15 | 104,159 | 130,199 | 156,239 | 6% | 50% | 2% |
| 14 | 98,428 | 123,035 | 147,643 | 6% | 50% | 2% |
| 13 | 92,698 | 115,872 | 139,046 | 7% | 50% | 2% |
| 12 | 86,968 | 108,710 | 130,451 | 7% | 50% | 2% |
| 11 | 81,237 | 101,546 | 121,855 | 8% | 50% | 2% |
| 10 | 75,506 | 94,383 | 113,259 | 8% | 50% | 2% |
| 9 | 69,607 | 87,009 | 104,411 | 9% | 50% | 2% |
| 8 | 63,708 | 79,636 | 95,563 | 8% | 50% | 1% |
| 7 | 59,132 | 73,915 | 88,698 | 11% | 50% | 3% |
| 6 | 53,371 | 66,714 | 80,057 | 12% | 50% | 4% |
| 5 | 47,611 | 59,514 | 71,416 | 13% | 50% | 4% |
| 4 | 41,949 | 52,436 | 62,923 | 16% | 50% | 4% |
| 3 | 36,287 | 45,359 | 54,431 | 19% | 50% | 5% |
| 2 | 30,460 | 38,076 | 45,691 | 27% | 50% | 5% |
| 1 | 24,022 | 30,027 | 36,033 | - | 50% | 2% |

Updated Pay Structure





Overall Summary

| Job Title | 1st Quartile Base Data | Average Median Base Data | 3rd Quartile Base Data | Annual Bonus | Total Compensation |
|--|------------------------|--------------------------|------------------------|--------------|--------------------|
| Updated: 07/13 | | | | | |
| Accounting Assistant | 37,022 | 40,494 | 44,024 | 1,574 | 41,510 |
| Administrative Coordinator | 70,639 | 80,647 | 91,066 | 7,679 | 86,213 |
| Assistant General Manager | 99,398 | 108,681 | 126,076 | 20,465 | 122,253 |
| Assistant Operation and Maintenance Superintendent | 52,030 | 59,053 | 67,427 | 4,196 | 61,422 |
| Conservation Technician | 31,620 | 37,783 | 40,173 | 1,229 | 36,492 |
| Construction Technician - Part Time | 37,446 | 40,571 | 44,835 | 674 | 41,245 |
| Custodian/Facility Maintenance Technician | 65,928 | 74,874 | 83,446 | 6,206 | 77,682 |
| District Accountant | 26,230 | 31,584 | 33,323 | 1,320 | 30,202 |
| District Accountant - Part Time | 55,882 | 61,830 | 68,029 | 4,723 | 66,311 |
| District Office Secretary | 45,665 | 50,943 | 56,511 | 3,164 | 53,178 |
| Drafter/NRC Building Manager | 43,905 | 48,997 | 55,795 | 2,370 | 50,070 |
| Drafter | 45,766 | 51,881 | 58,904 | 4,261 | 53,192 |
| Education/Volunteer Specialist | 41,935 | 47,034 | 50,940 | 2,525 | 46,702 |
| Engineering Aide/Surveyor-Instrument Person | 47,234 | 53,047 | 61,148 | 3,183 | 54,311 |
| Engineering Aide/Survey Coordinator | 35,980 | 43,013 | 45,453 | 1,661 | 41,566 |
| Environmental Coordinator | 50,795 | 63,583 | 65,020 | 846 | 61,166 |
| Environmental Education Assistant | 67,601 | 76,183 | 86,605 | 5,441 | 80,246 |
| Field Office Program Assistant | 43,202 | 48,191 | 55,691 | 2,790 | 49,621 |
| Field Representative | 42,899 | 47,939 | 53,473 | 2,033 | 49,065 |
| General Manager | 55,516 | 63,096 | 69,626 | 3,147 | 65,209 |
| Groundskeeper | 158,827 | 202,261 | 256,779 | 88,333 | 264,126 |
| Groundwater Management Engineer | 24,793 | 28,578 | 32,965 | 990 | 28,697 |
| Heavy Equipment Operator | 63,055 | 71,729 | 79,647 | 5,849 | 73,780 |
| Information/Education Coordinator | 46,112 | 48,964 | 52,145 | 1,327 | 49,211 |
| IT Intern | 65,526 | 74,885 | 87,274 | 6,276 | 77,803 |
| IT Manager | 36,672 | 41,326 | 44,857 | 1,698 | 43,732 |
| IT Support Technician | 86,648 | 95,449 | 106,705 | 10,312 | 101,339 |
| Land and Water Programs Coordinator | 39,882 | 44,400 | 50,041 | 2,203 | 45,531 |
| Land Steward - Part Time | 61,009 | 70,513 | 79,305 | 3,147 | 73,580 |
| Land Steward | 27,624 | 33,345 | 36,103 | 1,242 | 32,119 |
| Lead Land Steward | 31,461 | 36,838 | 41,480 | 3,777 | 36,582 |
| Medium Equipment Operator | 43,358 | 51,639 | 61,332 | 5,433 | 52,201 |
| Natural Resources Planner | 41,882 | 44,457 | 48,470 | 673 | 45,086 |
| | 63,518 | 72,887 | 83,238 | 5,392 | 77,037 |

Overall Summary

| Job Title | 1st Quartile Base Data | Average Median Base Data | 3rd Quartile Base Data | Annual Bonus | Total Compensation |
|--|---------------------------|--------------------------------|---------------------------|-----------------|-----------------------|
| Night Security | 26,918 | 29,920 | 33,991 | 927 | 30,121 |
| NRCS Administrative Secretary | 43,905 | 48,997 | 55,795 | 2,370 | 50,070 |
| Operation and Maintenance Superintendent | 67,469 | 77,867 | 86,000 | 4,892 | 81,305 |
| Park Superintendent | 56,693 | 63,085 | 75,668 | 4,519 | 68,143 |
| Pigeon/Jones Watershed Coordinator - Field Representative | 55,516 | 63,096 | 69,626 | 3,147 | 65,209 |
| Project Manager | 66,574 | 76,508 | 87,585 | 6,144 | 81,346 |
| Purchasing Agent/Files Administrator | 47,253 | 52,306 | 60,168 | 2,873 | 54,718 |
| Receptionist/Accounting Assistant/Responsible Charge Coordinator | 30,595 | 34,009 | 38,368 | 1,105 | 34,506 |
| Receptionist/Secretary/Accounting Assistant | 28,398 | 31,687 | 35,815 | 1,128 | 31,666 |
| Stormwater Management Engineer | 63,055 | 71,729 | 79,647 | 5,849 | 73,780 |
| Water Resources Engineer | 63,055 | 71,729 | 79,647 | 5,849 | 73,780 |
| Water Supply Bookkeeper | 29,953 | 33,452 | 38,103 | 1,555 | 33,861 |
| Water Supply Operator (II) | 32,745 | 36,831 | 42,341 | 661 | 37,212 |
| Water Supply Operator | 31,587 | 38,645 | 41,682 | 1,416 | 37,131 |
| Water Supply Superintendent | 60,609 | 66,473 | 73,299 | 4,897 | 68,575 |
| Water Supply Technician | 32,745 | 36,831 | 42,341 | 661 | 37,212 |



Detail Summary

| Survey Name | Score | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|---|---|---------------------------------------|-------------|------------|-------------|------------|--------------|--------------------|
| Accounting Assistant | | | | | | | | |
| Comptrol | Nebraska | Accounting Clerk II (Senior) | 48 | 34,425 | 37,025 | 40,145 | 1,778 | 37,025 |
| Director | Central Plains Region | Accounting Clerk | 5 | 34,848 | 38,216 | 39,523 | | |
| ERI | Nebraska/Natural Resource Services | Accountant Assistant | N/A | 39,558 | 42,228 | 46,037 | 1,234 | 43,462 |
| HRAM | Omaha, NE | Accounting Clerk III | 21 | 40,866 | 45,576 | 49,512 | 1,515 | 45,612 |
| Kenexa | Midwest Region/Education Gov't/Nonprofit/50-100 Eas | Accounting Clerk II | N/A | 33,669 | 37,568 | 41,508 | | 38,392 |
| Mercer | North Central Region | Accounting Clerk, Senior | 224 | 38,585 | 42,329 | 47,321 | 1,768 | 43,057 |
| Average | | | | | | | | |
| Administrative Coordinator | | | | | | | | |
| Comptrol | Nebraska | Human Resources Manager | 66 | 76,130 | 84,658 | 89,858 | 13,226 | 87,778 |
| ERI | Nebraska/Natural Resource Services | Administrative Services Manager | N/A | 63,880 | 69,689 | 77,426 | 3,560 | 73,249 |
| ERI | Nebraska/Natural Resource Services | Human Resources Manager | N/A | 72,070 | 78,729 | 87,535 | 4,321 | 83,050 |
| HRAM | Omaha, NE | Human Resources Manager | 24 | 68,966 | 83,597 | 96,256 | 4,741 | 92,184 |
| Kenexa | Midwest Region/Education Gov't/Nonprofit/50-100 Eas | Administrative Services Manager | N/A | 60,200 | 70,451 | 83,215 | | 78,592 |
| Kenexa | Midwest Region/Education Gov't/Nonprofit/50-100 Eas | Human Resources Manager | N/A | 77,688 | 88,441 | 101,406 | | 93,768 |
| TW Supervisory&Mid Mgmt | North Central Region | Administrative Services, Manager | 110 | 61,638 | 75,015 | 87,963 | 8,133 | 81,114 |
| TW Supervisory&Mid Mgmt | North Central Region | Human Resources, Manager | 235 | 84,539 | 94,598 | 104,871 | 12,092 | 101,981 |
| Average | | | | | | | | |
| Assistant General Manager | | | | | | | | |
| Comptrol | Nebraska | Operations Director | 15 | 102,339 | 110,347 | 125,323 | 24,477 | 110,347 |
| Comptrol | Nebraska | Engineering Director | 12 | 124,699 | 127,507 | 134,164 | 27,612 | 147,580 |
| ERI | Nebraska/Natural Resource Services/55 Eas | Operations Director | N/A | 97,355 | 111,715 | 130,581 | 14,523 | 126,238 |
| ERI | Nebraska/Natural Resource Services/55 Eas | Engineering Director | N/A | 75,371 | 89,154 | 107,283 | 8,319 | 97,473 |
| Kenexa | Midwest Region/Education Gov't/Nonprofit/50-100 Eas | Operations Director | N/A | 91,859 | 108,843 | 126,782 | | 122,310 |
| Kenexa | Midwest Region/Education Gov't/Nonprofit/50-100 Eas | Engineering Director | N/A | 94,270 | 107,938 | 121,707 | | 116,983 |
| NE CPS | Nebraska | Natural Resources Deputy Director | N/A | | 93,233 | | | |
| TW Supervisory&Mid Mgmt | North Central Region | Engineering, Senior Manager | 66 | 109,793 | 120,708 | 136,760 | 27,395 | 134,341 |
| Average | | | | | | | | |
| Assistant Operation and Maintenance Superintendent | | | | | | | | |
| Comptrol | Nebraska | Maintenance Supervisor I | 29 | 48,257 | 51,585 | 62,402 | 9,422 | 51,585 |
| Comptrol | Midwest Region | Construction Supervisor | 41 | 58,242 | 62,922 | 67,498 | 2,956 | 66,146 |
| ERI | Nebraska/Natural Resource Services | Operations Supervisor | N/A | 50,985 | 55,735 | 62,151 | 1,529 | 57,264 |
| ERI | Nebraska/Natural Resource Services | Maintenance Supervisor | N/A | 51,094 | 55,235 | 60,842 | 1,444 | 56,679 |
| ERI | Nebraska/Natural Resource Services | Assistant Construction Superintendent | N/A | 55,198 | 60,430 | 67,457 | 2,637 | 63,067 |
| Kenexa | Midwest Region/Education Gov't/Nonprofit/50-100 Eas | Maintenance Supervisor | N/A | 48,944 | 56,281 | 64,823 | | 57,085 |
| Mercer | North Central Region | Maintenance Supervisor | 206 | 57,930 | 70,202 | 83,826 | 5,928 | 73,842 |
| TW Supervisory&Mid Mgmt | North Central Region | Maintenance, Supervisor | 19 | 45,587 | 60,033 | 70,413 | 5,458 | 65,705 |
| Average | | | | | | | | |
| | | | | 52,030 | 59,053 | 67,427 | 4,196 | 61,422 |

Detail Summary

| Survey Name | Scope | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|--|--|---|-------------|---------------|---------------|---------------|--------------|--------------------|
| Conservation Technician | | | | | | | | |
| Compdata | Nebraska | Maintenance Worker | 68 | 28,705 | 31,929 | 35,985 | 1,651 | 32,345 |
| Dietrich | Central Plains Region | Maintenance Specialist | 2 | | 48,429 | | | |
| ERI | Nebraska/Natural Resource Services | Soil Conservation Technician | N/A | 37,446 | 40,571 | 44,835 | 674 | 41,245 |
| ERI | Nebraska/Natural Resource Services | Building Maintenance Worker | N/A | 34,908 | 37,158 | 40,214 | 470 | 37,628 |
| HRAM | Omaha, NE | Building Maintenance Worker | 34 | 33,862 | 39,806 | 43,892 | 1,310 | 40,297 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | General Maintenance Worker I | N/A | 24,824 | 28,542 | 32,261 | | 28,844 |
| TW Tech Support&Production | North Central Region | Maintenance, Intermediate | 43 | 29,776 | 37,946 | 43,751 | 2,042 | 38,591 |
| Average | | | | 31,820 | 37,763 | 40,173 | 1,229 | 36,492 |
| Conservation Technician - Part Time | | | | | | | | |
| ERI | Nebraska/Natural Resource Services | Soil Conservation Technician | N/A | 37,446 | 40,571 | 44,835 | 674 | 41,245 |
| Average | | | | 37,446 | 40,571 | 44,835 | 674 | 41,245 |
| Construction Engineer | | | | | | | | |
| Compdata | Midwest Region | Civil Engineer II (Senior) | 36 | 71,970 | 73,738 | 79,042 | | 73,738 |
| Compdata | Nebraska | Project Manager | 9 | 77,898 | 82,370 | 89,234 | | 85,698 |
| ERI | Nebraska/Natural Resource Services | Construction Engineering Manager | N/A | 78,555 | 86,376 | 96,666 | 4,647 | 91,023 |
| ERI | Nebraska/Natural Resource Services | Project Manager | N/A | 78,714 | 87,065 | 98,047 | 13,953 | 101,018 |
| HRAM | Omaha, NE | Staff Engineer | 8 | 68,551 | 77,436 | 86,690 | 4,619 | 78,160 |
| HRAM | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Project Manager | 26 | 64,016 | 77,377 | 95,155 | 2,090 | 80,776 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Civil Engineer II | N/A | 55,783 | 63,617 | 70,954 | | 64,019 |
| Kenexa | North Central Region | Project Manager I | N/A | 54,170 | 62,009 | 71,858 | | 64,924 |
| Merced | North Central Region | Civil Engineer, Intermediate | 15 | 67,810 | 72,178 | 78,418 | | 74,258 |
| Merced | Nebraska | Project Manager (Non-Technical), Intermediate | 155 | 63,546 | 74,986 | 88,402 | 6,136 | 78,730 |
| NE CPS | North Central Region | Engineer IV | 52 | 55,004 | 68,915 | 76,620 | 5,458 | 71,269 |
| TW Admin Prof | North Central Region | Project/Program Management, Intermediate | N/A | 54,121 | 66,148 | 70,262 | 6,541 | 68,574 |
| TW Engineering Design&Drafting | North Central Region | Civil Engineer, Intermediate | 13 | | | | | |
| Average | | | | 65,928 | 74,874 | 83,446 | 6,206 | 77,682 |
| Custodian/Facility Maintenance Technician | | | | | | | | |
| Compdata | Nebraska | Custodian | 31 | 23,193 | 26,105 | 27,769 | 1,703 | 26,521 |
| Compdata | Nebraska | Maintenance Worker | 88 | 28,705 | 31,929 | 35,985 | 1,651 | 32,345 |
| Dietrich | Central Plains Region | Maintenance Specialist | 2 | | 48,429 | | | |
| ERI | Nebraska/Natural Resource Services | Custodian | N/A | 22,178 | 23,418 | 25,284 | 186 | 23,604 |
| ERI | Nebraska/Natural Resource Services | Building Maintenance Worker | 24 | 22,387 | 24,539 | 26,952 | 1,118 | 27,628 |
| HRAM | Omaha, NE | Custodian | 34 | 33,862 | 39,806 | 43,892 | 1,310 | 40,297 |
| HRAM | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Janitor | N/A | 19,598 | 22,412 | 26,030 | | 22,613 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | General Maintenance Worker I | N/A | 24,924 | 28,542 | 32,261 | | 28,844 |
| Merced | North Central Region | Custodial Worker | 117 | 22,673 | 27,041 | 30,993 | 2,080 | 27,041 |
| Merced | North Central Region | Maintenance, Intermediate | 43 | 29,776 | 37,946 | 43,751 | 2,042 | 38,591 |
| Average | | | | 26,230 | 31,584 | 33,323 | 1,320 | 30,202 |

Detail Summary

| Survey Name | Scope | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|--|--|---|-------------|------------|-------------|------------|--------------|--------------------|
| District Accountant | | | | | | | | |
| Compdata | Nebraska | Accountant II (Senior) | 33 | 55,057 | 60,946 | 63,754 | 2,619 | 61,258 |
| ERI | Nebraska/Natural Resource Services | Accountant, Level 3 | N/A | 48,387 | 50,032 | 55,042 | | 65,510 |
| HRAM | Omaha, NE | Accountant III | 28 | 56,401 | 62,315 | 69,792 | 5,909 | 66,039 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Accountant III | N/A | 58,894 | 65,326 | 72,461 | | 71,762 |
| Mercer | North Central Region | Accountant, Senior | 404 | 62,610 | 68,954 | 76,650 | 5,512 | 64,987 |
| Accounting&Finance | North Central Region | Accounting, Career | 212 | 54,985 | 63,405 | 70,473 | 4,853 | |
| Average | | | | | | | | |
| District Accountant - Part Time | | | | 55,882 | 61,830 | 68,029 | 4,723 | 66,311 |
| District Office Secretary | | | | | | | | |
| Compdata | Nebraska | Accountant I | 85 | 41,601 | 45,033 | 49,921 | 3,005 | 45,761 |
| ERI | Nebraska/Natural Resource Services | Accountant, Level 2 | N/A | 42,415 | 45,648 | 50,137 | | 56,091 |
| HRAM | Omaha, NE | Accountant II | 40 | 48,068 | 55,047 | 61,203 | 3,263 | 53,668 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Accountant II | N/A | 46,834 | 51,859 | 57,487 | | 57,306 |
| Mercer | North Central Region | Accountant, Intermediate | 450 | 49,921 | 55,745 | 62,506 | 3,328 | 53,066 |
| Accounting&Finance | North Central Region | Accountant, Intermediate | 232 | 45,153 | 52,327 | 57,813 | 3,059 | |
| Average | | | | 45,665 | 50,943 | 56,511 | 3,164 | 53,178 |
| Drafting/NRC Building Manager | | | | | | | | |
| Compdata | Nebraska | Executive Secretary | 27 | 40,665 | 45,345 | 53,457 | 2,135 | 45,345 |
| ERI | Nebraska/Natural Resource Services | Executive Assistant | N/A | 48,426 | 52,879 | 58,922 | 1,257 | 54,136 |
| HRAM | Omaha, NE | Executive Secretary/Executive Assistant | 53 | 42,182 | 47,117 | 54,141 | 2,778 | 48,882 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Executive Assistant | N/A | 43,015 | 48,542 | 55,175 | | 49,748 |
| Mercer | North Central Region | Secretary, Executive | 362 | 50,441 | 57,098 | 64,274 | 3,640 | 58,450 |
| Office&Business | North Central Region | Secretarial/Executive Administrative Assistance, Intermediate | 263 | 38,699 | 42,998 | 48,803 | 2,042 | 43,858 |
| Average | | | | 43,905 | 48,997 | 55,785 | 2,370 | 50,070 |
| Drafting/NRC Building Manager | | | | | | | | |
| Compdata | Nebraska | CAD Drafterperson | 22 | 36,713 | 40,561 | 44,409 | | 40,665 |
| Compdata | Nebraska | Maintenance Supervisor I | 29 | 48,257 | 51,585 | 62,402 | 9,422 | 51,585 |
| Dietrich | Central Plains Region | Engineering Technician II | 2 | | 54,676 | | | 48,972 |
| ERI | Nebraska/Natural Resource Services | Drafter | N/A | 45,437 | 48,217 | 52,062 | 755 | 56,679 |
| ERI | Nebraska/Natural Resource Services | Maintenance Supervisor | N/A | 51,094 | 55,235 | 60,842 | | 37,894 |
| HRAM | Omaha, NE | Drafter | 6 | 35,384 | 37,884 | 40,801 | 1,444 | 43,919 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | CAD Drafter I | N/A | 38,281 | 43,417 | 49,949 | | 57,065 |
| Mercer | North Central Region | Maintenance Supervisor | N/A | 48,944 | 56,281 | 64,823 | 2,600 | 73,842 |
| Accounting&Finance | North Central Region | Drafter, Intermediate | 33 | 44,513 | 48,465 | 54,913 | 5,928 | 57,708 |
| Engineering Design&Drafting | North Central Region | Maintenance Supervisor | 206 | 57,930 | 70,202 | 83,826 | 4,220 | 65,705 |
| Supervisory&Mgt Mgmt | North Central Region | Design & Drafting, Intermediate | 26 | 51,272 | 56,020 | 63,405 | | |
| Average | | | | 45,587 | 60,033 | 70,413 | 5,459 | |
| Average | | | | 45,766 | 51,881 | 59,904 | 4,261 | 53,192 |

Detail Summary

| Survey Name | Scope | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|--|--|--|-------------|---------------|---------------|---------------|--------------|--------------------|
| Drafter | | | | | | | | |
| Compdata | Nebraska | CAD Draftperson | 22 | 36,713 | 40,561 | 44,409 | | 40,665 |
| Dietrich | Central Plains Region | Engineering Technician II | 2 | | 54,676 | | | |
| ERI | Nebraska/Natural Resource Services | Drafter | N/A | 45,437 | 48,217 | 52,062 | 755 | 48,972 |
| HRAM | Omaha, NE | Drafter | 6 | 35,384 | 37,884 | 40,801 | | 37,894 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | CAD Drafter I | N/A | 38,291 | 43,417 | 49,949 | | 43,919 |
| Merced | North Central Region | Drafter, Intermediate | 33 | 44,513 | 48,465 | 54,913 | 2,600 | 51,065 |
| TW Engineering Design&Drafting | North Central Region | Design & Drafting, Intermediate | 26 | 51,272 | 56,020 | 63,405 | 4,220 | 57,708 |
| Average | | | | 41,935 | 47,034 | 50,940 | 2,525 | 46,702 |
| Education/Volunteer Specialist | | | | | | | | |
| Compdata | Nebraska | Trainer | 10 | 48,673 | 52,937 | 57,618 | 4,793 | 52,937 |
| Compdata | Nebraska | Public Relations Specialist | 12 | 48,361 | 49,713 | 54,393 | | 50,129 |
| ERI | Nebraska/Natural Resource Services | Training Instructor | N/A | 48,440 | 52,313 | 57,583 | 1,190 | 53,503 |
| ERI | Nebraska/Natural Resource Services | Special Events Coordinator | N/A | 55,053 | 59,928 | 66,481 | 4,574 | 64,502 |
| HRAM | Nebraska/Natural Resource Services | Public Relations Coordinator | N/A | 43,871 | 47,635 | 52,673 | 1,039 | 48,674 |
| Kenexa | Omaha, NE | Training Specialist | 26 | 44,435 | 52,491 | 65,762 | 4,128 | 55,994 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Training Specialist II | N/A | 45,527 | 51,959 | 59,396 | | 53,869 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Volunteer Services Director | N/A | 55,477 | 63,115 | 71,858 | | 63,919 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Community Outreach Specialist | N/A | 41,507 | 50,150 | 59,195 | | 50,251 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Meeting/Event Planner | N/A | 44,321 | 51,356 | 59,898 | | 52,562 |
| TW Human Resources | North Central Region | Employee Development/Training Generalist, Intermediate | 79 | 51,061 | 56,336 | 64,776 | 3,376 | 56,758 |
| TW Marketing | North Central Region | Community Affairs/Relations, Intermediate | 7 | 39,984 | 48,635 | 64,143 | | 48,635 |
| Average | | | | 47,234 | 53,047 | 61,148 | 3,183 | 54,311 |
| Engineering Aide/Surveyor-Instrument Person | | | | | | | | |
| Compdata | Midwest Region | Surveyor | 18 | 27,873 | 33,905 | 35,673 | | 33,905 |
| Compdata | Nebraska | Engineering Technician | 18 | 40,353 | 48,257 | 51,793 | 3,273 | 48,257 |
| Dietrich | Central Plains Region | Instrument Technician | 2 | | 54,676 | | | |
| ERI | Central Plains Region | Surveyor | 2 | | 42,646 | | | |
| ERI | Nebraska/Natural Resource Services | Engineering Assistant | N/A | 42,653 | 45,917 | 50,440 | 703 | 46,620 |
| Kenexa | Nebraska/Natural Resource Services | Land Surveyor I | N/A | 43,899 | 47,046 | 51,395 | 1,007 | 48,053 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Land Surveyor I | N/A | 30,351 | 37,387 | 44,422 | | 37,688 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Engineering Aide I | N/A | 30,753 | 34,271 | 38,995 | | 34,874 |
| Average | | | | 35,980 | 43,013 | 45,453 | 1,661 | 41,566 |
| Engineering Aide/Survey Coordinator | | | | | | | | |
| Compdata | Midwest Region | Survey Chief | 16 | 55,121 | 68,122 | 74,154 | | 69,954 |
| Dietrich | Central Plains Region | Party Chief | 5 | 40,985 | 63,516 | 64,247 | | |
| ERI | Nebraska/Natural Resource Services | Lead Surveyor | N/A | 47,074 | 51,086 | 56,554 | 846 | 51,932 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Land Surveyors Supervisor | N/A | 59,999 | 62,612 | 65,125 | | 62,612 |
| NE CPS | Nebraska | Surveyor/Deputy State | N/A | | 72,580 | | | |
| Average | | | | 50,795 | 63,583 | 65,020 | 846 | 61,166 |

Detail Summary

| Survey Name | Scope | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|--|--|---|-------------|----------------|----------------|----------------|---------------|--------------------|
| Environmental Coordinator | | | | | | | | |
| Compdata | Midwest Region | Environmental Scientist | 11 | 85,282 | 86,426 | 95,059 | | 86,426 |
| ERI | Nebraska | Project Manager | 9 | 77,898 | 82,370 | 89,234 | | 85,698 |
| ERI | Nebraska/Natural Resource Services | Environmental Scientist | N/A | 58,138 | 63,341 | 70,310 | 1,925 | 65,266 |
| ERI | Nebraska/Natural Resource Services | Project Manager | N/A | 78,714 | 87,065 | 98,047 | 13,953 | 101,018 |
| ERI | Omaha, NE | Program Manager | N/A | 61,758 | 66,579 | 73,023 | 3,082 | 69,661 |
| ERI | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Project Manager | 26 | 64,016 | 77,377 | 95,155 | 2,090 | 80,776 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Project Manager I | N/A | 54,170 | 62,009 | 71,858 | | 64,924 |
| Kenexa | North Central Region | Program Manager | N/A | 77,487 | 92,763 | 108,340 | | 98,692 |
| Merced | North Central Region | Project Manager (Non-Technical), Intermediate | 155 | 83,546 | 74,986 | 88,402 | 6,136 | 78,730 |
| Merced | North Central Region | Project/Program Management, Intermediate | 52 | 55,004 | 68,915 | 76,620 | 5,458 | 71,269 |
| Average | | | | 67,601 | 76,183 | 86,605 | 5,441 | 80,246 |
| Environmental Education Assistant | | | | | | | | |
| Compdata | Nebraska | Trainer | 10 | 48,673 | 52,937 | 57,618 | 4,793 | 52,937 |
| ERI | Nebraska/Natural Resource Services | Education Resource Coordinator | N/A | 39,735 | 42,891 | 47,324 | 866 | 43,757 |
| ERI | Omaha, NE | Training Specialist | 26 | 44,435 | 52,491 | 65,782 | 4,128 | 55,994 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Training Specialist I | N/A | 39,598 | 44,422 | 50,150 | | 45,728 |
| Kenexa | North Central Region | Employee Development/Training Generalist, Intermediate | 12 | 43,571 | 48,213 | 57,602 | 1,371 | 49,690 |
| Average | | | | 43,202 | 48,191 | 55,691 | 2,780 | 49,621 |
| Field Office Program Assistant | | | | | | | | |
| Compdata | Nebraska | Executive Assistant | 25 | 48,361 | 54,601 | 57,202 | 2,424 | 56,057 |
| ERI | Nebraska/Natural Resource Services | Executive Assistant | N/A | 48,426 | 52,879 | 56,922 | 1,257 | 54,136 |
| ERI | Omaha, NE | Executive Secretary/Executive Assistant | 53 | 42,182 | 47,117 | 54,141 | 2,778 | 48,882 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Executive Assistant | N/A | 43,015 | 48,542 | 55,175 | | 49,748 |
| Merced | North Central Region | Administrative Assistant, Intermediate | 469 | 36,713 | 41,487 | 46,593 | 1,664 | 41,705 |
| Merced | North Central Region | Secretarial/Executive Administrative Assistance, Intermediate | 263 | 38,699 | 42,998 | 48,803 | 2,042 | 43,858 |
| Average | | | | 42,899 | 47,939 | 53,473 | 2,033 | 49,065 |
| Field Representative | | | | | | | | |
| ERI | Nebraska/Natural Resource Services | Soil Conservationist | N/A | 49,786 | 53,795 | 58,236 | 901 | 54,696 |
| ERI | Nebraska/Natural Resource Services | Program Manager | N/A | 61,758 | 66,579 | 73,023 | 3,082 | 69,661 |
| ERI | North Central Region | Project/Program Management, Intermediate | 52 | 55,004 | 68,915 | 76,620 | 5,458 | 71,269 |
| Average | | | | 55,516 | 63,096 | 69,626 | 3,147 | 65,209 |
| General Manager | | | | | | | | |
| Compdata Exec | Midwest Region < 100 Eas | Chief Executive Officer | 65 | 189,181 | 216,950 | 260,007 | 119,069 | 230,678 |
| ERI | Nebraska/Natural Resource Services/55 Eas | Chief Executive Officer | N/A | 123,785 | 179,583 | 250,435 | 57,598 | 237,181 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Chief Executive Officer | N/A | 163,516 | 210,249 | 259,887 | | 324,519 |
| Average | | | | 159,827 | 202,261 | 256,779 | 88,333 | 264,126 |



Detail Summary

| Survey Name | Scope | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|--|--|---|-------------|---------------|---------------|---------------|--------------|--------------------|
| Groundwater Management Engineer | | | | | | | | |
| Compdata | Nebraska | Groundskeeper | 34 | 23,297 | 28,393 | 32,657 | | 28,393 |
| ERI | Nebraska/Natural Resource Services | Groundskeeper | N/A | 23,597 | 25,156 | 27,397 | | 25,471 |
| HRAM | Omaha, NE | Groundskeeper | 13 | 26,571 | 28,800 | 31,608 | 315 | 28,875 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Ees | Groundskeeper | N/A | 25,226 | 29,547 | 34,472 | | 29,648 |
| Mercer | North Central Region | Groundskeeper | 59 | 25,273 | 30,993 | 38,689 | 1,664 | 31,097 |
| Average | | | | 24,793 | 28,578 | 32,965 | 990 | 28,697 |
| Heavy Equipment Operator | | | | | | | | |
| Compdata | Midwest Region | Water/Waste Water Environmental Engineer | 5 | 66,458 | 69,474 | 79,666 | | 69,474 |
| ERI | Nebraska | Project Manager | 9 | 77,888 | 82,370 | 89,234 | | 85,698 |
| HRAM | Nebraska/Natural Resource Services | Hydraulic Engineer | N/A | 59,064 | 64,364 | 71,459 | 1,782 | 66,146 |
| HRAM | Omaha, NE | Project Manager | N/A | 78,714 | 87,065 | 98,047 | 13,953 | 101,018 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Ees | Staff Engineer | 8 | 68,551 | 77,436 | 86,690 | 4,619 | 79,160 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Ees | Project Manager | 26 | 64,016 | 77,377 | 95,155 | 2,090 | 80,776 |
| Mercer | North Central Region | Civil Engineer II | N/A | 56,783 | 63,617 | 70,954 | | 64,019 |
| Mercer | North Central Region | Environmental Engineer I | N/A | 54,170 | 62,512 | 69,245 | | 64,517 |
| NE CPS | North Central Region | Project Manager I | 15 | 67,810 | 72,178 | 78,418 | | 74,258 |
| NE CPS | North Central Region | Environmental Engineer, Intermediate | 53 | 61,154 | 68,746 | 77,170 | 4,576 | 70,826 |
| NE CPS | North Central Region | Project Manager (Non-Technical), Intermediate | 155 | 63,546 | 74,986 | 89,402 | 6,136 | 78,730 |
| NE CPS | North Central Region | Engineer IV | N/A | 55,004 | 68,915 | 78,620 | 5,458 | 71,269 |
| NE CPS | North Central Region | Project/Program Management, Intermediate | 52 | 54,121 | 66,148 | 70,282 | 6,541 | 68,574 |
| NE CPS | North Central Region | Civil Engineer, Intermediate | 13 | 62,350 | 69,313 | 71,528 | 7,490 | 69,313 |
| NE CPS | North Central Region | Environmental Engineer, Intermediate | 18 | | | | | |
| Average | | | | 63,055 | 71,729 | 79,647 | 5,849 | 78,780 |
| Information/Education Coordinator | | | | | | | | |
| Compdata | Midwest Region | Equipment Operator, Heavy | 31 | 42,017 | 44,409 | 45,553 | 1,913 | 44,409 |
| ERI | Nebraska/Natural Resource Services | Heavy Equipment Operator | N/A | 38,731 | 41,981 | 46,561 | 742 | 42,723 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Ees | Heavy Equipment Operator | N/A | 57,587 | 60,502 | 64,321 | | 60,502 |
| Average | | | | 46,112 | 48,964 | 52,145 | 1,327 | 49,211 |
| Public Relations Manager | | | | | | | | |
| Compdata | Midwest Region | Public Relations Manager | 48 | 74,466 | 77,378 | 86,010 | 6,713 | 80,082 |
| ERI | Nebraska/Natural Resource Services | Public Relations Manager | N/A | 67,126 | 73,275 | 81,439 | 4,212 | 77,487 |
| HRAM | Omaha, NE | Manager of Public Relations | 14 | 67,987 | 72,198 | 79,417 | 6,688 | 76,044 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Ees | Public Relations Manager | N/A | 72,160 | 83,316 | 86,984 | | 86,039 |
| TM Marketing | North Central Region | Public Relations, Supervisor | 8 | 45,892 | 68,258 | 92,522 | 7,490 | 68,363 |
| Average | | | | 65,526 | 74,865 | 87,274 | 6,276 | 77,803 |

Detail Summary

| Survey Name | Scope | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|--|--|--|-------------|---------------|---------------|----------------|---------------|--------------------|
| IT Intern | | | | | | | | |
| Diehrich | Central Plains Region | Help Desk Coordinator | 3 | | 44,602 | 46,235 | 904 | 42,833 |
| ERI | Nebraska/Natural Resource Services | Help Desk Representative | N/A | 38,879 | 41,929 | 43,718 | | 49,849 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Help Desk Support Assistant | N/A | 34,472 | 36,794 | 43,285 | 2,184 | 39,729 |
| Mercer | North Central Region | Help Desk Representative, Associate | 72 | 35,673 | 39,001 | 46,208 | 2,004 | 42,516 |
| ITW IT&e-Commerce | North Central Region | IT Help Desk Support, Entry | 72 | 37,663 | 42,305 | 48,208 | | |
| Average | | | | 36,672 | 41,326 | 44,657 | 1,698 | 43,732 |
| IT Manager | | | | | | | | |
| Compdata | Nebraska | Information Systems Manager | 44 | 89,650 | 94,642 | 103,483 | 12,496 | 99,323 |
| ERI | Nebraska/Natural Resource Services | Information Systems Manager | N/A | 85,263 | 92,964 | 102,439 | 5,706 | 98,400 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Information Technology Manager | N/A | 85,426 | 96,582 | 108,642 | | 101,908 |
| NE CPS | Nebraska | Information Technology Manager I | N/A | | 92,466 | | | |
| ITW Supervisory&Mgt Mgmt | North Central Region | IT Administration, Manager | 176 | 86,251 | 100,590 | 112,254 | 12,734 | 105,727 |
| Average | | | | 86,648 | 95,449 | 106,705 | 10,312 | 101,339 |
| IT Support Technician | | | | | | | | |
| Compdata | Nebraska | Help Desk Coordinator | 31 | 37,961 | 41,913 | 47,633 | 3,087 | 43,161 |
| Diehrich | Central Plains Region | Help Desk Coordinator | 3 | | 44,602 | 46,235 | 904 | 42,833 |
| ERI | Nebraska/Natural Resource Services | Help Desk Representative | N/A | 38,879 | 41,929 | 43,285 | | 49,849 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Help Desk Support | N/A | 40,000 | 45,025 | 50,954 | 2,184 | 46,532 |
| Mercer | North Central Region | Help Desk Representative, Intermediate | 144 | 39,209 | 44,929 | 52,001 | 2,637 | 49,057 |
| ITW IT&e-Commerce | North Central Region | IT Help Desk Support, Intermediate | 123 | 43,360 | 48,002 | 53,382 | | |
| Average | | | | 39,882 | 44,400 | 50,041 | 2,203 | 45,531 |
| Land and Water Programs Coordinator | | | | | | | | |
| ERI | Nebraska/Natural Resource Services | Soil Conservationist | N/A | 49,786 | 53,795 | 59,236 | 901 | 54,696 |
| ERI | Nebraska/Natural Resource Services | Program Manager | N/A | 61,758 | 66,579 | 73,023 | 3,082 | 69,661 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Program Manager | N/A | 77,487 | 92,763 | 108,340 | | 98,692 |
| ITW Admin Prof | North Central Region | Project/Program Management, Intermediate | 52 | 55,004 | 68,915 | 76,620 | 5,458 | 71,269 |
| Average | | | | 61,009 | 70,513 | 79,305 | 3,147 | 73,580 |
| Land Steward - Part Time | | | | | | | | |
| Compdata | Nebraska | Groundskeeper | 34 | 23,297 | 28,393 | 32,657 | | 28,393 |
| Compdata | Nebraska | Maintenance Worker | 88 | 28,705 | 31,929 | 35,985 | 1,651 | 32,345 |
| Diehrich | Central Plains Region | Maintenance Specialist | 2 | | 48,429 | 27,397 | 315 | 25,471 |
| ERI | Nebraska/Natural Resource Services | Groundskeeper | N/A | 23,587 | 25,156 | 27,397 | 470 | 37,628 |
| ERI | Nebraska/Natural Resource Services | Groundskeeper | N/A | 34,908 | 37,158 | 40,214 | | 28,875 |
| HPRAM | Omaha, NE | Building Maintenance Worker | 13 | 26,571 | 28,800 | 31,608 | | 40,297 |
| HPRAM | Omaha, NE | Groundskeeper | 34 | 33,962 | 39,906 | 43,992 | 1,310 | 28,648 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Groundskeeper | N/A | 25,226 | 29,547 | 34,472 | | 31,097 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | General Maintenance Worker I | N/A | 24,924 | 28,542 | 32,261 | | 38,591 |
| Mercer | North Central Region | Groundskeeper | 59 | 25,273 | 30,993 | 36,689 | 1,664 | |
| ITW Tech Support&Production | North Central Region | Maintenance, Intermediate | 43 | 29,776 | 37,946 | 43,751 | 2,042 | |
| Average | | | | 27,624 | 33,345 | 36,103 | 1,242 | 32,119 |



Detail Summary

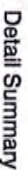
| Survey Name | Score | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|----------------------------------|--|---|-------------|---------------|---------------|---------------|--------------|--------------------|
| Compdata | Nebraska | Groundskeeper | 34 | 23,297 | 28,393 | 32,657 | | 28,393 |
| Compdata | Nebraska | Maintenance Worker | 88 | 28,705 | 31,929 | 35,985 | 1,651 | 32,345 |
| Compdata | Nebraska | Maintenance Supervisor I | 29 | 48,257 | 51,585 | 62,402 | 9,422 | 51,585 |
| Dietrich | Central Plains Region | Maintenance Specialist | 2 | | 48,429 | | | |
| ERI | Nebraska/Natural Resource Services | Groundskeeper, Level 3 | N/A | 25,303 | 27,085 | 29,556 | | |
| ERI | Nebraska/Natural Resource Services | Building Maintenance Worker, Level 3 | N/A | 37,845 | 40,289 | 43,618 | | |
| HRAM | Omaha, NE | Groundskeeper | 13 | 26,571 | 28,800 | 31,608 | | 28,875 |
| HRAM | Omaha, NE | Building Maintenance Worker | 34 | 33,962 | 39,906 | 43,992 | 1,310 | 40,297 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Groundskeeper | N/A | 25,226 | 29,547 | 34,472 | | 28,648 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | General Maintenance Worker I | N/A | 24,924 | 28,542 | 32,261 | | 28,844 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Building & Grounds Supervisor I | N/A | 43,015 | 51,256 | 60,703 | | 52,060 |
| Mercer | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Groundskeeper | 59 | 25,273 | 30,993 | 38,689 | 1,664 | 31,097 |
| TW Tech Support/Production | North Central Region | Maintenance, Senior | 18 | 35,151 | 42,138 | 51,813 | 4,837 | 42,676 |
| Average | | | | 31,461 | 36,898 | 41,480 | 3,777 | 36,582 |
| Lead Land Steward | | | | | | | | |
| Compdata | Nebraska | Maintenance Supervisor I | 29 | 48,257 | 51,585 | 62,402 | 9,422 | 51,585 |
| ERI | Nebraska/Natural Resource Services | Building & Grounds Supervisor | N/A | 51,094 | 55,235 | 60,842 | 1,444 | 56,679 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Building & Grounds Supervisor I | N/A | 43,015 | 51,256 | 60,703 | | 52,060 |
| TW Tech Support/Production | North Central Region | Maintenance, Lead | 22 | 31,066 | 48,481 | 61,380 | | 48,481 |
| Average | | | | 43,958 | 51,639 | 61,332 | 5,433 | 52,201 |
| Medium Equipment Operator | | | | | | | | |
| Compdata | Midwest Region | Equipment Operator, Light | 31 | 29,329 | 30,889 | 34,529 | 603 | 32,033 |
| ERI | Nebraska/Natural Resource Services | Heavy Equipment Operator | N/A | 38,731 | 41,981 | 46,561 | 742 | 42,723 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Heavy Equipment Operator | N/A | 57,587 | 60,502 | 64,321 | | 60,502 |
| Average | | | | 41,882 | 44,457 | 48,470 | 673 | 45,086 |
| Natural Resources Planner | | | | | | | | |
| Compdata | Nebraska | Project Manager | 9 | 77,898 | 82,370 | 89,234 | | 86,698 |
| ERI | Nebraska/Natural Resource Services | Planning Analyst | N/A | 54,947 | 59,473 | 65,566 | 1,636 | 61,109 |
| ERI | Nebraska/Natural Resource Services | Project Manager | N/A | 78,714 | 87,065 | 98,047 | 13,953 | 101,018 |
| ERI | Nebraska/Natural Resource Services | Program Manager | N/A | 61,758 | 66,579 | 73,023 | 3,082 | 69,661 |
| HRAM | Omaha, NE | Project Manager | 26 | 64,016 | 77,377 | 95,155 | 2,090 | 80,776 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Environmental Planner II | N/A | 47,638 | 55,175 | 66,130 | | 58,492 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Project Manager I | N/A | 54,170 | 62,009 | 71,858 | | 64,924 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Program Manager | N/A | 77,487 | 82,763 | 108,340 | | 98,692 |
| Mercer | North Central Region | Project Manager (Non-Technical), Intermediate | 135 | 63,546 | 74,986 | 88,402 | 6,136 | 78,730 |
| NE CPS | Nebraska | Natural Resources Planner Supervisor | N/A | 75,044 | | | | |
| TW Admin Prof | North Central Region | Project/Program Management, Intermediate | 52 | 55,004 | 68,915 | 76,620 | 5,458 | 71,269 |
| Average | | | | 69,518 | 72,887 | 89,238 | 5,392 | 77,037 |

Detail Summary

| Survey Name | Score | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|---|---|---|-------------|------------|-------------|------------|--------------|--------------------|
| Night Security | | | | | | | | |
| Compdata | Nebraska | Security Officer - Unarmed (Security Guard) | 30 | 25,273 | 27,873 | 30,889 | 1,207 | 27,873 |
| ERI | Nebraska/Natural Resource Services | Security Guard | N/A | 27,285 | 29,079 | 31,535 | 429 | 29,508 |
| HRAM | Omaha, NE | Security/Plant Guard | 15 | 28,429 | 32,059 | 39,058 | | 32,124 |
| Kenexa | Midwest Region/Education Gov't&Nonprofit/50-100 Eas | Security Guard | N/A | 25,125 | 28,140 | 31,658 | | 28,442 |
| Mercer | North Central Region | Security Guard | 95 | 28,497 | 32,449 | 36,817 | 1,144 | 32,657 |
| Average | | | | | | | | |
| NRCS Administrative Secretary | | | | 26,918 | 29,920 | 33,991 | 927 | 30,121 |
| Operation and Maintenance Superintendent | | | | | | | | |
| Compdata | Nebraska | Executive Secretary | 27 | 40,665 | 45,345 | 53,457 | 2,135 | 45,345 |
| ERI | Nebraska/Natural Resource Services | Executive Assistant | N/A | 48,426 | 52,879 | 58,922 | 1,257 | 54,136 |
| HRAM | Omaha, NE | Executive Secretary/Executive Assistant | 53 | 42,182 | 47,117 | 54,141 | 2,778 | 48,892 |
| Kenexa | Midwest Region/Education Gov't&Nonprofit/50-100 Eas | Executive Assistant | N/A | 43,015 | 48,542 | 55,175 | | 48,748 |
| Mercer | North Central Region | Secretary, Executive | 362 | 50,441 | 57,098 | 64,274 | 3,640 | 58,450 |
| North Central Region | Secretary/Executive Administrative Assistance, Intermediate | | 263 | 38,699 | 42,998 | 48,803 | 2,042 | 43,858 |
| Average | | | | | | | | |
| Operation and Maintenance Superintendent | | | | 43,905 | 48,997 | 55,795 | 2,370 | 50,070 |
| Park Superintendent | | | | | | | | |
| Compdata | Midwest Region | Construction Superintendent | 19 | 68,122 | 77,378 | 80,290 | 2,458 | 79,562 |
| Dietrich | Central Plains Region | Maintenance Manager | 2 | | 81,928 | | | |
| ERI | Nebraska/Natural Resource Services | Construction Superintendent | N/A | 61,994 | 67,995 | 75,999 | 3,688 | 71,633 |
| HRAM | Nebraska/Natural Resource Services | Maintenance Superintendent | N/A | 74,824 | 80,928 | 88,857 | 3,201 | 84,129 |
| Kenexa | Omaha, NE | Building/Facilities Manager | 39 | 58,985 | 70,526 | 75,243 | 4,098 | 71,835 |
| Mercer | Midwest Region/Education Gov't&Nonprofit/50-100 Eas | Construction Manager I | N/A | 77,788 | 90,049 | 102,109 | | 98,280 |
| North Central Region | Midwest Region/Education Gov't&Nonprofit/50-100 Eas | Facilities Maintenance Manager I | N/A | 63,316 | 74,170 | 83,919 | 7,904 | 78,884 |
| North Central Region | Maintenance Manager | | 150 | 66,562 | 78,002 | 92,874 | | 83,514 |
| North Central Region | Maintenance, Manager | | 16 | 68,059 | 79,830 | 88,712 | 8,026 | 88,572 |
| Average | | | | | | | | |
| Park Superintendent | | | | 67,469 | 77,867 | 86,000 | 4,892 | 81,305 |
| Water Resource Services | | | | | | | | |
| Compdata | Nebraska | Maintenance Supervisor II (Senior) | 8 | 55,017 | 55,641 | 70,618 | 3,690 | 55,849 |
| ERI | Nebraska/Natural Resource Services | Building & Facilities Supervisor | N/A | 51,094 | 55,235 | 60,842 | 1,444 | 56,679 |
| HRAM | Omaha, NE | Building/Facilities Manager | 39 | 58,985 | 70,526 | 75,243 | 4,098 | 71,835 |
| Kenexa | Midwest Region/Education Gov't&Nonprofit/50-100 Eas | Building & Grounds Supervisor III | N/A | 62,914 | 72,964 | 84,019 | | 75,276 |
| Mercer | North Central Region | Maintenance Manager | 150 | 66,562 | 78,002 | 92,874 | 7,904 | 83,514 |
| North Central Region | Game and Parks Superintendent II | | N/A | 49,196 | | | | |
| North Central Region | Maintenance, Supervisor | | 19 | 45,587 | 60,033 | 70,413 | 5,458 | 65,705 |
| Average | | | | | | | | |
| Water Resource Services | | | | 56,693 | 63,085 | 75,668 | 4,519 | 68,143 |
| Soil Conservation | | | | | | | | |
| ERI | Nebraska/Natural Resource Services | Soil Conservationist | N/A | 49,786 | 53,795 | 59,236 | 901 | 54,696 |
| ERI | Nebraska/Natural Resource Services | Program Manager | N/A | 61,758 | 66,579 | 73,023 | 3,082 | 69,661 |
| North Central Region | Project/Program Management, Intermediate | | 52 | 55,004 | 68,915 | 76,820 | 5,458 | 71,269 |
| Average | | | | | | | | |
| Soil Conservation | | | | 55,516 | 63,096 | 69,626 | 3,147 | 65,209 |

Detail Summary

| Survey Name | Scope | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|--|--|---|-------------|------------|-------------|------------|--------------|--------------------|
| Project Manager | | | | | | | | |
| Comptaia | Nebraska | Project Manager | 9 | 77,898 | 82,370 | 89,234 | | 85,698 |
| ERI | Nebraska/Natural Resource Services | Project Manager | N/A | 78,714 | 87,065 | 98,047 | 13,953 | 101,018 |
| ERI | Nebraska/Natural Resource Services | Program Manager | N/A | 61,758 | 66,579 | 73,023 | 3,082 | 69,661 |
| HRAM | Omaha, NE | Project Manager | 26 | 64,016 | 77,377 | 95,155 | 2,090 | 80,776 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Project Manager I | N/A | 54,170 | 62,009 | 71,858 | | 64,924 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Program Manager | N/A | 77,487 | 92,763 | 108,340 | | 98,692 |
| Mercer | North Central Region | Project Manager (Non-Technical), Intermediate | 155 | 63,546 | 74,986 | 88,402 | 6,136 | 78,730 |
| TM Admin Prof | North Central Region | Project/Program Management, Intermediate | 52 | 55,004 | 68,915 | 76,620 | 5,458 | 71,269 |
| Average | | | | | | | | |
| Purchasing Agent/Files Administrator | | | | 66,574 | 76,508 | 87,585 | 6,144 | 81,346 |
| Buyer | | | | | | | | |
| Comptaia | Nebraska | Buyer I | 46 | 43,577 | 47,425 | 50,633 | 2,927 | 48,153 |
| Dierich | Central Plains Region | Buyer | 3 | | 48,364 | | | |
| ERI | Nebraska/Natural Resource Services | Buyer | N/A | 46,903 | 50,619 | 55,692 | 1,163 | 51,802 |
| HRAM | Omaha, NE | Purchasing Agent/Buyer | 20 | 49,441 | 57,392 | 67,442 | 2,904 | 60,291 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Purchasing Agent | N/A | 46,532 | 54,170 | 61,607 | | 57,185 |
| Mercer | North Central Region | Purchasing/Procurement Agent | 67 | 43,681 | 50,129 | 61,362 | 2,164 | 50,961 |
| TM Logistics&Materials Mgmt | North Central Region | Goods Purchasing, Intermediate | 19 | 53,382 | 58,024 | 64,671 | 5,169 | 59,923 |
| Average | | | | | | | | |
| Receptionist/Accounting Assistant/Responsible Change Coordinator | | | | 47,253 | 52,306 | 60,168 | 2,873 | 54,718 |
| Receptionist | | | | | | | | |
| Comptaia | Nebraska | Receptionist | 83 | 24,129 | 26,729 | 30,369 | 1,263 | 28,833 |
| Comptaia | Nebraska | Compliance Coordinator | 6 | 51,481 | 56,869 | 60,946 | | 58,970 |
| Dierich | Central Plains Region | Receptionist/Switchboard Operator | 4 | 30,882 | 35,734 | 42,004 | | |
| ERI | Nebraska/Natural Resource Services | Receptionist | N/A | 25,293 | 27,062 | 29,523 | 305 | 27,367 |
| HRAM | Omaha, NE | Receptionist/PBX Operator | 45 | 24,756 | 27,440 | 31,625 | 991 | 27,821 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Receptionist | N/A | 24,522 | 27,336 | 30,653 | | 27,939 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Compliance Coordinator | N/A | 37,889 | 41,105 | 47,638 | | 42,914 |
| Mercer | North Central Region | Receptionist | 238 | 26,521 | 30,889 | 35,257 | 1,248 | 31,097 |
| TM Office&Business | North Central Region | Receptionist/Switchboard, Intermediate | 94 | 29,884 | 32,884 | 37,301 | 1,720 | 33,109 |
| Average | | | | | | | | |
| Receptionist/Secretary/Accounting Assistant | | | | 30,595 | 34,009 | 38,368 | 1,105 | 34,506 |
| Secretary | | | | | | | | |
| Comptaia | Nebraska | Receptionist | 83 | 24,129 | 26,729 | 30,369 | 1,263 | 28,833 |
| Comptaia | Nebraska | Secretary | 49 | 27,249 | 30,265 | 34,321 | | 30,265 |
| Dierich | Central Plains Region | Receptionist/Switchboard Operator | 4 | 30,882 | 35,734 | 42,004 | | |
| ERI | Nebraska/Natural Resource Services | Receptionist | N/A | 25,293 | 27,062 | 29,523 | 305 | 27,367 |
| ERI | Nebraska/Natural Resource Services | Secretary | N/A | 27,451 | 29,450 | 32,137 | 652 | 30,102 |
| HRAM | Omaha, NE | Receptionist/PBX Operator | 45 | 24,756 | 27,440 | 31,625 | 991 | 27,821 |
| HRAM | Omaha, NE | Secretary II | 28 | 31,652 | 35,211 | 38,801 | 1,181 | 35,537 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Secretary II | N/A | 24,522 | 27,336 | 30,653 | | 27,939 |
| Kenexa | Midwest Region/Education, Gov't/Nonprofit/50-100 Eas | Secretary II | N/A | 32,864 | 36,884 | 41,507 | 1,248 | 37,487 |
| Mercer | North Central Region | Secretary | 238 | 26,521 | 30,889 | 35,257 | 1,664 | 40,769 |
| Mercer | North Central Region | Secretary, Intermediate | 133 | 35,569 | 40,353 | 46,281 | 1,720 | 40,769 |
| TM Office&Business | North Central Region | Receptionist/Switchboard, Intermediate | 94 | 29,884 | 32,884 | 37,301 | | 33,109 |
| Average | | | | | | | | |
| | | | | 28,398 | 31,687 | 35,815 | 1,128 | 31,666 |



SilverStone
GROUP



Detail Summary

| Survey Name | Score | Survey Job Title | Sample Size | 1st Q Base | Median Base | 3rd Q Base | Annual Bonus | Total Compensation |
|------------------------------------|--|---|-------------|---------------|---------------|---------------|--------------|--------------------|
| Water Supply Operator (II) | | | | | | | | |
| ERI | Nebraska/Natural Resource Services | Water Treatment Operator | N/A | 35,540 | 38,688 | 42,973 | 661 | 39,349 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Waste Water Treatment Technician I | N/A | 29,949 | 34,974 | 41,708 | | 35,075 |
| Average | | | | 32,745 | 36,831 | 42,341 | 661 | 37,212 |
| Water Supply Operator | | | | | | | | |
| Compdata | Nebraska | Maintenance Worker | 88 | 28,705 | 31,929 | 35,985 | 1,651 | 32,345 |
| Dietrich | Central Plains Region | Maintenance Specialist | 2 | | 48,429 | | | |
| ERI | Nebraska/Natural Resource Services | Water Treatment Operator | N/A | 35,540 | 38,688 | 42,973 | 661 | 39,349 |
| HRAM | Omaha, NE | Building Maintenance Worker | 34 | 33,962 | 39,906 | 43,992 | 1,310 | 40,297 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Waste Water Treatment Technician I | N/A | 29,949 | 34,974 | 41,708 | | 35,075 |
| TW Tech Support&Production | North Central Region | Maintenance, Intermediate | 43 | 29,776 | 37,946 | 43,751 | 2,042 | 38,591 |
| Average | | | | 31,587 | 38,645 | 41,682 | 1,416 | 37,131 |
| Water Supply Superintendent | | | | | | | | |
| ERI | Nebraska/Natural Resource Services | Water Superintendent | N/A | 66,746 | 72,856 | 80,970 | 4,897 | 77,753 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Waste Water Treatment Plant Manager | N/A | 54,472 | 59,396 | 65,627 | | 59,396 |
| NE CPS | Nebraska | Integrated Water Management Coordinator | N/A | | 67,166 | | | |
| Average | | | | 60,609 | 66,473 | 73,299 | 4,897 | 68,575 |
| Water Supply Technician | | | | | | | | |
| ERI | Nebraska/Natural Resource Services | Water Treatment Operator | N/A | 35,540 | 38,688 | 42,973 | 661 | 39,349 |
| Kenexa | Midwest Region/Education, Gov't&Nonprofit/50-100 Eas | Waste Water Treatment Technician I | N/A | 29,949 | 34,974 | 41,708 | | 35,075 |
| Average | | | | 32,745 | 36,831 | 42,341 | 661 | 37,212 |



Survey Scope Summary

| Survey Name | Survey Abbreviation | Survey Scope | States Used For Regional Data | Effective Date |
|--|--------------------------------|-------------------|--|----------------|
| Compdata Surveys' Midwest Compensation Data | Compdata | National/Regional | IL, IN, IA, MI, MN, MO, NE, ND, OH, SD, WI | 3/1/2012 |
| Compdata Surveys' Executive Compensation | Compdata Exec | National/Regional | IL, IN, IA, MI, MN, MO, NE, ND, OH, SD, WI | 3/1/2012 |
| Dietrich's 2011 Support Services Salary Survey | Dietrich | National/Regional | IA, NE, KS, MO | 5/1/2011 |
| Economic Research Institute | ERI | National/Regional | IA, KS, MO, NE, ND, SD | 4/1/2013 |
| 2012 Human Resource Association of the Midlands' Wage/Salary Survey | HRAIM | Regional | NE | 1/1/2012 |
| Kenexa's CompAnalyst Market Data | Kenexa | National/Regional | IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI | 5/1/2013 |
| 2012 US Mercer Benchmark Database - North Central Metropolitan Areas Survey Report | Mercer | National/Regional | MT, WY, ND, SD, NE, KS, MN, IA, MO, MI, WI, IL, OH, IN | 3/1/2012 |
| Nebraska Classified Personnel System | NE CPS | Regional | NE | 7/1/2012 |
| Towers Watson 2011 Accounting and Finance Compensation Survey | TW Accounting&Finance | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 9/1/2011 |
| Towers Watson 2011 Administrative Professional Compensation Survey | TW Admin Prof | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 3/1/2011 |
| Towers Watson 2011 Engineering, Design, and Drafting Compensation Survey | TW Engineering Design&Drafting | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 9/1/2011 |
| Towers Watson 2011 Human Resources Compensation Survey | TW Human Resources | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 9/1/2011 |

Survey Scope Summary

| Survey Name | Survey Abbreviation | Survey Scope | States Used For Regional Data | Effective Date |
|--|-----------------------------|-------------------|--|----------------|
| Towers Watson 2011 Information Technology and e-Commerce Compensation Survey | TW IT&e-Commerce | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 9/1/2011 |
| Towers Watson 2011 Logistics and Materials Management Compensation Survey | TW Logistics&Materials Mgmt | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 9/1/2011 |
| Towers Watson 2011 Marketing Compensation Survey | TW Marketing | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 9/1/2011 |
| Towers Watson 2011 Office and Business Support Compensation Survey | TW Office&Business | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 1/1/2011 |
| Towers Watson 2011 Supervisory and Middle Management Compensation Survey | TW Supervisory&Mid Mgmt | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 3/1/2011 |
| Towers Watson 2011 Technical Support and Production Compensation Survey | TW Tech Support&Production | National/Regional | IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, SD, WI, WY | 1/1/2011 |



Survey Job Summaries

Accounting Assistant

Compdata – Accounting Clerk II (Senior)

Performs non-routine, moderately complex accounting functions. Analyzes and processes transactions in all accounting areas. Reviews bank reconciliations and determines disposition of discrepancies. Resolves complex issues. Prepares summaries, reports, charts, and/or graphs as requested. Possesses a thorough knowledge of bookkeeping procedures. High school education or equivalent required and two years experience.

Dietrich – Accounting Clerk

Under general supervision, performs a variety of routine bookkeeping work such as checking, verifying, and recording journal entries, accounts payable vouchers, or other standard accounting procedures of a recurring nature.

ERI – Accountant Assistant

Aides in the application of principles of accounting and, with experience, may handle complex tasks. Utilizes knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records. Finalizes accounting reports. Studies and analyzes accounting records for purposes of preparing statements and reports. Includes such activities as keeping and verifying records of transactions; receiving and disbursing money; computing and verifying amounts; preparing records; combining data and performing computations to create statistical records; and computing costs, verifying bills, invoices, rates, tariff, duties, and amounts due. This position may exist in any of the accounting functions such as payroll, accounts payable, accounts receivable, credit, collections, budgets, financial planning, general accounting, billing, etc. This is a paraprofessional level position and does not require a four-year degree in accounting.

HRAM – Accounting Clerk III

Under general supervision, handles a wide variety of advanced accounting work including maintenance of, and preparing reports on, complex budget or income and expenditure records, exercising considerable initiative in arranging details to obtain job objectives. May direct and check work of lower level clerks. May also be called a Bookkeeper. Associate's degree may be required; at least four years of related experience.

Kenexa – Accounting Clerk II

Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and 2-5 years of

related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Mercer – Accounting Clerk, Senior

Under general direction, performs a broad range of accounting functions with lead responsibility for accounting records in a small office or organization department. Assigns transaction codes to documents. Ensures documents being processed are included in the appropriate accounting period. Posts, balances, and closes subsidiary ledgers. Follows up on delinquent accounts receivable customers. Analyzes and verifies internal consistency, completeness, and accuracy of account documents and makes adjustments. Typically requires a high school education or equivalent and an understanding of bookkeeping accounting principles, but not requiring the skills of a fully trained accountant. Frequently reports to a General Accounting Supervisor.

Administrative Coordinator

Compdata – Human Resources Manager

Manages, directs, and evaluates organization's programs regarding the recruitment, development, and retention of employees. Exercises judgment within defined practices and policies. Selects appropriate methods and techniques for resolving problems. Possesses knowledge of Equal Employment Opportunity (EEO) laws and general human resources concepts. Has strong interpersonal and communication skills and is responsive and persuasive at all levels of the organization. Bachelor's degree required and five years experience.

ERI – Administrative Services Manager

Manages and coordinates activities of employees engaged in administrative services such as purchasing, security, maintenance, mail and messenger services, office clerical and support services, printing, telecommunications, and cafeteria services. Studies schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments. Develops and implements methods and procedures for monitoring work activities, such as preparation of records of expenditures, progress reports, etc., in order to inform management of current status of work activities.

ERI – Human Resources Manager

Manages Human Resources staff and plans, develops, recommends, and implements human resources activities, policies, procedures, and programs for an organization, assisting upper management as requested. Manages activities relating to staffing, employee education and training, management development, labor relations, affirmative action, benefits administration, and salary administration.

HRAM – Human Resources Manager

Develops and administers policies and programs covering several or all of the following: employment interviewing for salaried and hourly jobs, wage and salary administration, personnel administration, training safety, benefits and services, labor relations and personnel research. May supervise small Human Resources Department to small-to-medium sized firm or unit-level-operations. Could include branch/plant manager. Typically reports to senior management and requires a Bachelor's Degree in a business related area

and has five to seven years of progressive experience in most all areas of Human Resources and past management experience.

Kenexa – Administrative Services Manager

Directs and coordinates administrative services, which may include office clerical and support services, printing, mail distribution and messenger services, telecommunications, maintenance, purchasing, security, and cafeteria services. May require an associate's degree in a related area with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a head of a unit/department.

Kenexa – Human Resources Manager

Designs, plans, and implements human resources programs and policies for staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

TW Supervisory & Mid Mgmt – Administrative Services, Manager

Provides various office and location support activities. Identifies, enhances and follows specific processes and procedures to maximize the efficiencies of the business to which the support is being provided; ensures the correct functioning of facilities, office and/or business support services. Manages professional employees and/or supervisors or supervises large, complex technical or business support or production operations team(s). Is accountable for the performance and results of a team within own discipline or function. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

TW Supervisory & Mid Mgmt – Human Resources, Manager

Designs, implements and monitors human resource programs and policies, including recruitment, learning and development, performance management, compensation, benefits, equal opportunity and diversity, etc. Anticipates and plans for long-term human resource needs and trends. Manages professional employees and/or supervisors or supervises large, complex technical or business support or production operations team(s). Is accountable for the performance and results of a team within own discipline or function. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

Assistant General Manager

Compdata – Operations Director

Directs the center's operations, logistics, facilities, customer service, and technical support. Manages operation processes to include value added services, planning and development, customer service, facility security, and supervision of staff. Bachelor's degree required and seven years experience.

Compdata – Engineering Director

Plans, organizes, and directs engineering to meet the organization's objectives. Provides direction on design and development activities to improve, modify, or design new equipment and processes. Oversees key projects, processes, and performance reports, data, and analysis. Selects design concepts and fundamental technology used for new products or improvement of existing ones. Possesses broad comprehensive knowledge of technologies in different industries. Bachelor's degree in engineering required and ten years experience.

ERI – Operations Director

Directs, develops, implements, publicizes, and administers operations strategies and objectives to ensure the achievement of organization's goals and objectives. Directs the operations function in conjunction with business growth, introduction of new operational systems, meeting organizational financial objectives, and meeting organizational goals in relation to safety, quality, and timely delivery of products or services. Assists with development of organization's policies, practices, and attainment of operating goals, while maintaining some management responsibility. Assesses and assists in upgrading the management talent base within operations to achieve growth and meet market needs. Coordinates needed support to operations areas through intradepartmental interface for smooth workflow and cost-efficient product or service. Manages and assists in coordinating efforts between support departments within the organization. Contributes to the overall short- and long-range planning process and in the establishment and assessment of the organization's annual operating budget. Plans, prepares, controls, monitors, and forecasts organization's direct and/or indirect budgets. Directs the capital expenditure and asset redeployment activities. Ensures attainment of efficient and economical performance in relation to profit and year-end goals. Participates in the investigation and implementation of new services, manufacturing processes, and product or systems technologies to meet the organization's objectives. Establishes, implements, revises, and maintains policies and procedures related to operations. Oversees compliance of established policies.

ERI – Engineering Director

Directs, oversees, and utilizes functional authority for operation, planning, organization, control, integration, and completion of all product or process-related activities of engineering projects within area of assigned responsibility. Directs engineering department in formulating designs, cost estimates, and specifications through application of professionally accepted engineering techniques, practices, and procedures. Apportions projects among engineering managers/departments according to specialized training and project requirements. Heads the formulation and implementation of overall objectives, policies, plans, and programs. Ensures that engineering work conforms to high technical and organizational standards and meets or exceeds all requirements. Approves process specification and design standards. Reviews engineering designs for neatness and accuracy. Oversees preparation and control of department budget. Oversees compilation of cost control and statistical data. Oversees computing of engineering operating budgets, compiling reports, and conducting special investigations and studies to evaluate efficiency of engineering programs. Prepares interim and completion project reports.

Kenexa – Operations Director

Directs and oversees an organization's non-manufacturing operational policies, objectives, and initiatives. Responsible for evaluating current and proposed systems and procedures and determining and implementing changes as necessary. Requires a bachelor's degree

with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Kenexa – Engineering Director

Plans and directs all aspects of engineering activities within an organization. Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives. Requires a bachelor's degree in engineering and 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

NE CPS – Natural Resources Deputy Director

This is supervisory, administrative work assisting the agency director in establishing and administering the department policies, procedures, organization, budget and work assignments. This position is assigned primary responsibility for gathering and analyzing scientific and technical data required by the Department. The Deputy Director may perform any of the duties of the Director except those limited by law to the Director. Work is performed independently under administrative direction within broad guidelines; performs related work as assigned.

TW Supervisory & Mid Mgmt – Engineering, Senior Manager

Performs engineering work in operations, production, construction or maintenance environments. Designs and scales up manufacturing processes, instruments and equipment, and tests manufactured products to maintain quality. Plans, designs and estimates time and cost, and oversees construction and maintenance of structures, facilities, systems and components. Analyzes and develops solutions to engineering problems related to manufacturing equipment and systems or the causes of component failures. Develops and applies engineering standards and procedures, and provides advice on issues within the engineering field. Provides leadership to managers, supervisors and/or professional staff. Is accountable for the performance and results of multiple related units. Develops departmental plans, including business, production and/or organizational priorities. Controls resources and policy formation in area of responsibility. Decisions are guided by resource availability and functional objectives.

Assistant Operation and Maintenance Superintendent

Compdata – Maintenance Supervisor I

Supervises and trains skilled and unskilled staff in the maintenance of buildings, grounds, and equipment. Receives work priorities from a higher level manager. Delegates assignments to ensure timely and efficient completion of projects. Recommends or initiates personnel actions and administers organization's policies for the department. High school education or equivalent required and three years experience.

Compdata – Construction Supervisor

Supervises and coordinates activities of workers engaged in one or more phases of construction at a project site. Ensures safe and efficient work by each crew. Handles daily

paperwork to track labor, equipment, supplies and materials. Keeps project manager apprised of changes in usage. Associate's degree preferred and two years experience.

ERI – Operations Supervisor

Supervises the operating activities of an organization, branch, plant, or department. Provides input on the development and implementation of organization's policies, practices, procedures, and attainment of operating goals. Oversees and coordinates activities of subordinate operations staff.

ERI – Maintenance Supervisor

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds. Develops work schedules and gives work assignments to subordinates.

ERI – Assistant Construction Superintendent

Plans, in an assistant role, construction procedures, specifications, work schedules, and material needs and/or supervises and coordinates activities of workers engaged in field construction projects, such as buildings, dams, highways, pipelines, or other construction projects.

Kenexa – Maintenance Supervisor

Supervises and coordinates the work of employees who repair and maintain buildings/facilities. Prepares work schedules, assigns work, and oversees the work product. May be involved in new construction or modification of existing properties. Requires a high school diploma or its equivalent. May be required to meet certain certifications in field. Requires at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.

Mercer – Maintenance Supervisor

Responsible for coordinating and supervising maintenance tasks performed on facilities and equipment. Maintains production equipment in a manner that meets organization standards and ensures minimum equipment downtime. Establishes and maintains preventive maintenance programs and procedures. Oversees mechanics/technicians who repair and maintain equipment. Administers training programs to ensure proper operations, preventive maintenance, and repair programs and procedures. Maintains inventory of spare parts. Typically requires technical training and six years of experience, including supervision. Frequently reports to a Maintenance Manager.

TW Supervisory & Mid Mgmt – Maintenance, Supervisor

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Coordinates and supervises the daily activities of business or technical support or production team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager. Typically does not spend more than 20% of time performing the work supervised.

Conservation Technician

Compdata – Maintenance Worker

Prepares and performs minor preventive maintenance on a variety of uncomplicated equipment. Performs a variety of duties in and around buildings and grounds. Assists maintenance engineers and other workers with their tasks. High school education or equivalent preferred.

Dietrich – Maintenance Specialist

Performs daily maintenance tasks needed to ensure facilities and equipment are operational. Responsible for first-level repairs and general maintenance tasks. May have a technical specialty; however, this level will perform broad, general maintenance jobs and/or assist technical specialists on complex tasks.

ERI – Soil Conservation Technician

Provides technical assistance to land users in planning and applying soil and water conservation practices, utilizing basic engineering and surveying tools, instruments, and techniques and knowledge of agricultural and related sciences, such as agronomy, soil conservation, and hydrology. Analyzes conservation problems of land and discusses alternative solutions to problems with land users. Advises land users in developing plans for conservation practices, such as conservation cropping systems, woodlands management, pasture planning, and engineering systems, based on cost estimates of different practices, needs of land users, maintenance requirements, and life expectancy of practices. Usual requirement is a four-year college degree in field of specialty; however, some organizations may accept equivalent education and experience combined.

ERI – Building Maintenance Worker

Repairs and keeps physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, maintained using hand tools and power tools.

HRAM – Building Maintenance Worker

“Handyman”; Jack of all Trades. Installs, adjusts, and repairs equipment. Handles minor building problems requiring the general knowledge of many types of maintenance including plumbing, carpentry and electrical work. Works with outside vendors for major maintenance problems and/or repair. Excludes specialized journey-level craft workers such as plumbers, carpenters, electricians, etc. Typically requires one to two years of experience with some formal training or education.

Kenexa – General Maintenance Worker I

Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

TW Tech Support & Production – Maintenance, Intermediate

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Has developed skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.

Conservation Technician – Part Time

ERI – Soil Conservation Technician

Provides technical assistance to land users in planning and applying soil and water conservation practices, utilizing basic engineering and surveying tools, instruments, and techniques and knowledge of agricultural and related sciences, such as agronomy, soil conservation, and hydrology. Analyzes conservation problems of land and discusses alternative solutions to problems with land users. Advises land users in developing plans for conservation practices, such as conservation cropping systems, woodlands management, pasture planning, and engineering systems, based on cost estimates of different practices, needs of land users, maintenance requirements, and life expectancy of practices. Usual requirement is a four-year college degree in field of specialty; however, some organizations may accept equivalent education and experience combined.

Construction Engineer

Compdata – Civil Engineer II (Senior)

Performs complicated civil engineering tasks. Directs and instructs other staff in standard engineering procedures. Analyzes reports, maps, drawings, tests, etc., on soil compositions, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project. Calculates cost and determines feasibility of project based on analysis of collected data. Estimates work loads to establish completion dates. Bachelor's degree in civil engineering and professional engineer (PE) license required, and three years experience.

Compdata – Project Manager

Manages the overall delivery of a project. Serves as the client contact, presents project status, manages the project change process, manages client expectations, escalates issues as appropriate, handles any billing/invoicing issues, and identifies opportunities for follow-up work or new projects. Escalates issues that impact timing or budget to management and works with staffing coordinator to obtain additional resources as needed during project lifecycle. Bachelor's degree required, PM certification preferred, and three years experience.

ERI – Construction Engineering Manager

Manages, coordinates, and utilizes functional authority for planning, organization, control, integration, and completion of engineering project within area of assigned responsibility. Plans and oversees engineering program and organizes project staff according to project requirements. Assigns project personnel to specific phases or aspects of project, such as technical studies, design, preparation of specifications and technical plans, and testing, in accordance with engineering disciplines of staff.

ERI – Project Manager

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

HRAM – Staff Engineer

Experienced and proven engineer. Typically possesses engineering registration and specializes in Electrical, Mechanical, Civil or Chemical engineering. Executes multiple projects under moderate supervision. Analyzes and designs recommendations for efficient resolution to engineering problems. Investigates and performs manufacture, installation and start-up of new equipment. Presents written and oral reports of work in progress. Typically possesses B.S. or M.S. in engineering.

HRAM – Project Manager

Position is responsible for the implementation of multiple and concurrent projects by managing and directing technical personnel to meet project schedules and client expectations within approved project costs. Works closely with clients to understand the needs, establish the project plans and to administer change control. Prepares and presents regular project status reports and conducts regular quality assurance project reviews. Bachelor's or Technical Degree in related field required. Five plus years experience required.

Kenexa – Civil Engineer II

Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a supervisor or manager.

Kenexa – Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Mercer – Civil Engineer, Intermediate

Under general supervision, plans, designs, and directs civil engineering projects such as roads, airports, railroads, bridges, pipelines, tunnels, and water and sewage systems. Provides resources and schedules in response to specified completion dates and technical applications. Prepares proposals and cost estimates and evaluates all project progress and

recommends changes, if needed, in final procedures. Requires professional licensure. This is a non-supervisory position. Typically requires a Master's degree in civil engineering and one to three years of experience or a Bachelor's degree and three to five years of experience.

Mercer – Project Manager (Non-Technical), Intermediate

Under general supervision, responsible for all aspects of various projects of a moderately complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Must be familiar with the project objectives, as well as the role and function of each team member to effectively coordinate the activities of the team. Communicates with Project Manager (Non-Technical) - Senior and/or Functional Area Manager regarding status of specific projects. Typically requires two to four years related experience.

NE CPS – Engineer IV

Under limited supervision, performs supervisory and/or complex licensed professional level engineering work for one or more office and/or field based projects with diverse engineering components and requirements. Projects may involve work related to transportation, facility, structural, water resources, utility-electrical-mechanical, industrial, or other professional level fields of engineering. Provides licensed professional engineering advice and guidance to assigned employees and to the employing agency and/or other public agencies, to ensure projects are developed and/or built according to relevant laws, professional engineering regulations and standards, and employing agency policies, and to project plans, specifications, estimates, and materials. Typically supervises a team or work unit of lower level professional Engineers, and/or technical/paraprofessional engineering employees. May have independent, complex functional and coordination responsibilities requiring advanced or comprehensive engineering knowledge; performs related work as assigned.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Engineering Design & Drafting – Civil Engineer, Intermediate

Plans and designs structures and facilities, such as bridges, railroads, roads, airports, harbors, dams, irrigation projects, pipelines, tunnels, power plants and other projects. Analyzes proposed projects to ensure structural reliability, resource efficiency and cost-effectiveness. May construct models to identify project specifications and meet related needs. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers.

Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Custodian/Facility Maintenance Technician

Compdata – Custodian

Performs housekeeping and janitorial duties to maintain offices, patient or guest rooms, restrooms, and public areas in clean and orderly condition. Mixes own cleaning solutions to appropriate strength. Removes trash from offices and other work areas. May assist other service personnel with minor repairs. May operate snow removal equipment. Follows established routine. Ability to read and understand cleaning instructions and information. High school education or equivalent preferred.

Compdata – Maintenance Worker

Prepares and performs minor preventive maintenance on a variety of uncomplicated equipment. Performs a variety of duties in and around buildings and grounds. Assists maintenance engineers and other workers with their tasks. High school education or equivalent preferred.

Dietrich – Maintenance Specialist

Performs daily maintenance tasks needed to ensure facilities and equipment are operational. Responsible for first-level repairs and general maintenance tasks. May have a technical specialty; however, this level will perform broad, general maintenance jobs and/or assist technical specialists on complex tasks.

ERI – Custodian

Cleans and keeps hotel, office building, apartment house, or similar building in an orderly condition. Sweeps, mops, scrubs, and vacuums hallways, stairs, and office space. Empties trash and garbage containers. Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

ERI – Building Maintenance Worker

Repairs and keeps physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, maintained using hand tools and power tools.

HRAM – Custodian

Under general supervision, performs general cleaning of and preventive maintenance of floors, walls, furniture, and fixtures. Moves furniture and equipment and empties trash barrels. Some work may require climbing ladders. May be required to shovel snow and/or mow lawn, trim hedges, etc. Entry level position.

HRAM – Building Maintenance Worker

“Handyman”; Jack of all Trades. Installs, adjusts, and repairs equipment. Handles minor building problems requiring the general knowledge of many types of maintenance including plumbing, carpentry and electrical work. Works with outside vendors for major maintenance problems and/or repair. Excludes specialized journey-level craft workers such as plumbers, carpenters, electricians, etc. Typically requires one to two years of experience with some formal training or education.

Kenexa – Janitor

Cleans and maintains buildings/facilities. May be expected to make basic repairs. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Kenexa – General Maintenance Worker I

Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Mercer – Custodial Worker

Under direct supervision, responsible for the cleaning and custodial care of buildings and working areas. Primary responsibility is for the use of proper methods and materials in cleaning and otherwise caring for building areas. Follows a well established routine. Performance is evaluated by periodic inspection of work areas. This is an entry-level position. Typically requires little or no experience. Frequently reports to a Custodian Supervisor.

TW Tech Support & Production – Maintenance, Intermediate

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Has developed skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.

District Accountant

Compdata – Accountant II (Senior)

Prepares consolidated financial statements including balance sheets, profit and loss, and subsidiary statements. Reviews and analyzes general ledger account balances. Verifies accuracy and makes recommendations for corrections. Prepares monthly reconciliations and balance sheets. May provide guidance to lower level employees. Bachelor's degree in accounting or finance and two years experience.

ERI – Accountant, Level 3

Readies and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice. Utilizes knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often entails some understanding of such related fields as business law, statistics, and general

management. Analyzes the effects of transactions upon account relationships. Evaluates alternative means of treating transactions. Plans the manner in which account structures should be developed or modified. Ensures the adequacy of the accounting system as the basis for reporting to management. Considers the need for new or changed controls. Projects accounting data to show the effects of proposed plans on capital investments, income, cash position, and overall financial condition. Interprets the meaning of accounting records, reports, and statements. Advises operating officials on accounting matters. Excludes paraprofessional accountants. Employees in this third (3rd) level require greater knowledge, training, and/or experience than level 2. The amount of work review, checks, and supervision are less for an employee at level 3 than at level 2. Complexity or variety of work is higher than level 2 and may involve greater technical, mathematical, or scientific skills than level 2. The scope of assignments may vary when compared to level 2. Some organizations refer to level 3 as the senior level. Typically requires substantial formal education or equivalent experience; selects from established alternatives and chooses among accepted procedures for optional methods to solve wide range of complex and difficult tasks under general supervision.

HRAM – Accountant III

Under general supervision, completes the more complex activities associated with maintaining ledger accounts and develops financial statements and reports. This is the highest skill level, without supervisory responsibility. Job may provide functional advice or training to less experienced accountant jobs. Normally reports to the General Accounting Manager or Controller. Typically requires a Bachelor's degree and four plus years work experience.

Kenexa – Accountant III

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in area of specialty, and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Mercer – Accountant, Senior

Under general direction, responsible for the more complex activities associated with maintaining ledger accounts and for developing financial statements and reports. This is the most senior skill level without supervisory responsibility. Position may provide functional advice or training to less-experienced accountant positions. Typically requires a Bachelor's degree in accounting and five to seven years of experience. May require a CPA certification. Frequently reports to a General Accounting Supervisor.

TW Accounting & Finance – Accounting, Career

Establishes and maintains accounting policies and controls, fiscal controls, preparing financial reports and safeguarding the organization's assets. Maintains accounting and financial records and reports including, general ledger, financial statements, regulatory and management reports. Requires in-depth knowledge and experience. Uses best practices

and knowledge of internal or external business issues to improve products or services. Solves complex problems; takes a new perspective using existing solutions. Works independently; receives minimal guidance. Acts as a resource for colleagues with less experience; may direct the work of other staff members. Represents the level at which career may stabilize for many years or even until retirement.

District Accountant – Part Time

Compdata – Accountant I

Computes and prepares data for journal entries and reviews general ledger and related financial statements. Assists with the preparation of financial statements, ledgers, reports and taxes. Assists with financial reporting. Bachelor's degree required in accounting or finance required.

ERI – Accountant, Level 2

Readies and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice. Utilizes knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often entails some understanding of such related fields as business law, statistics, and general management. Analyzes the effects of transactions upon account relationships. Evaluates alternative means of treating transactions. Plans the manner in which account structures should be developed or modified. Ensures the adequacy of the accounting system as the basis for reporting to management. Considers the need for new or changed controls. Projects accounting data to show the effects of proposed plans on capital investments, income, cash position, and overall financial condition. Interprets the meaning of accounting records, reports, and statements. Advises operating officials on accounting matters. Excludes paraprofessional accountants. Employees in this second (2nd) level require greater knowledge, training, and/or experience than level 1. The amount of work review, checks, and supervision are less for an employee at level 2 than at level 1. Complexity or variety of work is moderately higher than level 1 and may involve greater technical, mathematical, or scientific skills than level 1. Some organizations refer to level 2 as the intermediate level. Typically requires substantial formal education or equivalent experience; selects from established alternatives and chooses among accepted procedures for optional methods to solve wide range of complex and difficult tasks under general supervision.

HRAM – Accountant II

Under minimal supervision, maintains a complete and accurate general ledger and prepares simple and complex financial reports. May train lower level Accountants. Typically has a Bachelor's Degree in accounting and two to four years of experience. Normally reports to the General Accounting Manager or Controller.

Kenexa – Accountant II

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and

judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Mercer – Accountant, Intermediate

Under general supervision, responsible for moderately complex accounting activities relating to the maintenance of a complete and accurate general ledger and the resultant managerial reports and financial statements. Typically requires a Bachelor's degree in accounting and two to four years of experience. May be CPA exam eligible. Frequently reports to a General Accounting Supervisor.

TW Accounting & Finance – Accountant, Intermediate

Establishes and maintains accounting policies and controls, fiscal controls, preparing financial reports and safeguarding the organization's assets. Maintains accounting and financial records and reports including, general ledger, financial statements, regulatory and management reports.

District Office Secretary

Compdata – Executive Secretary

Performs secretarial duties for senior or executive staff members. Schedules appointments and coordinates arrangements for meetings, conferences, and travel. Organizes and expedites flow of work through supervisor's office. Follows up with subordinates on behalf of supervisor. Prepares routine and non-routine special reports including gathering and summarizing data. Establishes and maintains highly confidential files and records. Composes and types letters and correspondence. Possesses a thorough understanding of the supervisor's job and methods of work, procedures, and staff at all levels of the organization. Associate's degree preferred and five years experience.

ERI – Executive Assistant

Supports executive in staff capacity by handling a wide variety of situations involving the administrative functions of the office that cannot be brought to the attention of the executive. Advises individuals inside and outside the organization on the executive views on major policies or current issues facing the organization. Contacts or replies to contacts from high ranking individuals who may be from large national or international firms and may involve unique situations, and each contact must be handled differently, using judgment and discretion.

HRAM – Executive Secretary/Executive Assistant

Under limited direction, performs standard and advanced secretarial duties for an executive of the Company. Disposes of matters of a routine nature to conserve supervisor's time. Maintains regular and follow-up files and confidential data. Collects information needed by supervisor for conferences and reports. Arranges meetings as directed. May direct and review work of secretarial staff. Normally requires a High School Diploma or equivalent and three to five years experience.

Kenexa – Executive Assistant

Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office.

Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Mercer – Secretary, Executive

Under general supervision, responsible for advanced secretarial and administrative support for senior management and executives. Requires continuous use of technical and business vocabulary and a detailed knowledge of organization operations, organizational procedures, and personnel. Relieves supervisor(s) of some administrative detail. Within established guidelines, makes independent decisions regarding planning, organizing, and scheduling work. Typically requires a high school education or equivalent and more than five years of experience.

TW Office & Business – Secretarial/Executive Administrative Assistance, Intermediate

Provides secretarial/administrative support across all areas and levels of the organization. Uses an array of business software applications (e.g., word processing, presentation and spreadsheet). Screens incoming calls and mail, maintains diaries and handles confidential matters. May arrange business travel, coordinate meetings, support agenda management and expense tracking, and prepare presentations and departmental reports. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Drafter/NRC Building Manager

Compdata – CAD Draftperson

Uses computer-aided design (CAD) equipment to prepare routine layouts and detailed drawings, sketches, and diagrams. Project details include all product views and dimensions necessary for manufacture. Prepares copies of drawings and documents design changes. Makes simple decisions, referring complex questions/problems to CAD designers or supervisor. Possesses a familiarity of CAD/CAM (computer-aided manufacturing) equipment and relationship of CAD to CAM. Associate's degree or technical training certification required.

Compdata – Maintenance Supervisor I

Supervises and trains skilled and unskilled staff in the maintenance of buildings, grounds, and equipment. Receives work priorities from a higher level manager. Delegates assignments to ensure timely and efficient completion of projects. Recommends or initiates personnel actions and administers organization's policies for the department. High school education or equivalent required and three years experience.

Dietrich – Engineering Technician II

Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a variety of standardized tests; may prepare test specimen; sets up and operates standard test equipment; records test data. Extracts engineering data from

various prescribed sources; processes the data following well defined methods; presents the data in prescribed form.

ERI – Drafter

Drafts and creates routine to moderately complex detailed drawings, sketches, and profiles used in the planning or construction of various physical projects or products. Follows directions to conceive of or create form and design variations for consideration. Uses extensive knowledge of computer-assisted drafting (CAD) equipment and software.

ERI – Maintenance Supervisor

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds. Develops work schedules and gives work assignments to subordinates.

HRAM – Drafter

Experienced draftsman able to perform non-routine and complex drafting assignments that require the application of standardized drawing techniques. Works independently with occasional advice from supervisor and may occasionally direct the efforts of less experienced drafters. May perform drafting on Computer-Aided Design system. Typically requires an Associate's Degree with one to two years of practical experience.

Kenexa – CAD Drafter I

Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Kenexa – Maintenance Supervisor

Supervises and coordinates the work of employees who repair and maintain buildings/facilities. Prepares work schedules, assigns work, and oversees the work product. May be involved in new construction or modification of existing properties. Requires a high school diploma or its equivalent. May be required to meet certain certifications in field. Requires at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.

Mercer – Drafter, Intermediate

Under general supervision, performs a variety of drafting duties including layout drawings and preparation of detailed blueprints, maps, charts, and graphs. Prepares drawings in accordance with standard technical specifications and assists in design drafting of a simple nature. May use PC or CAD workstation. Typically requires a high school education or equivalent with technical training and two to three years of experience.

Mercer – Maintenance Supervisor

Responsible for coordinating and supervising maintenance tasks performed on facilities and equipment. Maintains production equipment in a manner that meets organization standards and ensures minimum equipment downtime. Establishes and maintains preventive maintenance programs and procedures. Oversees mechanics/technicians who repair and maintain equipment. Administers training programs to ensure proper operations, preventive maintenance, and repair programs and procedures. Maintains inventory of spare parts. Typically requires technical training and six years of experience, including supervision. Frequently reports to a Maintenance Manager.

TW Engineering Design & Drafting – Design & Drafting, Intermediate

Prepares drawings for civil engineering projects such as bridges, highways, waterfront facilities, sanitary and drainage systems, traffic systems, tunnels, mass transit systems, airports, commercial and industrial buildings, dams and reservoirs. Prepares drawings or schematics of electronic power distribution systems involving electronic circuitry. Prepares drawings for heating, ventilating and air conditioning systems, piping systems, refrigeration systems and equipment machinery, engines and mechanical apparatus. Prepares maps, cross-sections, logs, graphs and charts used in resource exploration operations. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Supervisory & Mid Mgmt – Maintenance, Supervisor

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Coordinates and supervises the daily activities of business or technical support or production team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager. Typically does not spend more than 20% of time performing the work supervised.

Drafter***Compdata – CAD Draftperson***

Uses computer-aided design (CAD) equipment to prepare routine layouts and detailed drawings, sketches, and diagrams. Project details include all product views and dimensions necessary for manufacture. Prepares copies of drawings and documents design changes. Makes simple decisions, referring complex questions/problems to CAD designers or supervisor. Possesses a familiarity of CAD/CAM (computer-aided manufacturing) equipment and relationship of CAD to CAM. Associate's degree or technical training certification required.

Dietrich – Engineering Technician II

Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a variety of standardized tests; may prepare test specimen; sets up and operates standard test equipment; records test data. Extracts engineering data from

various prescribed sources; processes the data following well defined methods; presents the data in prescribed form.

ERI – Drafter

Drafts and creates routine to moderately complex detailed drawings, sketches, and profiles used in the planning or construction of various physical projects or products. Follows directions to conceive of or create form and design variations for consideration. Uses extensive knowledge of computer-assisted drafting (CAD) equipment and software.

HRAM – Drafter

Experienced draftsman able to perform non-routine and complex drafting assignments that require the application of standardized drawing techniques. Works independently with occasional advice from supervisor and may occasionally direct the efforts of less experienced drafters. May perform drafting on Computer-Aided Design system. Typically requires an Associate's Degree with one to two years of practical experience.

Kenexa – CAD Drafter I

Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Mercer – Drafter, Intermediate

Under general supervision, performs a variety of drafting duties including layout drawings and preparation of detailed blueprints, maps, charts, and graphs. Prepares drawings in accordance with standard technical specifications and assists in design drafting of a simple nature. May use PC or CAD workstation. Typically requires a high school education or equivalent with technical training and two to three years of experience.

TW Engineering Design & Drafting – Design & Drafting, Intermediate

Prepares drawings for civil engineering projects such as bridges, highways, waterfront facilities, sanitary and drainage systems, traffic systems, tunnels, mass transit systems, airports, commercial and industrial buildings, dams and reservoirs. Prepares drawings or schematics of electronic power distribution systems involving electronic circuitry. Prepares drawings for heating, ventilating and air conditioning systems, piping systems, refrigeration systems and equipment machinery, engines and mechanical apparatus. Prepares maps, cross-sections, logs, graphs and charts used in resource exploration operations. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Education/Volunteer Specialist

Compdata – Trainer

Conducts supervisory, management, and skills training for employees. Determines needs, prepares course materials, and facilitates presentation of materials. Determines effectiveness of programs to review appropriateness of materials. Possesses excellent communication and presentation skills. Facilitates group discussions and conveys the organization's programs and training. Bachelor's degree required and two years experience.

Compdata – Public Relations Specialist

Promotes a positive organization image by writing, preparing, or delivering information about the organization through newspapers, periodicals, television, radio, speeches, or personal contact. Prepares written material for distribution both inside and outside the organization. Works from concepts and specific details about topic. Bachelor's degree required and three years experience.

ERI – Training Instructor

Develops and runs training programs for employees of industrial, commercial, service, or government establishment. Confers with management to gain knowledge of work situations requiring training for employees to better understand changes in policies, procedures, regulations, and technologies. Develops teaching outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Heads training sessions covering specified areas such as those concerned with new employee orientation, on-the-job training, use of computers and software, apprenticeship programs, sales techniques, safety and health practices, public relations, refresher training, promotional development, upgrading, retraining displaced workers, and leadership development. This is a professional level non-supervisory position.

ERI – Special Events Coordinator

Manages staff and coordinates and organizes meetings and special events of various sizes. Plans logistics and negotiates contract(s) for conferences, and/or events, with respect to budgets, speakers, entertainment, transportation, facilities, technology, equipment, logistical requirements, printing, food and beverage, and other related issues. Serves as liaison between contractors, organizers, and management with regards to all facets of the programs and events.

ERI – Public Relations Coordinator

Plans and organizes public relations program designed to create and maintain favorable public image for employer or client. Plans and oversees development and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view. Coordinates public relations efforts in order to meet needs, objectives, and policies of individual, special interest group, business concern, nonprofit organization, or governmental agency. Represents organization as in-house staff member or serves as an outside consultant.

HRAM – Training Specialist

Administers, organizes and conducts training and educational programs in connection with management development, on-the-job training and employee orientation. Maintains records

of training activities and employee progress and monitors the effectiveness of training related programs. May determine the need for in-house programs and work to design and develop them. Typically monitors any educational assistance program offered by the company. Typically reports to a Training Coordinator or Manager level position and requires two to three years of training experience or equivalent related college education background.

Kenexa – Training Specialist II

Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Involved in initial plan design and existing plan enhancements. Requires a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.

Kenexa – Volunteer Services Director

Designs, plans and directs a volunteer program to augment the services of the regular staff. Oversees the recruiting, interviewing, hiring, training, and scheduling of volunteer workers. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Kenexa – Community Outreach Specialist

Coordinates initiatives designed to promote the organization and its services to the community. Administers organizational programs aimed at addressing the needs of the surrounding area. Develops relationships with community leaders and serves as the organization's liaison with various constituents. May manage charitable giving programs as necessary. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Kenexa – Meeting/Event Planner

Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

TW Human Resources – Employee Development/Training Generalist, Intermediate

Develops, implements and evaluates training plans and program materials in response to organizational needs as a generalist or in a combination of disciplines, such as management development, technical or nontechnical training, or e-learning development.

Monitors routine and standardized training programs, assesses results, and implements enhancements as needed. Conducts training needs assessments and determines requirements for new program development. Conducts ongoing evaluations to ensure effectiveness of programs and recommends modifications as necessary. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Marketing – Community Affairs/Relations, Intermediate

Develops and maintains a favorable relationship with the surrounding community. Prepares and coordinates programs to promote good will by disseminating information to the community and soliciting feedback from residents. May represent the organization at community gatherings or forums. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Engineering Aide/Surveyor-Instrument Person

Compdata – Surveyor

Performs a variety of field surveys. May prepare topographic maps, subdivision maps, and/or ALTA surveys. Makes calculations for construction staking. Researches previous surveys, maps, physical evidence, and other records as needed. High school education or equivalent required and two years experience.

Compdata – Engineering Technician

Performs a variety of duties such as testing, calibrating, and adjusting equipment. Operates equipment, conducts tests, and reports data. Uses verbal and written instructions, drawings, diagrams, and schematics to accomplish tasks. Follows specified methods to inspect and test equipment. Makes adjustments, modifications, and replacements as directed. Associate's degree in engineering required.

Dietrich – Engineering Technician II

Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a variety of standardized tests; may prepare test specimen; sets up and operates standard test equipment; records test data. Extracts engineering data from various prescribed sources; processes the data following well defined methods; presents the data in prescribed form.

Dietrich – Instrument Technician

Maintains and operates all instruments and measuring devices needed to complete different types of surveying assignments. Has ability to operate the following equipment: transit, level, theodolites, hp distance meter, ranger, chain, electrotope, and tellurometer.

ERI – Surveyor

Establishes official land, air space, and water boundaries by surveying. Provides data relevant to size, shape, contour, location, elevation, or dimensions of land or land features. Plans, oversees, or conducts surveys of land areas using special high-accuracy techniques, including astronomical observations and complex computations. Writes

descriptions of land for deeds, leases, and other legal documents. Requires license in land surveying.

ERI – Engineering Assistant

Assists Engineer in preparing routine plans, designs, specifications, estimates, and reports under general supervision. Applies technical engineering/drafting techniques in the preparation of civil engineering drawings and other graphic material using computer-aided drafting and/or manual drafting methods. Works accurately and in compliance with drafting standards.

Kenexa – Land Surveyor I

Surveys and investigates land surfaces to project precise measurement and location of lines, angles, points, areas, and elevations. Performs project research, boundary calculations, and records accuracy of survey data, notes, and sketches. May require a high school diploma or its equivalent with 0-2 years experience in the field. May have to complete an apprenticeship, and/or formal training in area of specialty. 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/manager.

Kenexa – Engineering Aide I

Assists all levels of engineers with their tasks and assignments. May require a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Engineering Aide/Survey Coordinator

Compdata – Survey Chief

Sets-up and directs the work of field survey crews. Oversees construction staking and surveying of commercial, residential, and/or public plans. Prepares or is responsible for preparation of field notes. Associate's degree or survey technology diploma preferred, and four years experience.

Dietrich – Party Chief

Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates and records field data that are clear and understandable. Reviews job specifications and determines best course for completing fieldwork in an efficient and safe manner.

ERI – Lead Surveyor

Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to determine precise location and measurements of points, elevations, lines, areas, and contours for construction, mapmaking, land division, titles, mining, or other purposes. Assumes legal responsibility for work. Requires license by State.

Kenexa – Land Surveyors Supervisor

Supervises a staff who surveys and investigates land surfaces to project precise measurement and location of lines, angles, points, areas, and elevations. Ensures the staff performs project research, boundary calculations, and records accuracy of survey data, notes, and sketches. May require a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

NE CPS – Surveyor/Deputy State

Performs professional and supervisory work in land surveying and related activities; performs related work as required.

Environmental Coordinator

Compdata – Environmental Scientist

Collects, analyzes, manages, and reports on environmental data. Investigates accidents that affect the environment. Plans, implements, and conducts sampling activities. Prepares Phase I environmental assessments and emergency response plans. Researches sources of pollution and develops theories or methods of pollution abatement or control. Master's degree in environmental science required and three years experience.

Compdata – Project Manager

Manages the overall delivery of a project. Serves as the client contact, presents project status, manages the project change process, manages client expectations, escalates issues as appropriate, handles any billing/invoicing issues, and identifies opportunities for follow-up work or new projects. Escalates issues that impact timing or budget to management and works with staffing coordinator to obtain additional resources as needed during project lifecycle. Bachelor's degree required, PM certification preferred, and three years experience.

ERI – Environmental Scientist

Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their environments. Analyzes and documents measurements and observations of air, water, soil, and other sources to make recommendations on how best to clean and preserve the environment. Designs and evaluates waste disposal sites, preserves water supplies, and reclaims contaminated land and water. Excludes paraprofessional positions.

ERI – Project Manager

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

ERI – Program Manager

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.

HRAM – Project Manager

Position is responsible for the implementation of multiple and concurrent projects by managing and directing technical personnel to meet project schedules and client expectations within approved project costs. Works closely with clients to understand the needs, establish the project plans and to administer change control. Prepares and presents regular project status reports and conducts regular quality assurance project reviews. Bachelor's or Technical Degree in related field required. Five plus years experience required.

Kenexa – Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Kenexa – Program Manager

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

Mercer – Project Manager (Non-Technical), Intermediate

Under general supervision, responsible for all aspects of various projects of a moderately complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Must be familiar with the project objectives, as well as the role and function of each team member to effectively coordinate the activities of the team. Communicates with Project Manager (Non-Technical) - Senior and/or Functional Area Manager regarding status of specific projects. Typically requires two to four years related experience.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Environmental Education Assistant

Compdata – Trainer

Conducts supervisory, management, and skills training for employees. Determines needs, prepares course materials, and facilitates presentation of materials. Determines effectiveness of programs to review appropriateness of materials. Possesses excellent communication and presentation skills. Facilitates group discussions and conveys the organization's programs and training. Bachelor's degree required and two years experience.

ERI – Education Resource Coordinator

Heads operation of educational resource center of museum, zoo, or similar establishment.

Maintains collections of slides, video, programmed texts, and other educational materials related to institution specialty, storing or filing materials according to subject matter, geographic or ethnic association, or historical period.

HRAM – Training Specialist

Administers, organizes and conducts training and educational programs in connection with management development, on-the-job training and employee orientation. Maintains records of training activities and employee progress and monitors the effectiveness of training related programs. May determine the need for in-house programs and work to design and develop them. Typically monitors any educational assistance program offered by the company. Typically reports to a Training Coordinator or Manager level position and requires two to three years of training experience or equivalent related college education background.

Kenexa – Training Specialist I

Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Requires a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

TW Human Resources – Employee Development/Training Generalist, Intermediate
Develops, implements and evaluates training plans and program materials in response to organizational needs as a generalist or in a combination of disciplines, such as management development, technical or nontechnical training, or e-learning development. Monitors routine and standardized training programs, assesses results, and implements enhancements as needed. Conducts training needs assessments and determines requirements for new program development. Conducts ongoing evaluations to ensure effectiveness of programs and recommends modifications as necessary. Performs routine assignments in the entry level of the Professional Career Band. Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Develops competence by performing structured work assignments. Uses existing procedures to solve routine or standard problems. Receives instruction, guidance and direction from others.

Field Office Program Assistant

Compdata – Executive Assistant

Assists executive in staff capacity by handling a wide variety of situations involving administrative functions of the office. Manages executive's calendar, meetings, travel, correspondence, and budget. Develops and prepares presentations and reports. Advises others of the executive's views on policies or issues, using judgment and discretion. Bachelor's degree preferred and five years experience.

ERI – Executive Assistant

Supports executive in staff capacity by handling a wide variety of situations involving the administrative functions of the office that cannot be brought to the attention of the executive. Advises individuals inside and outside the organization on the executive views on major policies or current issues facing the organization. Contacts or replies to contacts from high ranking individuals who may be from large national or international firms and may involve unique situations, and each contact must be handled differently, using judgment and discretion.

HRAM – Executive Secretary/Executive Assistant

Under limited direction, performs standard and advanced secretarial duties for an executive of the Company. Disposes of matters of a routine nature to conserve supervisor's time. Maintains regular and follow-up files and confidential data. Collects information needed by supervisor for conferences and reports. Arranges meetings as directed. May direct and review work of secretarial staff. Normally requires a High School Diploma or equivalent and three to five years experience.

Kenexa – Executive Assistant

Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Mercer – Administrative Assistant, Intermediate

Under general supervision, provides general administrative support to a department or group of professionals. Collects, compiles, and analyzes moderately complex data and information. Composes straightforward written descriptions of results. Requires the ability to exercise independent judgment and employ basic reasoning skills. Typically requires a high school education or equivalent and two to four years of experience. Frequently reports to a department manager.

TW Office & Business – Secretarial/Executive Administrative Assistance, Intermediate

Provides secretarial/administrative support across all areas and levels of the organization. Uses an array of business software applications (e.g., word processing, presentation and spreadsheet). Screens incoming calls and mail, maintains diaries and handles confidential matters. May arrange business travel, coordinate meetings, support agenda management and expense tracking, and prepare presentations and departmental reports. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Field Representative

ERI – Soil Conservationist

Plans and develops coordinated practices for soil erosion control, moisture conservation, and sound land use. Plans soil management practices, such as crop rotation, reforestation, permanent vegetation, contour plowing, or terracing as related to soil and water conservation. Excludes paraprofessional positions.

ERI – Program Manager

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

General Manager

Compdata – Chief Executive Officer

Principal organization leader, who plans, develops and establishes policies and objectives of organization in accordance with board directives and corporation charter. Develops business objectives and policies to coordinate functions between divisions and departments. Directs formulation of financial programs to provide funding for operations. May preside over Board of Directors. Master's degree preferred with extensive experience in management.

ERI – Chief Executive Officer

Plans, develops, establishes, and oversees interpretation and implementation of policies and objectives of organization in accordance with board directives and corporation charter. Responsible for the profitability of the entire organization. Holds position of the top executive and principal organization leader in the organization. This position is distinguished from others in that it is the top ranking executive and, in most cases, is the highest paid executive in the organization. Confers with organization officials to plan business objectives, to develop organizational policies to coordinate functions and operations between divisions and departments, and to establish responsibilities and procedures for attaining objectives. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions. Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments, and to increase productivity. Plans and develops industrial, labor, and public relations policies designed to improve company's image and relations with customers, employees, stockholders, and public. Evaluates performance of executives for compliance with established policies and objectives of firm and contributions in attaining objectives. May preside over Board of Directors. May serve as chairman of committees, such as management, executive, engineering, and sales.

Kenexa – Chief Executive Officer

Plans and directs all aspects of an organization's policies, objectives, and initiatives. Responsible for the short- and long-term profitability and growth of the company. May require a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors.

Groundskeeper – Summer Hire

Compdata – Groundskeeper

Maintains organization's property and surrounding area. Cuts grass, trims, rakes leaves, cleans area, plants flowers, and prunes trees or shrubs. Maintains driveways, parking lots, and walkways by removing debris, litter, snow, and ice. Performs routine maintenance on all equipment used. Performs routine, repetitive tasks, usually under close supervision, using standard procedures, tools, materials, equipment, or machinery. Operates industrial lawn equipment and lift 50 lbs. High school education or equivalent preferred.

ERI – Groundskeeper

Sustains grounds of industrial, commercial, or public property. Cuts lawns, using hand mower or power mower. Trims and edges around walks, flowerbeds, and walls, using clippers, weed cutters, and edging tools. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or chain saw. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bags or burns leaves, using rake. Cleans grounds and removes litter, using spiked stick or broom. Shovels snow from walks and driveways. Spreads salt on public passage ways to prevent ice buildup. Plants grass, flowers, trees, and shrubs, using gardening tools. Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system.

HRAM – Groundskeeper

Receives written or verbal instructions from a supervisor. Cuts, trims and edges lawns. Plants and maintains grass, flowers, trees, and shrubs. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides. Cleans grounds and removes litter. Shovels snow and spreads salt. May repair fences, gates, walls, and walks. May paint fences and outbuildings. May make minor repairs on equipment, such as lawn mower, spreader, and snow removal equipment. Typically requires working knowledge and skill in the safe use and maintenance of various kinds of equipment and tools.

Kenexa – Groundskeeper

Cuts and maintains lawns and grass. Rakes and maintains leaves, and cares for plants, flowers, trees and shrubs. Determines the appropriate plants or shrubs for walkways or garden areas. Provides grounds maintenance in all seasons. May be responsible for light snow removal. Arranges for larger scale snow or dirt removal. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Mercer – Groundskeeper

Under general supervision, maintains facility grounds and environment in a clean, attractive, orderly, safe, and healthy condition. Performs general grounds work that includes seeding, mowing, trimming, raking, and planting flowers, trees, and shrubs. Mixes and applies pest control material in accordance with local and federal regulations. Removes snow from pedestrian and vehicle areas. May perform minor maintenance on roads, curbs, sidewalks, and storm drains. May operate trucks and assorted power equipment. Typically requires one to two years of experience and may require horticultural training. Frequently reports to a Maintenance Supervisor.

Groundwater Management Engineer

Compdata – Water/Waste Water Environmental Engineer

Maintains wastewater pipeline and pumping station planning, design, and construction. Provides environmental regulatory guidance and field support on waste, water, wastewater, storm water, groundwater, spill, and remediation projects and issues. Conducts inspections and compiles and submits required reports. Bachelor's degree in engineering required and two years experience.

Compdata – Project Manager

Manages the overall delivery of a project. Serves as the client contact, presents project status, manages the project change process, manages client expectations, escalates issues as appropriate, handles any billing/invoicing issues, and identifies opportunities for follow-up work or new projects. Escalates issues that impact timing or budget to management and works with staffing coordinator to obtain additional resources as needed during project lifecycle. Bachelor's degree required, PM certification preferred, and three years experience.

ERI – Hydraulic Engineer

Designs and oversees hydraulic engineering studies and projects for control and use of water. Computes and estimates rates of water flow. Specifies type and size of equipment, such as conduits, canals, pumps, turbines, pressure valves, and surge tanks, used in transporting water and converting water into electricity. An engineering degree is required in a related field. Excludes supervisory positions.

ERI – Project Manager

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

HRAM – Staff Engineer

Experienced and proven engineer. Typically possesses engineering registration and specializes in Electrical, Mechanical, Civil or Chemical engineering. Executes multiple projects under moderate supervision. Analyzes and designs recommendations for efficient resolution to engineering problems. Investigates and performs manufacture, installation and start-up of new equipment. Presents written and oral reports of work in progress. Typically possesses B.S. or M.S. in engineering.

HRAM – Project Manager

Position is responsible for the implementation of multiple and concurrent projects by managing and directing technical personnel to meet project schedules and client expectations within approved project costs. Works closely with clients to understand the needs, establish the project plans and to administer change control. Prepares and presents regular project status reports and conducts regular quality assurance project reviews. Bachelor's or Technical Degree in related field required. Five plus years experience required.

Kenexa – Civil Engineer II

Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a supervisor or manager.

Kenexa – Environmental Engineer II

Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Kenexa – Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Mercer – Civil Engineer, Intermediate

Under general supervision, plans, designs, and directs civil engineering projects such as roads, airports, railroads, bridges, pipelines, tunnels, and water and sewage systems. Provides resources and schedules in response to specified completion dates and technical applications. Prepares proposals and cost estimates and evaluates all project progress and recommends changes, if needed, in final procedures. Requires professional licensure. This is a non-supervisory position. Typically requires a Master's degree in civil engineering and one to three years of experience or a Bachelor's degree and three to five years of experience.

Mercer – Environmental Engineer, Intermediate

Under general supervision, takes part in establishing and implementing organization policies and procedures in regards to local, state, and federal health and safety regulations. Ensures compliance with regulations and procedures by carrying out and analyzing regular audits of laboratories and facilities. Provides information and training in emergency response procedures, hazardous material handling, and industrial hygiene policies. Manages the collection, storage, transportation, and shipping of hazardous waste. Typically requires a Bachelor's degree in an appropriate scientific or engineering field or equivalent and two to four years of related experience.

Mercer – Project Manager (Non-Technical), Intermediate

Under general supervision, responsible for all aspects of various projects of a moderately complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Must be familiar with the project objectives, as well as the role and function of each team member to effectively coordinate the activities of the team. Communicates with Project Manager (Non-Technical) - Senior and/or Functional

Area Manager regarding status of specific projects. Typically requires two to four years related experience.

NE CPS – Engineer IV

Under limited supervision, performs supervisory and/or complex licensed professional level engineering work for one or more office and/or field based projects with diverse engineering components and requirements. Projects may involve work related to transportation, facility, structural, water resources, utility-electrical-mechanical, industrial, or other professional level fields of engineering. Provides licensed professional engineering advice and guidance to assigned employees and to the employing agency and/or other public agencies, to ensure projects are developed and/or built according to relevant laws, professional engineering regulations and standards, and employing agency policies, and to project plans, specifications, estimates, and materials. Typically supervises a team or work unit of lower level professional Engineers, and/or technical/paraprofessional engineering employees. May have independent, complex functional and coordination responsibilities requiring advanced or comprehensive engineering knowledge; performs related work as assigned.

TW Engineering Design & Drafting – Civil Engineer, Intermediate

Plans and designs structures and facilities, such as bridges, railroads, roads, airports, harbors, dams, irrigation projects, pipelines, tunnels, power plants and other projects. Analyzes proposed projects to ensure structural reliability, resource efficiency and cost-effectiveness. May construct models to identify project specifications and meet related needs. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Engineering Design & Drafting – Environmental Engineer, Intermediate

Analyzes environmental conditions and recommends changes to prevent or eliminate dangerous substances and materials. Ensures compliance with regulatory agency policies, including government legislation pertaining to the preservation of the environment. Develops, designs and may operate gauging equipment to determine the amounts of toxic pollutants present in air, land and water, and ensure compliance with regulatory agency policies. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers.

Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Heavy Equipment Operator

Compdata – Equipment Operator, Heavy

Operates power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move, and grade earth, erect structural and reinforcing steel and pour concrete or other hard surface paving materials. High school education or equivalent and Valid CDL required, and one year experience.

ERI – Heavy Equipment Operator

Operates several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders, to excavate, move, and grade earth, erect structural and reinforcing steel, and pour concrete or other hard surface paving materials.

Kenexa – Heavy Equipment Operator

Operates heavy machinery, such as a tractor, bulldozer, backhoe, or excavator, for the purposes of construction, demolition, or excavation. May be responsible for routine maintenance or repairs. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Information/Education Coordinator

Compdata – Public Relations Manager

Develops programs designed to create and maintain a favorable public image for the organization. Oversees the writing, preparation, and/or delivery of information about the organization. Writes press releases, speeches, or other material as needed. Bachelor's degree required and five years experience.

ERI – Public Relations Manager

Manages and coordinates employee, community, and public relations activities for an organization. Manages and administers the presentation and representation of the organization to employees, the general public, customers, and shareholders. Plans and implements public relations programs designed to create and maintain favorable public image for the organization.

HRAM – Manager of Public Relations

Develops and directs public relations programs designed to create and improve public understanding of the Company's mission, programs, and accomplishments. Establishes positive relations with local, regional, and national media; directs the preparation and release of all publicity and materials between the Company and the news media. May also write and edit data for release.

Kenexa – Public Relations Manager

Develops and implements policies and procedures for the public relations department. Maintains favorable public image for employer or client by communicating programs, accomplishments, and/or points of view. Prepares and distributes news releases, fact sheets, scripts, etc. to media outlets. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

TW Marketing – Public Relations, Supervisor

Coordinates media relations and prepares external communications. Plans, prepares and relays information concerning the organization to the press and the wider community to gain understanding and acceptance for the organization. Develops and maintains lines of communication with media contacts and other external audience groups. Coordinates and supervises the daily activities of business or technical support or production team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager. Typically does not spend more than 20% of time performing the work supervised.

IT Intern

Dietrich – Help Desk Coordinator

Responsible for providing technical computer assistance to users by diagnosing and resolving problems. Involves the use of problem management database and help desk system. Only problems of a complex nature will be referred to manager for resolution.

ERI – Help Desk Representative

Assesses and troubleshoots computer support problems and applies understanding of computer software and hardware products and services to resolve problems of users. Receives telephone calls and e-mails from users having problems using computer software and hardware or inquiring how to use specific software, programming languages, electronic mail, or operating systems. Ascertains from computer user the nature of problem, determines whether problem is caused by hardware such as modem, printer, cables, or telephone, formulates diagnosis, and assists users through problem solving steps.

Kenexa – Help Desk Support Assistant

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. May require an associate's degree in a related area and no previous experience in the field. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

Mercer – Help Desk Representative, Associate

Under direct supervision, responds to and diagnoses problems through discussion with users. Includes problem recognition, research, isolation and resolution steps. Typically

resolves basic problems while referring more complex problems to intermediate and/or senior level. May involve use of problem management database and help desk systems. This position is staffed by beginners who have had sufficient educational background and/or experience.

TW IT & e-Commerce – IT Help Desk Support, Entry

Provides technical support to the organization's internal users of computer applications and hardware (e.g., PCs, servers, mainframes). Answers questions regarding system procedures, online transactions, systems status and downtime procedures, and is typically located within a call center. Collaborates with network services, software systems engineering and/or application development in order to restore service and/or identify problems. Maintains a troubleshooting tracking log ensuring timely resolution of problems. Has basic skills in an analytical or scientific method or operational process. Works within clearly defined standard operating procedures and/or scientific methods and adheres to quality guidelines. Works with close supervision.

IT Manager

Compdata – Information Systems Manager

Manages the planning, evaluation, design, development, and implementation of information systems. Evaluates and recommends hardware and software solutions, MIS flow, projects, priorities, and budget. Assumes responsibility for telecommunications, local/wide area network (LAN/WAN), and staffing as needed. Bachelor's degree required and five years experience.

ERI – Information Systems Manager

Manages and coordinates activities of a small staff engaged in computer operations, computer systems, computer programming, and company's network to assure effective computer resources are provided to users. Assigns personnel and schedules workflow to facilitate production. Analyzes performance indicators such as number of transactions per second, response time, and number of programs being processed to ensure system is operating efficiently. Studies problems and capabilities, and develops solutions for improved operating procedures, alternate processing methods, communications, information flow, management reporting, and operational efficiency.

Kenexa – Information Technology Manager

Manages the information technology department. Implements and maintains policies and goals that support the organization's IT needs. Ensures proper functioning of the information processing system and oversees necessary upgrades. Helps business operations groups utilize information systems to improve their efficiency. Ensures computer equipment, hardware, and software are updated to meet organizational needs. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

NE CPS – Information Technology Manager I

Under administrative direction, manages all IT Operations of a state agency and

supervises subordinate IT Supervisors, or manages an significantly sized work unit performing a major IT function and supervises subordinate IT Supervisors; establishes procedures, guidelines and standards; monitors budgets; performs related work as assigned.

TW Supervisory & Mid Mgmt – IT Administration, Manager

Manages the Information Technology (IT) infrastructure within an organization, including the physical network (e.g., WAN/LAN, servers, terminals) as well as server applications and software (e.g., PeopleSoft, Oracle). Configures, installs, maintains and upgrades server applications and hardware. Manages professional employees and/or supervisors or supervises large, complex technical or business support or production operations team(s). Is accountable for the performance and results of a team within own discipline or function. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

IT Support Technician

Compdata – Help Desk Coordinator

Assists internal users with computer software and hardware problems. Diagnoses, researches, and resolves problems. Records problem notices in logs. Coordinates referrals to appropriate technical, professional, or service personnel for service, repair, or training. Associates degree preferred and two years experience.

Dietrich – Help Desk Coordinator

Responsible for providing technical computer assistance to users by diagnosing and resolving problems. Involves the use of problem management database and help desk system. Only problems of a complex nature will be referred to manager for resolution.

ERI – Help Desk Representative

Assesses and troubleshoots computer support problems and applies understanding of computer software and hardware products and services to resolve problems of users. Receives telephone calls and e-mails from users having problems using computer software and hardware or inquiring how to use specific software, programming languages, electronic mail, or operating systems. Ascertains from computer user the nature of problem, determines whether problem is caused by hardware such as modem, printer, cables, or telephone, formulates diagnosis, and assists users through problem solving steps.

Kenexa – Help Desk Support

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Mercer – Help Desk Representative, Intermediate

Under general supervision, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to senior level support. May involve use of problem management database and help desk systems.

TW IT & e-Commerce – IT Help Desk Support, Intermediate

Provides technical support to the organization's internal users of computer applications and hardware (e.g., PCs, servers, mainframes). Answers questions regarding system procedures, online transactions, systems status and downtime procedures, and is typically located within a call center. Collaborates with network services, software systems engineering and/or application development in order to restore service and/or identify problems. Maintains a troubleshooting tracking log ensuring timely resolution of problems. Expands skills in own work area within an analytical/scientific method or operational process. Applies experience and skills to complete assigned work within own area of expertise. Works within standard operating procedures and/or scientific methods. Works with a moderate degree of supervision.

Land and Water Programs Coordinator

ERI – Soil Conservationist

Plans and develops coordinated practices for soil erosion control, moisture conservation, and sound land use. Plans soil management practices, such as crop rotation, reforestation, permanent vegetation, contour plowing, or terracing as related to soil and water conservation. Excludes paraprofessional positions.

ERI – Program Manager

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.

Kenexa – Program Manager

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets,

risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Land Steward – Part Time

Compdata – Groundskeeper

Maintains organization's property and surrounding area. Cuts grass, trims, rakes leaves, cleans area, plants flowers, and prunes trees or shrubs. Maintains driveways, parking lots, and walkways by removing debris, litter, snow, and ice. Performs routine maintenance on all equipment used. Performs routine, repetitive tasks, usually under close supervision, using standard procedures, tools, materials, equipment, or machinery. Operates industrial lawn equipment and lift 50 lbs. High school education or equivalent preferred.

Compdata – Maintenance Worker

Prepares and performs minor preventive maintenance on a variety of uncomplicated equipment. Performs a variety of duties in and around buildings and grounds. Assists maintenance engineers and other workers with their tasks. High school education or equivalent preferred.

Dietrich – Maintenance Specialist

Performs daily maintenance tasks needed to ensure facilities and equipment are operational. Responsible for first-level repairs and general maintenance tasks. May have a technical specialty; however, this level will perform broad, general maintenance jobs and/or assist technical specialists on complex tasks.

ERI – Groundskeeper

Sustains grounds of industrial, commercial, or public property. Cuts lawns, using hand mower or power mower. Trims and edges around walks, flowerbeds, and walls, using clippers, weed cutters, and edging tools. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or chain saw. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bags or burns leaves, using rake. Cleans grounds and removes litter, using spiked stick or broom. Shovels snow from walks and driveways. Spreads salt on public passage ways to prevent ice buildup. Plants grass, flowers, trees, and shrubs, using gardening tools. Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system.

ERI – Building Maintenance Worker

Repairs and keeps physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, maintained using hand tools and power tools.

HRAM – Groundskeeper

Receives written or verbal instructions from a supervisor. Cuts, trims and edges lawns. Plants and maintains grass, flowers, trees, and shrubs. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides. Cleans grounds and removes litter. Shovels snow and spreads salt. May repair fences, gates, walls, and walks. May paint fences and outbuildings. May make minor repairs on equipment, such as lawn mower, spreader, and snow removal equipment. Typically requires working knowledge and skill in the safe use and maintenance of various kinds of equipment and tools.

HRAM – Building Maintenance Worker

“Handyman”; Jack of all Trades. Installs, adjusts, and repairs equipment. Handles minor building problems requiring the general knowledge of many types of maintenance including plumbing, carpentry and electrical work. Works with outside vendors for major maintenance problems and/or repair. Excludes specialized journey-level craft workers such as plumbers, carpenters, electricians, etc. Typically requires one to two years of experience with some formal training or education.

Kenexa – Groundskeeper

Cuts and maintains lawns and grass. Rakes and maintains leaves, and cares for plants, flowers, trees and shrubs. Determines the appropriate plants or shrubs for walkways or garden areas. Provides grounds maintenance in all seasons. May be responsible for light snow removal. Arranges for larger scale snow or dirt removal. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Kenexa – General Maintenance Worker I

Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Mercer – Groundskeeper

Under general supervision, maintains facility grounds and environment in a clean, attractive, orderly, safe, and healthy condition. Performs general grounds work that includes seeding, mowing, trimming, raking, and planting flowers, trees, and shrubs. Mixes and applies pest control material in accordance with local and federal regulations. Removes snow from pedestrian and vehicle areas. May perform minor maintenance on roads, curbs, sidewalks, and storm drains. May operate trucks and assorted power equipment. Typically requires one to two years of experience and may require horticultural training. Frequently reports to a Maintenance Supervisor.

TW Tech Support & Production – Maintenance, Intermediate

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Has developed skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.

Land Steward

Compdata – Groundskeeper

Maintains organization's property and surrounding area. Cuts grass, trims, rakes leaves, cleans area, plants flowers, and prunes trees or shrubs. Maintains driveways, parking lots, and walkways by removing debris, litter, snow, and ice. Performs routine maintenance on all equipment used. Performs routine, repetitive tasks, usually under close supervision, using standard procedures, tools, materials, equipment, or machinery. Operates industrial lawn equipment and lift 50 lbs. High school education or equivalent preferred.

Compdata – Maintenance Worker

Prepares and performs minor preventive maintenance on a variety of uncomplicated equipment. Performs a variety of duties in and around buildings and grounds. Assists maintenance engineers and other workers with their tasks. High school education or equivalent preferred.

Compdata – Maintenance Supervisor I

Supervises and trains skilled and unskilled staff in the maintenance of buildings, grounds, and equipment. Receives work priorities from a higher level manager. Delegates assignments to ensure timely and efficient completion of projects. Recommends or initiates personnel actions and administers organization's policies for the department. High school education or equivalent required and three years experience.

Dietrich – Maintenance Specialist

Performs daily maintenance tasks needed to ensure facilities and equipment are operational. Responsible for first-level repairs and general maintenance tasks. May have a technical specialty; however, this level will perform broad, general maintenance jobs and/or assist technical specialists on complex tasks.

ERI – Groundskeeper, Level 3

Sustains grounds of industrial, commercial, or public property. Cuts lawns, using hand mower or power mower. Trims and edges around walks, flowerbeds, and walls, using clippers, weed cutters, and edging tools. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or chain saw. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bags or burns leaves, using rake. Cleans grounds and removes litter, using spiked stick or broom. Shovels snow from walks and driveways. Spreads salt on public passage ways to prevent ice buildup. Plants grass, flowers, trees, and shrubs, using gardening tools. Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system. Employees in this third (3rd) level require greater knowledge, training, and/or experience than level 2. The amount of work review, checks, and supervision are less for an employee at level 3 than at level 2. Complexity or variety of

work is higher than level 2 and may involve greater technical, mathematical, or scientific skills than level 2. The scope of assignments may vary when compared to level 2. Some organizations refer to level 3 as the senior level. Typically requires less than 3 months of job training; completes specific tasks. May operate under close constant supervision or work is checked frequently.

ERI – Building Maintenance Worker, Level 3

Repairs and keeps physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, maintained using hand tools and power tools. Employees in this third (3rd) level require greater knowledge, training, and/or experience than level 2. The amount of work review, checks, and supervision are less for an employee at level 3 than at level 2. Complexity or variety of work is higher than level 2 and may involve greater technical, mathematical, or scientific skills than level 2. The scope of assignments may vary when compared to level 2. Some organizations refer to level 3 as the senior level. Typically requires more than two years of job training in mastering complex techniques and procedures, applies techniques under general guidance in compliance with standards, under general supervision. Employees in this third (3rd) level require greater knowledge, training, and/or experience than level 2. The amount of work review, checks, and supervision are less for an employee at level 3 than at level 2. Complexity or variety of work is higher than level 2 and may involve greater technical, mathematical, or scientific skills than level 2. The scope of assignments may vary when compared to level 2. Some organizations refer to level 3 as the senior level. Typically requires less than 3 months of job training; completes specific tasks. May operate under close constant supervision or work is checked frequently.

HRAM – Groundskeeper

Receives written or verbal instructions from a supervisor. Cuts, trims and edges lawns. Plants and maintains grass, flowers, trees, and shrubs. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides. Cleans grounds and removes litter. Shovels snow and spreads salt. May repair fences, gates, walls, and walks. May paint fences and outbuildings. May make minor repairs on equipment, such as lawn mower, spreader, and snow removal equipment. Typically requires working knowledge and skill in the safe use and maintenance of various kinds of equipment and tools.

HRAM – Building Maintenance Worker

"Handyman"; Jack of all Trades. Installs, adjusts, and repairs equipment. Handles minor building problems requiring the general knowledge of many types of maintenance including plumbing, carpentry and electrical work. Works with outside vendors for major maintenance problems and/or repair. Excludes specialized journey-level craft workers such as plumbers, carpenters, electricians, etc. Typically requires one to two years of experience with some formal training or education.

Kenexa – Groundskeeper

Cuts and maintains lawns and grass. Rakes and maintains leaves, and cares for plants, flowers, trees and shrubs. Determines the appropriate plants or shrubs for walkways or garden areas. Provides grounds maintenance in all seasons. May be responsible for light snow removal. Arranges for larger scale snow or dirt removal. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Kenexa – General Maintenance Worker I

Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Kenexa – Building & Grounds Supervisor I

Supervises and trains building and grounds maintenance staff. Oversees landscaping activities, the maintenance of sidewalks and parking areas, and the removal of trash and snow. May be responsible for the housekeeping staff. A level I supervisor is considered a working supervisor with little authority for personnel actions. Requires a high school diploma or its equivalent in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Mercer – Groundskeeper

Under general supervision, maintains facility grounds and environment in a clean, attractive, orderly, safe, and healthy condition. Performs general grounds work that includes seeding, mowing, trimming, raking, and planting flowers, trees, and shrubs. Mixes and applies pest control material in accordance with local and federal regulations. Removes snow from pedestrian and vehicle areas. May perform minor maintenance on roads, curbs, sidewalks, and storm drains. May operate trucks and assorted power equipment. Typically requires one to two years of experience and may require horticultural training. Frequently reports to a Maintenance Supervisor.

TW Tech Support & Production – Maintenance, Senior

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Has developed proficiency through job-related training and considerable on-the-job experience. Completes work with a limited degree of supervision. Likely to act as an informal resource for colleagues with less experience.

Lead Land Steward

Compdata – Maintenance Supervisor I

Supervises and trains skilled and unskilled staff in the maintenance of buildings, grounds, and equipment. Receives work priorities from a higher level manager. Delegates assignments to ensure timely and efficient completion of projects. Recommends or initiates personnel actions and administers organization's policies for the department. High school education or equivalent required and three years experience.

ERI – Building & Grounds Supervisor

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds. Develops work schedules and gives work assignments to subordinates.

Kenexa – Building & Grounds Supervisor I

Supervises and trains building and grounds maintenance staff. Oversees landscaping activities, the maintenance of sidewalks and parking areas, and the removal of trash and snow. May be responsible for the housekeeping staff. A level I supervisor is considered a working supervisor with little authority for personnel actions. Requires a high school diploma or its equivalent in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

TW Tech Support & Production – Maintenance, Lead

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Has advanced and specialized expertise, typically developed through a combination of job-related training and considerable on-the-job experience. Completes assignments and facilitates the work activities of others; may coordinate work beyond own area. Proposes improvements to processes. Acts as a lead, coordinating the work of others $\frac{3}{4}$ but is not a supervisor. Works autonomously within established procedures and practices.

Medium Equipment Operator

Compdata – Equipment Operator, Light

Operates a variety of light motor equipment, machinery, and tools on projects including the construction, maintenance, and/or repair of streets, bridges, commercial, or residential grounds. Transports construction equipment and machinery to and from work sites. Perform pre-shift inspections of trucks, routine lubrication and maintenance of equipment, and manual labor as needed. High school education or equivalent and valid Class CDL required, and one year experience.

ERI – Heavy Equipment Operator

Operates several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders, to excavate, move, and grade earth, erect structural and reinforcing steel, and pour concrete or other hard surface paving materials.

Kenexa – Heavy Equipment Operator

Operates heavy machinery, such as a tractor, bulldozer, backhoe, or excavator, for the purposes of construction, demolition, or excavation. May be responsible for routine maintenance or repairs. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to

perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Natural Resources Planner

Compdata – Project Manager

Manages the overall delivery of a project. Serves as the client contact, presents project status, manages the project change process, manages client expectations, escalates issues as appropriate, handles any billing/invoicing issues, and identifies opportunities for follow-up work or new projects. Escalates issues that impact timing or budget to management and works with staffing coordinator to obtain additional resources as needed during project lifecycle. Bachelor's degree required, PM certification preferred, and three years experience.

ERI – Planning Analyst

Assesses and conducts studies, prepares reports, and gives advice on feasibility, cost effectiveness, and regulatory conformance of long- and short-range strategic plans, proposals, special projects, and ongoing programs to achieve the organization's growth and profitability objectives. Conducts field investigations, economic or public opinion surveys, demographic studies, or other appropriate research to gather required information. Converses with management or strategic planning committees to formulate strategic plans and directions, discuss overall intent of programs or projects, and determine broad guidelines for studies, utilizing knowledge of subject area, research techniques, and regulatory limitations.

ERI – Project Manager

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

ERI – Program Manager

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.

HRAM – Project Manager

Position is responsible for the implementation of multiple and concurrent projects by managing and directing technical personnel to meet project schedules and client expectations within approved project costs. Works closely with clients to understand the needs, establish the project plans and to administer change control. Prepares and presents regular project status reports and conducts regular quality assurance project reviews. Bachelor's or Technical Degree in related field required. Five plus years experience required.

Kenexa – Environmental Planner II

Plans, prepares, and monitors environmental research and evaluates potential impact of assigned projects. Ensures environmental projects are in compliance with the state and federal regulations. Estimate the level of pollutants involving air, land, and water to devise mitigating measures. Requires a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Kenexa – Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Kenexa – Program Manager

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

Mercer – Project Manager (Non-Technical), Intermediate

Under general supervision, responsible for all aspects of various projects of a moderately complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Must be familiar with the project objectives, as well as the role and function of each team member to effectively coordinate the activities of the team. Communicates with Project Manager (Non-Technical) - Senior and/or Functional Area Manager regarding status of specific projects. Typically requires two to four years related experience.

NE CPS – Natural Resources Planner Supervisor

Under administrative direction, supervises, trains, and evaluates natural resources planning staff; implements, enforces and provides advice in development of agency policies; coordinates natural resource planning activities for the agency; performs highly technical professional work in the area of natural resource planning; carries out very technical natural resources planning functions in any of the related disciplines of engineering, hydrology,

geology, cartography, economics, ecology, forestry, agronomy, computer science, planning or conservation; performs related work as required.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Night Security

Compdata – Security Officer - Unarmed (Security Guard)

Patrols internal and external property. Investigates unusual or suspicious situations. Maintains records and logs as assigned. Enforces the organization's procedures and regulations during and after normal work hours. Assists with and trains for emergency situations. Operates firefighting equipment, short-wave radio, and administer CPR and first aid as needed. Refers dangerous situations or complex problems to supervisor and/or the local police force. High school education or equivalent required.

ERI – Security Guard

Guards industrial or commercial property against fire, theft, vandalism, and illegal entry. Patrols, periodically, buildings and grounds of industrial plant or commercial establishment, docks, or work site. Examines doors, windows, and gates to determine that they are secure. Preserves order and enforces security regulations. Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels culprits. Inspects equipment and machinery to ascertain if tampering has occurred. Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc. Checks personnel for proper identification and clearance. Permits authorized people to enter property. Checks incoming and outgoing packages. Observes departing personnel to guard against theft of company property.

HRAM – Security/Plant Guard

Guards property against fire, theft, and illegal entry. Protects company property, money & securities. Intercepts unknown persons and provides information, direction or escort. May escort messengers carrying securities or checks outside of the building. Investigates irregular activities and determines cause. Makes periodic tours about buildings and grounds, examining doors, windows & gates to ensure they are properly secured. May carry and must be proficient in using a sidearm, as well as other types of firearms. Typically requires a high school diploma and some formalized training.

Kenexa – Security Guard

Periodically patrols buildings and grounds of industrial plants, commercial establishments, docks, logging camp areas, or work sites. Requires a high school diploma or its equivalent

and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is expected.

Mercer – Security Guard

Under general supervision, responsible for guarding organization premises and property. On a routine basis, inspects grounds to ensure security requirements are met. Controls and monitors access to building. May be required to enforce parking regulations and report fire and safety hazards. Reports atypical situations to management. May use electronic surveillance equipment. Requires the ability to react quickly in sensitive situations. May be required to have a valid firearms license and carry a firearm while on duty. Typically requires a high school education or equivalent and one to two years of experience. Frequently reports to a security supervisor or a Security Manager.

NRCS Administrative Secretary

Compdata – Executive Secretary

Performs secretarial duties for senior or executive staff members. Schedules appointments and coordinates arrangements for meetings, conferences, and travel. Organizes and expedites flow of work through supervisor's office. Follows up with subordinates on behalf of supervisor. Prepares routine and non-routine special reports including gathering and summarizing data. Establishes and maintains highly confidential files and records. Composes and types letters and correspondence. Possesses a thorough understanding of the supervisor's job and methods of work, procedures, and staff at all levels of the organization. Associate's degree preferred and five years experience.

ERI – Executive Assistant

Supports executive in staff capacity by handling a wide variety of situations involving the administrative functions of the office that cannot be brought to the attention of the executive. Advises individuals inside and outside the organization on the executive views on major policies or current issues facing the organization. Contacts or replies to contacts from high ranking individuals who may be from large national or international firms and may involve unique situations, and each contact must be handled differently, using judgment and discretion.

HRAM – Executive Secretary/Executive Assistant

Under limited direction, performs standard and advanced secretarial duties for an executive of the Company. Disposes of matters of a routine nature to conserve supervisor's time. Maintains regular and follow-up files and confidential data. Collects information needed by supervisor for conferences and reports. Arranges meetings as directed. May direct and review work of secretarial staff. Normally requires a High School Diploma or equivalent and three to five years experience.

Kenexa – Executive Assistant

Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced

correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Mercer – Secretary, Executive

Under general supervision, responsible for advanced secretarial and administrative support for senior management and executives. Requires continuous use of technical and business vocabulary and a detailed knowledge of organization operations, organizational procedures, and personnel. Relieves supervisor(s) of some administrative detail. Within established guidelines, makes independent decisions regarding planning, organizing, and scheduling work. Typically requires a high school education or equivalent and more than five years of experience.

TW Office & Business – Secretarial/Executive Administrative Assistance, Intermediate

Provides secretarial/administrative support across all areas and levels of the organization. Uses an array of business software applications (e.g., word processing, presentation and spreadsheet). Screens incoming calls and mail, maintains diaries and handles confidential matters. May arrange business travel, coordinate meetings, support agenda management and expense tracking, and prepare presentations and departmental reports. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Operation and Maintenance Superintendent

Compdata – Construction Superintendent

Oversees project construction activities on the site to ensure compliance with design specifications, budget, and schedule. May coordinate various subcontractors and administer contracts. Bachelor's degree preferred and five years experience.

Dietrich – Maintenance Manager

Provides daily oversight of all functional and operational activities in facilities maintenance, which includes troubleshooting, repairs, and supervision of all subordinate maintenance staff. Assigns work to maintenance staff and vendors (for electrical, mechanical, plumbing, and/or HVAC repairs). Requires an operational knowledge of all equipment and machinery within the facility. Reviews and implements all mechanical specifications and manuals for current operations.

ERI – Construction Superintendent

Directs activities of workers concerned with construction of buildings, dams, highways, pipelines, or other construction projects. Studies specifications to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction, based on knowledge of available tools and equipment and various building methods. Amasses members of organization (supervisory, clerical, engineering, and other workers) at start of project.

ERI – Maintenance Superintendent

Directs and coordinates, through subordinate supervisory personnel, activities of workers engaged in repair, maintenance, and installation of machines, tools, and equipment, and in maintenance of buildings, grounds, and utility systems of mill, industrial plant, or other establishment. Reviews job orders to determine work priorities. Schedules repair, maintenance, and installation of machines, tools, and equipment to ensure continuous production operations. Allocates activities of workers fabricating or modifying machines, tools, or equipment to manufacture new products or improve existing products.

HRAM – Building/Facilities Manager

Directs the maintenance, repair, and servicing of Company equipment, building and facilities in one or more locations. Establishes policies and procedures for maintenance and engineering; schedules repairs and remodeling; ensures that continued preventive maintenance is carried out; coordinates services provided by outside contractors. Typically requires three to five years of experience.

Kenexa – Construction Manager I

Responsible for the overall management of construction projects. Oversees multiple projects at one time with the aid of Resident Construction Managers. Ensures construction projects are completed on time and to the client's satisfaction. Assists in staffing, outlining project plans, setting project goals/deadlines, and evaluating performance. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Kenexa – Facilities Maintenance Manager I

Responsible for managing maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, and machine and electrical servicing for the organization's facilities. Requires a bachelor's degree and 7-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to a unit/department head.

Mercer – Maintenance Manager

Ensures maximum efficient operations of facilities and equipment, as well as the care of all grounds and support equipment, through the direction of a technical support staff made up of supervisors, technicians, custodians, and the purchase of necessary outside technical and non-technical support services. Recommends equipment modification for upgrades. Develops and maintains preventative maintenance programs. Sets priorities for projects and work orders. Enforces safety and housekeeping practices. Typically requires a Bachelor's degree and ten or more years of experience.

TW Supervisory & Mid Mgmt – Maintenance, Manager

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and

equipment. Manages professional employees and/or supervisors or supervises large, complex technical or business support or production operations team(s). Is accountable for the performance and results of a team within own discipline or function. Adapts departmental plans and priorities to address resource and operational challenges. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

Park Superintendent

Compdata – Maintenance Supervisor II (Senior)

Provides direction for employees responsible for the upkeep of buildings and grounds, the repair and maintenance of equipment and machinery, and modifications to the structure or layout of the facility. Works with vendors and monitors inventory of supplies. Organizes work, estimates worker-hour requirements, and delegates work to employees in maintenance department. Initiates or recommends personnel actions and administers organization's policy. High school education or equivalent required and five years experience.

ERI – Building & Facilities Supervisor

Supervises and coordinates activities of skilled trades workers engaged in maintaining and repairing equipment, structures, utility systems, buildings, and grounds. Develops work schedules and gives work assignments to subordinates.

HRAM – Building/Facilities Manager

Directs the maintenance, repair, and servicing of Company equipment, building and facilities in one or more locations. Establishes policies and procedures for maintenance and engineering; schedules repairs and remodeling; ensures that continued preventive maintenance is carried out; coordinates services provided by outside contractors. Typically requires three to five years of experience.

Kenexa – Building & Grounds Supervisor III

Supervises and trains building and grounds maintenance staff. Oversees landscaping activities, the maintenance of sidewalks and parking areas, and the removal of trash and snow. May be responsible for the housekeeping staff. A level III supervisor has full authority and may be considered lower middle management. Requires a high school diploma or its equivalent in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Mercer – Maintenance Manager

Ensures maximum efficient operations of facilities and equipment, as well as the care of all grounds and support equipment, through the direction of a technical support staff made up of supervisors, technicians, custodians, and the purchase of necessary outside technical and non-technical support services. Recommends equipment modification for upgrades. Develops and maintains preventative maintenance programs. Sets priorities for projects and work orders. Enforces safety and housekeeping practices. Typically requires a Bachelor's degree and ten or more years of experience.

NE CPS – Game & Parks Superintendent II

Under general supervision, manages the operation, maintenance and conservation of a medium to large recreation area or medium sized state park. Positions in this class may also serve as Assistant Superintendent of a larger state park or recreation area. Through periodic consultations with a supervisor, performs administrative and maintenance tasks on a regular basis. Performs related work as assigned.

TW Supervisory & Mid Mgmt – Maintenance, Supervisor

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Coordinates and supervises the daily activities of business or technical support or production team. Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager. Typically does not spend more than 20% of time performing the work supervised.

Pigeon/Jones Watershed Coordinator – Field Representative

ERI – Soil Conservationist

Plans and develops coordinated practices for soil erosion control, moisture conservation, and sound land use. Plans soil management practices, such as crop rotation, reforestation, permanent vegetation, contour plowing, or terracing as related to soil and water conservation. Excludes paraprofessional positions.

ERI – Program Manager

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Project Manager

Compdata – Project Manager

Manages the overall delivery of a project. Serves as the client contact, presents project status, manages the project change process, manages client expectations, escalates

issues as appropriate, handles any billing/invoicing issues, and identifies opportunities for follow-up work or new projects. Escalates issues that impact timing or budget to management and works with staffing coordinator to obtain additional resources as needed during project lifecycle. Bachelor's degree required, PM certification preferred, and three years experience.

ERI – Project Manager

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

ERI – Program Manager

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program.

HRAM – Project Manager

Position is responsible for the implementation of multiple and concurrent projects by managing and directing technical personnel to meet project schedules and client expectations within approved project costs. Works closely with clients to understand the needs, establish the project plans and to administer change control. Prepares and presents regular project status reports and conducts regular quality assurance project reviews. Bachelor's or Technical Degree in related field required. Five plus years experience required.

Kenexa – Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Kenexa – Program Manager

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and

judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

Mercer – Project Manager (Non-Technical), Intermediate

Under general supervision, responsible for all aspects of various projects of a moderately complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Must be familiar with the project objectives, as well as the role and function of each team member to effectively coordinate the activities of the team. Communicates with Project Manager (Non-Technical) - Senior and/or Functional Area Manager regarding status of specific projects. Typically requires two to four years related experience.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Purchasing Agent/Files Administrator

Compdata – Buyer I

Acquires materials, supplies, and services and places purchase orders for goods that have standard costs and quoted discounts already in place. Assesses requisitions and proposals from vendors to negotiate contracts. Reviews opportunities for new supply sources and suitability of materials offered. Retains records pertaining to cost, delivery, performance, and inventory levels. Bachelor's degree preferred and three years experience.

Dietrich – Buyer

Responsible for placing orders, expediting back orders, and processing records for regular stock items. Will process requisitions, research products, clarify specifications, prepare purchase orders, select vendors, maintain product-information files, and follow up on back orders. Requires some prior experience of at least 1 to 2 years of purchasing from vendor sources.

ERI – Buyer

Procures materials or other goods and/or coordinates activities involved with purchasing products and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for establishment. Receives and reviews requisitions requesting goods or services. Communicates with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects products for purchase by testing, observing, or examining items. Expedites orders and requests as needed. Responsibilities are those of a professional level and excluded are paraprofessional buyers.

HRAM – Purchasing Agent/Buyer

Has authority to purchase at the most favorable prices consistent with quality, quantity, delivery, etc. Goods purchased are processed, consumed or used in the Firm and are not purchased for resale at a profit. Selects vendor sources and has considerable latitude in determining acceptable prices. Does not include persons working under detailed supervision. Typically requires a Bachelor's degree and two to four years in purchasing.

Kenexa – Purchasing Agent

Responsible for purchases made by the organization. Evaluates and approves vendors and authorizes purchase orders for goods or services. Requires a bachelor's degree with at least 8 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Mercer – Purchasing/Procurement Agent

Under general supervision, responsible for ensuring the timely delivery of supplies, materials, and equipment. Selects and places purchase orders with vendors. Maintains a system of records relative to purchase orders and approval. Coordinates the return of damaged goods, replacement items, or credit arrangements. Typically requires a high school education or equivalent and at least two years of experience. Frequently reports to a Purchasing/Procurement Supervisor or Purchasing/Procurement Manager.

TW Logistics & Materials Mgmt – Goods Purchasing, Intermediate

Negotiates favorable terms, volume discounts and long-term contracts with suppliers, and prepares and processes requisitions and purchase orders for the procurement of goods and supplies. Develops and implements strategies for cost reduction, supplier consolidation, quality improvements and process efficiencies. Reviews purchase order claims and contracts for conformance to company policy, and discusses defects and delivery problems with suppliers and negotiates refunds. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Receptionist/Accounting Assistant/Responsible Charge Coordinator

Compdata – Receptionist

Operates system switchboard, PBX switchboard, or multiple line telephone console. Receives and relays incoming, outgoing, and internal calls. Refers messages to appropriate parties. May operate internal paging system. Receives and registers visitors and issues visitor badges. Announces visitors and directs them to proper destination. Maintains records and logs. Refers non-routine questions and inquiries to supervisor. Performs other clerical duties as needed. High school education or equivalent preferred.

Compdata – Compliance Coordinator

Develops and enforces the compliance program for the organization. Ensures conformance with all legislative, regulatory, and/or accreditation requirements. Coordinates training programs and communications as necessary. Bachelor's degree required and two years experience.

Dietrich – Receptionist/Switchboard Operator

Has combined duties of greeting and directing guests entering and leaving facilities, as well as handling switchboard operator duties for all incoming and outgoing calls. May do incidental typing and/or routine clerical work as assigned. Keeps a record of calls and toll charges.

ERI – Receptionist

Greets and receives callers or visitors at establishment, and ascertains nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon.

HRAM – Receptionist/PBX Operator

Greets visitors and staff, ascertains their needs, answers questions, and directs individuals to appropriate person or area. Answers incoming calls, connects caller to appropriate extension and takes messages as necessary. Performs other clerical or secretarial duties as time permits. Exclude employees whose primary activity is clerical/secretarial. Typically requires a High School Diploma or equivalent and zero to two years work experience.

Kenexa – Receptionist

Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Kenexa – Compliance Coordinator

Assists with the preparation and completion of regulatory and compliance documents. Ensures compliance with contractual requirements and federal, state, and local government regulations. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Mercer – Receptionist

Under general supervision, greets visitors. Maintains a log of visitors. Alerts appropriate party of visitor arrival. May provide clerical assistance such as typing. Typically requires less than one year of experience or equivalent training obtained on the job.

TW Office & Business – Receptionist/Switchboard, Intermediate

Greets clients and visitors at front desk. Answers incoming calls and typically operates a multi-line telephone system. Organizes meeting room, taxi and chauffeur bookings. Completes security procedures (e.g., issues badges, ensures proper completion of visitors' log). May perform clerical tasks (e.g., mail distribution, word processing). Requires knowledge and experience in own discipline; still acquiring higher level knowledge and

skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Receptionist/Secretary/Accounting Assistant

Compdata – Receptionist

Operates system switchboard, PBX switchboard, or multiple line telephone console. Receives and relays incoming, outgoing, and internal calls. Refers messages to appropriate parties. May operate internal paging system. Receives and registers visitors and issues visitor badges. Announces visitors and directs them to proper destination. Maintains records and logs. Refers non-routine questions and inquiries to supervisor. Performs other clerical duties as needed. High school education or equivalent preferred.

Compdata – Secretary

Keyboards routine memos, correspondence, forms, and technical and/or confidential reports. Prepare first draft as required. Receives and screens incoming calls, answers routine inquiries and routes calls to appropriate individual. Maintains business calendar. Schedules and confirms appointments, meetings, and travel arrangements. Uses judgment in matters affecting supervisor's calendar. Possesses knowledge of grammar, spelling, punctuation, and office procedures and equipment. Demonstrates good organizational and communication skills. High school education or equivalent preferred.

Dietrich – Receptionist/Switchboard Operator

Has combined duties of greeting and directing guests entering and leaving facilities, as well as handling switchboard operator duties for all incoming and outgoing calls. May do incidental typing and/or routine clerical work as assigned. Keeps a record of calls and toll charges.

ERI – Receptionist

Greets and receives callers or visitors at establishment, and ascertains nature of business. Asks for caller's or visitor's name, arranges for appointment with or notifies person called upon on caller's arrival, guides caller to destination, and records name, time of call, nature of business, and person called upon.

ERI – Secretary

Assists and relieves officials of clerical work and minor administrative and business details, including basic correspondence. Files and inputs data for reports on the basis of instructions from various members of the department or company. Schedules appointments, gives information to callers, and takes notes.

HRAM – Receptionist/PBX Operator

Greets visitors and staff, ascertains their needs, answers questions, and directs individuals to appropriate person or area. Answers incoming calls, connects caller to appropriate extension and takes messages as necessary. Performs other clerical or secretarial duties as time permits. Exclude employees whose primary activity is clerical/secretarial. Typically requires a High School Diploma or equivalent and zero to two years work experience.

HRAM – Secretary II

Under general supervision, performs standard and some advanced secretarial duties. Position requires knowledge of practices and procedures of the function. Receives visitors; reads and routes incoming mail. May take and transcribe dictation. May make travel arrangements and reservations. Schedules appointments for supervisor. Normally requires one to three years experience.

Kenexa – Receptionist

Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Kenexa – Secretary II

Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Mercer – Receptionist

Under general supervision, greets visitors. Maintains a log of visitors. Alerts appropriate party of visitor arrival. May provide clerical assistance such as typing. Typically requires less than one year of experience or equivalent training obtained on the job.

Mercer – Secretary, Intermediate

Under general supervision, performs a variety of clerical and secretarial duties. Composes correspondence, corrects grammar, punctuation, and spelling, maintains and updates office supplies, compiles data for reports, answers telephone calls, and makes appointments. Requires a business or technical vocabulary and knowledge of organization operations, organizational procedures, and staff. Makes independent decisions within established guidelines regarding planning, organizing, and scheduling of work. Uses various PC software packages such as spreadsheets, word processing, graphics, etc. to produce high quality reports, presentations, or other documents. May provide support for one to three professionals. Typically requires a high school education or equivalent and one to three years of experience.

TW Office & Business – Receptionist/Switchboard, Intermediate

Greets clients and visitors at front desk. Answers incoming calls and typically operates a multi-line telephone system. Organizes meeting room, taxi and chauffeur bookings. Completes security procedures (e.g., issues badges, ensures proper completion of visitors' log). May perform clerical tasks (e.g., mail distribution, word processing). Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of

straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Stormwater Management Engineer

Compdata – Water/Waste Water Environmental Engineer

Maintains wastewater pipeline and pumping station planning, design, and construction. Provides environmental regulatory guidance and field support on waste, water, wastewater, storm water, groundwater, spill, and remediation projects and issues. Conducts inspections and compiles and submits required reports. Bachelor's degree in engineering required and two years experience.

Compdata – Project Manager

Manages the overall delivery of a project. Serves as the client contact, presents project status, manages the project change process, manages client expectations, escalates issues as appropriate, handles any billing/invoicing issues, and identifies opportunities for follow-up work or new projects. Escalates issues that impact timing or budget to management and works with staffing coordinator to obtain additional resources as needed during project lifecycle. Bachelor's degree required, PM certification preferred, and three years experience.

ERI – Hydraulic Engineer

Designs and oversees hydraulic engineering studies and projects for control and use of water. Computes and estimates rates of water flow. Specifies type and size of equipment, such as conduits, canals, pumps, turbines, pressure valves, and surge tanks, used in transporting water and converting water into electricity. An engineering degree is required in a related field. Excludes supervisory positions.

ERI – Project Manager

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

HRAM – Staff Engineer

Experienced and proven engineer. Typically possesses engineering registration and specializes in Electrical, Mechanical, Civil or Chemical engineering. Executes multiple projects under moderate supervision. Analyzes and designs recommendations for efficient resolution to engineering problems. Investigates and performs manufacture, installation and start-up of new equipment. Presents written and oral reports of work in progress. Typically possesses B.S. or M.S. in engineering.

HRAM – Project Manager

Position is responsible for the implementation of multiple and concurrent projects by managing and directing technical personnel to meet project schedules and client expectations within approved project costs. Works closely with clients to understand the needs, establish the project plans and to administer change control. Prepares and presents regular project status reports and conducts regular quality assurance project reviews.

Bachelor's or Technical Degree in related field required. Five plus years experience required.

Kenexa – Civil Engineer II

Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a supervisor or manager.

Kenexa – Environmental Engineer II

Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Kenexa – Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Mercer – Civil Engineer, Intermediate

Under general supervision, plans, designs, and directs civil engineering projects such as roads, airports, railroads, bridges, pipelines, tunnels, and water and sewage systems. Provides resources and schedules in response to specified completion dates and technical applications. Prepares proposals and cost estimates and evaluates all project progress and recommends changes, if needed, in final procedures. Requires professional licensure. This is a non-supervisory position. Typically requires a Master's degree in civil engineering and one to three years of experience or a Bachelor's degree and three to five years of experience.

Mercer – Environmental Engineer, Intermediate

Under general supervision, takes part in establishing and implementing organization policies and procedures in regards to local, state, and federal health and safety regulations. Ensures compliance with regulations and procedures by carrying out and analyzing regular audits of laboratories and facilities. Provides information and training in emergency

response procedures, hazardous material handling, and industrial hygiene policies. Manages the collection, storage, transportation, and shipping of hazardous waste. Typically requires a Bachelor's degree in an appropriate scientific or engineering field or equivalent and two to four years of related experience.

Mercer – Project Manager (Non-Technical), Intermediate

Under general supervision, responsible for all aspects of various projects of a moderately complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Must be familiar with the project objectives, as well as the role and function of each team member to effectively coordinate the activities of the team. Communicates with Project Manager (Non-Technical) - Senior and/or Functional Area Manager regarding status of specific projects. Typically requires two to four years related experience.

NE CPS – Engineer IV

Under limited supervision, performs supervisory and/or complex licensed professional level engineering work for one or more office and/or field based projects with diverse engineering components and requirements. Projects may involve work related to transportation, facility, structural, water resources, utility-electrical-mechanical, industrial, or other professional level fields of engineering. Provides licensed professional engineering advice and guidance to assigned employees and to the employing agency and/or other public agencies, to ensure projects are developed and/or built according to relevant laws, professional engineering regulations and standards, and employing agency policies, and to project plans, specifications, estimates, and materials. Typically supervises a team or work unit of lower level professional Engineers, and/or technical/paraprofessional engineering employees. May have independent, complex functional and coordination responsibilities requiring advanced or comprehensive engineering knowledge; performs related work as assigned.

TW Engineering Design & Drafting – Civil Engineer, Intermediate

Plans and designs structures and facilities, such as bridges, railroads, roads, airports, harbors, dams, irrigation projects, pipelines, tunnels, power plants and other projects. Analyzes proposed projects to ensure structural reliability, resource efficiency and cost-effectiveness. May construct models to identify project specifications and meet related needs. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Engineering Design & Drafting – Environmental Engineer, Intermediate

Analyzes environmental conditions and recommends changes to prevent or eliminate dangerous substances and materials. Ensures compliance with regulatory agency policies, including government legislation pertaining to the preservation of the environment. Develops, designs and may operate gauging equipment to determine the amounts of toxic pollutants present in air, land and water, and ensure compliance with regulatory agency policies. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Water Resources Engineer

Compdata – Water/Waste Water Environmental Engineer

Maintains wastewater pipeline and pumping station planning, design, and construction. Provides environmental regulatory guidance and field support on waste, water, wastewater, storm water, groundwater, spill, and remediation projects and issues. Conducts inspections and compiles and submits required reports. Bachelor's degree in engineering required and two years experience.

Compdata – Project Manager

Manages the overall delivery of a project. Serves as the client contact, presents project status, manages the project change process, manages client expectations, escalates issues as appropriate, handles any billing/invoicing issues, and identifies opportunities for follow-up work or new projects. Escalates issues that impact timing or budget to management and works with staffing coordinator to obtain additional resources as needed during project lifecycle. Bachelor's degree required, PM certification preferred, and three years experience.

ERI – Hydraulic Engineer

Designs and oversees hydraulic engineering studies and projects for control and use of water. Computes and estimates rates of water flow. Specifies type and size of equipment, such as conduits, canals, pumps, turbines, pressure valves, and surge tanks, used in transporting water and converting water into electricity. An engineering degree is required in a related field. Excludes supervisory positions.

ERI – Project Manager

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.

HRAM – Staff Engineer

Experienced and proven engineer. Typically possesses engineering registration and specializes in Electrical, Mechanical, Civil or Chemical engineering. Executes multiple projects under moderate supervision. analyzes and designs recommendations for efficient

resolution to engineering problems. Investigates and performs manufacture, installation and start-up of new equipment. Presents written and oral reports of work in progress. Typically possesses B.S. or M.S. in engineering.

HRAM – Project Manager

Position is responsible for the implementation of multiple and concurrent projects by managing and directing technical personnel to meet project schedules and client expectations within approved project costs. Works closely with clients to understand the needs, establish the project plans and to administer change control. Prepares and presents regular project status reports and conducts regular quality assurance project reviews. Bachelor's or Technical Degree in related field required. Five plus years experience required.

Kenexa – Civil Engineer II

Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a supervisor or manager.

Kenexa – Environmental Engineer II

Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Requires a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Kenexa – Project Manager I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Mercer – Civil Engineer, Intermediate

Under general supervision, plans, designs, and directs civil engineering projects such as roads, airports, railroads, bridges, pipelines, tunnels, and water and sewage systems. Provides resources and schedules in response to specified completion dates and technical applications. Prepares proposals and cost estimates and evaluates all project progress and

recommends changes, if needed, in final procedures. Requires professional licensure. This is a non-supervisory position. Typically requires a Master's degree in civil engineering and one to three years of experience or a Bachelor's degree and three to five years of experience.

Mercer – Environmental Engineer, Intermediate

Under general supervision, takes part in establishing and implementing organization policies and procedures in regards to local, state, and federal health and safety regulations. Ensures compliance with regulations and procedures by carrying out and analyzing regular audits of laboratories and facilities. Provides information and training in emergency response procedures, hazardous material handling, and industrial hygiene policies. Manages the collection, storage, transportation, and shipping of hazardous waste. Typically requires a Bachelor's degree in an appropriate scientific or engineering field or equivalent and two to four years of related experience.

Mercer – Project Manager (Non-Technical), Intermediate

Under general supervision, responsible for all aspects of various projects of a moderately complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project. Must be familiar with the project objectives, as well as the role and function of each team member to effectively coordinate the activities of the team. Communicates with Project Manager (Non-Technical) - Senior and/or Functional Area Manager regarding status of specific projects. Typically requires two to four years related experience.

NE CPS – Engineer IV

Under limited supervision, performs supervisory and/or complex licensed professional level engineering work for one or more office and/or field based projects with diverse engineering components and requirements. Projects may involve work related to transportation, facility, structural, water resources, utility-electrical-mechanical, industrial, or other professional level fields of engineering. Provides licensed professional engineering advice and guidance to assigned employees and to the employing agency and/or other public agencies, to ensure projects are developed and/or built according to relevant laws, professional engineering regulations and standards, and employing agency policies, and to project plans, specifications, estimates, and materials. Typically supervises a team or work unit of lower level professional Engineers, and/or technical/paraprofessional engineering employees. May have independent, complex functional and coordination responsibilities requiring advanced or comprehensive engineering knowledge; performs related work as assigned.

TW Admin Prof – Project/Program Management, Intermediate

Plans, monitors and manages internal projects from initiation through completion. Secures required resources, and uses formal processes and tools to manage resources, budgets, risks and changes. Manages projects to ensure on-time completion according to specifications and within budgeted costs. At the higher levels, incumbents manage large multifaceted projects; at lower levels incumbents may be concerned with clearly identifiable elements or functions within a larger project. Typically incumbents matched to this function are working towards or have achieved certification in project management. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of

straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Engineering Design & Drafting – Civil Engineer, Intermediate

Plans and designs structures and facilities, such as bridges, railroads, roads, airports, harbors, dams, irrigation projects, pipelines, tunnels, power plants and other projects. Analyzes proposed projects to ensure structural reliability, resource efficiency and cost-effectiveness. May construct models to identify project specifications and meet related needs. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

TW Engineering Design & Drafting – Environmental Engineer, Intermediate

Analyzes environmental conditions and recommends changes to prevent or eliminate dangerous substances and materials. Ensures compliance with regulatory agency policies, including government legislation pertaining to the preservation of the environment. Develops, designs and may operate gauging equipment to determine the amounts of toxic pollutants present in air, land and water, and ensure compliance with regulatory agency policies. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Water Supply Bookkeeper

Compdata – Bookkeeper I

Performs general ledger balancing, back office processing, and general accounting duties. Ensures policies and procedures are followed. Maintains personnel payroll records and files. High school education required and two years experience.

ERI – Bookkeeper

Keeps books and accounting records of financial transactions for establishment. Reconciles and balances accounts. Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files. Summarizes details in separate ledgers or computer files and transfers data to general ledger.

Kenexa – Bookkeeper

Maintains and records business transactions. Balances ledgers, reconciles accounts, and prepares reports. Follows bookkeeping procedures established by the organization. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

TW Accounting & Finance – Bookkeeping/Account Maintenance, Intermediate

Performs bookkeeping, data entry and verification procedures. Prepares and maintains records of amounts owed or receivable. Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the

organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives a moderate level of guidance and direction.

Water Supply Operator (II)

ERI – Water Treatment Operator

Operates and controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Regulates flow of raw water into treatment plant by operating and controlling electric motors, pumps, and valves.

Kenexa – Waste Water Treatment Technician I

Ensures that pumps, conveyors, blowers, chlorinators, vacuum equipment and other waste water treatment equipment are functioning properly. Monitors equipment for potential failures and may make minor repairs or adjustments as needed. Collects water samples for chemical analysis. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or a related area. May be required to complete an apprenticeship and/or formal training in area of specialty. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Water Supply Operator

Compdata – Maintenance Worker

Prepares and performs minor preventive maintenance on a variety of uncomplicated equipment. Performs a variety of duties in and around buildings and grounds. Assists maintenance engineers and other workers with their tasks. High school education or equivalent preferred.

Dietrich – Maintenance Specialist

Performs daily maintenance tasks needed to ensure facilities and equipment are operational. Responsible for first-level repairs and general maintenance tasks. May have a technical specialty; however, this level will perform broad, general maintenance jobs and/or assist technical specialists on complex tasks.

ERI – Water Treatment Operator

Operates and controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Regulates flow of raw water into treatment plant by operating and controlling electric motors, pumps, and valves.

HRAM – Building Maintenance Worker

"Handyman"; Jack of all Trades. Installs, adjusts, and repairs equipment. Handles minor building problems requiring the general knowledge of many types of maintenance including plumbing, carpentry and electrical work. Works with outside vendors for major maintenance problems and/or repair. Excludes specialized journey-level craft workers such as plumbers, carpenters, electricians, etc. Typically requires one to two years of experience with some formal training or education.

Kenexa – Waste Water Treatment Technician I

Ensures that pumps, conveyors, blowers, chlorinators, vacuum equipment and other waste water treatment equipment are functioning properly. Monitors equipment for potential failures and may make minor repairs or adjustments as needed. Collects water samples for chemical analysis. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or a related area. May be required to complete an apprenticeship and/or formal training in area of specialty. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

TW Tech Support & Production – Maintenance, Intermediate

Performs miscellaneous manual labor activities (e.g., sweeping and cleaning floors and work areas, picking up papers and refuse from grounds, assisting in the handling of heavy materials, making minor repairs, mowing lawns, and shoveling snow). Performs janitorial activities, such as cleaning, dusting, washing windows, moving and polishing furniture and equipment. Has developed skills through formal training or considerable work experience. Works within established procedures with a moderate degree of supervision.

Water Supply Superintendent

ERI – Water Superintendent

Supervises and coordinates activities of workers engaged in installing, maintaining, repairing, and servicing water distribution and sewage facilities. Prepares work schedules and assigns work activities to crewmembers concerned with excavating and backfilling trenches and culverts, installing, repairing, and replacing water and sewer mains, joining and caulking pipeline, repairing valves and hydrants, drilling and installing taps in mains, and performing related street repairs, working from land plats, maps, and other diagrams. This position typically reports to a manager and is the first level of supervision in the organization.

Kenexa – Waste Water Treatment Plant Manager

Manages the operations of a wastewater treatment plant to ensure compliance with regulatory procedures and reporting practices. Oversees sampling and testing systems, and the functionality of pumps, conveyors, blowers, and other equipment. Stays abreast of federal, state, and local regulations and environmental guidelines. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

NE CPS – Integrated Water Management Coordinator

Under limited supervision, coordinates the planning and technical analysis required for integrated surface water/groundwater management planning processes and/or interstate compacts, decrees or agreements; supervises staff within the Integrated Water Management division; develops and implements integrated water management plans; performs related work as assigned.

Water Supply Technician

ERI – Water Treatment Operator

Operates and controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Regulates flow of raw water into treatment plant by operating and controlling electric motors, pumps, and valves.

Kenexa – Waste Water Treatment Technician I

Ensures that pumps, conveyors, blowers, chlorinators, vacuum equipment and other waste water treatment equipment are functioning properly. Monitors equipment for potential failures and may make minor repairs or adjustments as needed. Collects water samples for chemical analysis. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or a related area. May be required to complete an apprenticeship and/or formal training in area of specialty. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.