The Staff Survey collects annual (12-month) salary data for 153 staff positions that are generally non-exempt and do not require a college degree. The annual salary for these individuals is the compensation they would receive for working 2080 hours in 12 months without overtime. Crosswalks are provided to facilitate completion of IFDS and other reporting, but these codes are not used in this survey. All SOC codes have been updated to 2018 codes, with changes indicated in red.

CHANGES TO THIS YEAR'S POSITIONS: All changes are designated in red in the table below. Positions added: Studio Arts Technician (611010); Arborist (750000). The titles and descriptions for multiple positions (505000, 506000, 512010, 705010, 705020, 705060, 705040, 705050, 705060, 830000, 810010, 810020, 810030, 828010, 828020, 842010, 850000) were clarified to distinguish them from those in supervisory roles reported in the Professionals Survey. Positions 505000 and 506000 (office/clerical supervisory roles) should be reported under 500000 in the Professionals Survey, whereas exempt or non-exempt.

CUPA-HR STAFF SURVEY POSITION DESCRIPTIONS 2018-19

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Title/Role</th>
<th>Job Description</th>
<th>Crosswalks</th>
</tr>
</thead>
<tbody>
<tr>
<td>500000</td>
<td>Administrative/Office/ Clerical</td>
<td>Performs a variety of administrative tasks, including answering telephones, typing or word processing, making copies of documents, and maintaining records. May also involve more technical work, but the general function is administrative in nature. These positions are functionally knowledgeable and often serve as the lead for a group of administrative support workers, assigning tasks, prioritizing, and coordinating activities as a backup to the supervisor. Report supervisors under 500000 in the Professionals Survey, whether exempt or non-exempt.</td>
<td>43-0014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</td>
</tr>
<tr>
<td>501000</td>
<td>Administrative/Office/ Clerical Lead</td>
<td>Leads work for the general function and administrative assistants.</td>
<td>5000 Admin Support Workers</td>
</tr>
<tr>
<td>511000</td>
<td>Executive Assistant</td>
<td>Provides administrative support to management/upper-level administrator by compiling information and preparing reports, handling information requests, and performing relevant administrative support functions. May also oversee lower-level office support staff. Report here positions that do not meet the FLSA administrative exemption criteria.</td>
<td>43-0011 Executive Secretaries and Administrative Assistants</td>
</tr>
<tr>
<td>512000</td>
<td>Accounting Assistant/ Financial Clerk</td>
<td>Matches invoices to purchase orders or vouchers; performs data entry, recordkeeping, and customer service, and processes financial transactions in support of the accounts payable and/or accounts receivable functions.</td>
<td>43-1031 Bookkeeping, Accounting, and Auditing Clerks, 5120 Admin Support Workers</td>
</tr>
<tr>
<td>512010</td>
<td>Accounting Unit Lead</td>
<td>Manages tasks, prioritizes, and coordinates the work of accounting assistants. Report supervisors under 500000 in the Professionals Survey.</td>
<td>43-1000 Financial Clerks, 5000 Admin Support Workers</td>
</tr>
<tr>
<td>514000</td>
<td>Administrative Assistant</td>
<td>Performs administrative and office support activities; may support faculty, professionals, or a team; performs word processing; creates spreadsheets and presentations; files; and handles basic correspondence. Titles may include administrative associate, administrative support coordinator, and similar.</td>
<td>43-0014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</td>
</tr>
<tr>
<td>516000</td>
<td>Cashier</td>
<td>Handles payments from customers purchasing goods and services, typically in a retail setting such as a dining facility, bookstore, or market. Report accounts payable cashiers, such as those receiving payments in student prearranged payment functions, under 512000.</td>
<td>43-0011 Cashiers, 4720 Admin Support Workers</td>
</tr>
<tr>
<td>520000</td>
<td>Clerk, Materials</td>
<td>Serves to provide office/clerical support in a stockroom, warehousing, or shipping/receiving environment. Records stock and shipment data; completes shipping and receiving reports; reports damages and discrepancies for accounting, reimbursement, and recordkeeping.</td>
<td>43-5071 Shipping, Receiving, and Inventory Clerks, 5620 Admin Support Workers</td>
</tr>
<tr>
<td>522000</td>
<td>Clerk, Records</td>
<td>Serves as a dedicated resource for recordkeeping (e.g. student records, medical records, personnel records, etc.), data collection, and responding to customers as requested for related information. May have title of file clerk, records clerk, or records assistant. Typically ensures compliance with applicable policies and regulations.</td>
<td>42-4000 Information and Record Clerks, 5420 Admin Support Workers</td>
</tr>
<tr>
<td>523000</td>
<td>Making Coordinator</td>
<td>Coordinates bulk mailing and other mailings for on and off-campus clients; may oversee campus mail distribution, and may supervise student workers.</td>
<td>43-1050 Mail Clerks and Mail Machine Operators, Except Postal Service, 5500 Admin Support Workers</td>
</tr>
<tr>
<td>524000</td>
<td>Communications/ Switchboard Operator</td>
<td>Accepts and transmits routine and emergency telephone and radio traffic; dispatches and coordinates police, fire, animal control, and other municipal services; maintains and processes a variety of communications paperwork, records, and logs. Titles may include switchboard operator, telemarketer, or dispatcher.</td>
<td>43-2011 Switchboard Operators, Including Answering Service, 5400 Admin Support Workers</td>
</tr>
<tr>
<td>528000</td>
<td>Customer Service Assistant</td>
<td>Interacts with customers to provide information in response to inquiries about processes, products, or services; handle and resolve complaints; and log and track inquiry data.</td>
<td>43-4051 Customer Service Representatives, 5240 Admin Support Workers</td>
</tr>
<tr>
<td>530000</td>
<td>Department Assistant</td>
<td>Provides a variety of administrative support to assigned administrator and department; establishes, maintains, and ensures compliance of department records; assists with budgetary matters; tracks department funds and purchasing; compiles reports; and monitors assigned projects and/or program components. May handle a variety of clerical, staff support, and facility coordination duties.</td>
<td>43-0014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 5700 Admin Support Workers</td>
</tr>
<tr>
<td>532000</td>
<td>Library Assistant</td>
<td>Assists patrons and organizes library materials and information. Compiles records, sorts and shelves books or other media; removes or repairs damaged books or other media; checks materials in and out of circulation. Replaces materials in shelving area (stacks) or files.</td>
<td>43-4121 Library Assistants, Clerical, 5320 Admin Support Workers</td>
</tr>
<tr>
<td>534000</td>
<td>Receptionist</td>
<td>Greets visitors and performs general administrative duties. Handles incoming calls and may operate a multi-line telephone system. May assist other administrative staff with overflow work, including word processing and data entry.</td>
<td>43-4171 Receptionists and Information Clerks, 5400 Admin Support Workers</td>
</tr>
<tr>
<td>538000</td>
<td>Secretary</td>
<td>Performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments and meetings, organizing and maintaining paper and electronic files, or providing information to callers.</td>
<td>43-0014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 5700 Admin Support Workers</td>
</tr>
<tr>
<td>538000</td>
<td>Transcriber</td>
<td>Transcribes reports using various electronic devices. Transcribes dictated reports and translates abbreviations into fully understandable form. Edits as necessary and returns reports in either printed or electronic form for review, signature, or correction. Title may include Medical Transcriber.</td>
<td>43-4000 Information and Record Clerks, 5420 Admin Support Workers</td>
</tr>
<tr>
<td>541000</td>
<td>Event Planning Assistant</td>
<td>Assists in the coordination of events, conferences, and meetings. Duties include assisting with planning, handling logistics and participant registration; producing event collateral; and materials.</td>
<td>43-0199 Office and Administrative Support Workers, All Other, 5940 Admin Support Workers</td>
</tr>
<tr>
<td>542000</td>
<td>Transportation Coordinator</td>
<td>Coordinates daily transportation activities that include arranging transportation vehicles for passengers. Ensures the availability of vehicles, and coordinates the repair process if necessary.</td>
<td>53-0900 Transportation Workers, All Other, 9420 Operatives</td>
</tr>
<tr>
<td>543000</td>
<td>Work Control Assistant</td>
<td>Performs a variety of duties in the operation of the institution’s facilities management work control system, such as estimating, scheduling, planning, and documenting work; procurement of supplies and materials to facilitate work; and inspection of work originating from a facilities management work control center.</td>
<td>43-0199 Office and Administrative Support Workers, All Other, 5940 Admin Support Workers</td>
</tr>
<tr>
<td>544000</td>
<td>Grant Proposal Coordinator</td>
<td>Assists faculty members and researchers in preparing sponsored project submissions by compiling grant proposal content from multiple contributors, compiling budget information, coordinating required approvals authorizations, and ensuring timely submission of proposals to funding agencies.</td>
<td>43-0199 Office and Administrative Support Workers, All Other, 5940 Admin Support Workers</td>
</tr>
<tr>
<td>545000</td>
<td>Data Reporting Specialist</td>
<td>Enter and collect data, maintain databases, and produce reports for various purposes. Manipulates and organizes data for reporting purposes.</td>
<td>43-0031 Data Entry Keyers, 5940 Admin Support Workers</td>
</tr>
</tbody>
</table>
Performs a variety of tasks to support lawyers by conducting legal research and drafting documents. Provides research and support activity to attorneys. Prepares documents, agreements, and pleadings related to litigation and non-litigation matters. Resolves routine legal questions under the direction of an attorney. Certified Legal Assistant (CLA) accreditation required.

Provides technical support in one or several human resources functions. Duties may include: screening applications, preparing board presentations, managing benefits enrollment, compiling human resource data, and maintaining data in human resources information systems. Completes special assignments and projects as required.

Coordinates the flow of candidates through the recruitment process, from scheduling interviews to bringing new employees on board. May work with job candidates, external recruiters and agencies, and other human resource professionals in support of department’s hiring needs.

Participates in bidding and procurement functions. Responsible for reviewing and researching purchasing requests. May be involved in contacting vendors/suppliers for purchasing proposals.

Processes payroll for staff; examines employees' time cards, determines gross earnings, audits calculated wages to ensure accuracy of payroll, and makes certain taxes are deducted from each paycheck.

Follows patient accounts through the entire billing process from eligibility to completion of payment process. Provides medical billing and collection processes by verifying eligibility and benefits, obtaining pre-authorizations, entering medical codes, requesting payments, and resolving account issues.

Performs a range of communications and/or marketing related work which may include print, social media, web content, or multi-media. Creates and disseminates content for internal/external audiences through a variety of media. Final products may be subject to approval by a higher level professional.

Staff position that provides teaching support to faculty in a classroom and/or laboratory setting. May run small group labs. May assist faculty member in student assessment and test grading. Works in aspects of the property of laboratory equipment. Staff position rather than grad or undergrad student teaching assistant.

Provides technical support as it relates to library catalog, databases, and indexes and answers questions that require basic library science knowledge and consultation.

Performs tests to monitor the environment and investigate conditions that affect public health.

Performs a range of communications-related work including public relations, marketing, internal communications, and social media.

Performs a variety of tasks to support lawyers by conducting legal research and drafting documents. Provides research and support activity to attorneys. Prepares documents, agreements, and pleadings related to litigation and non-litigation matters. Resolves routine legal questions under the direction of an attorney. Certified Legal Assistant (CLA) accreditation required.

Provides technical support to faculty in a classroom and/or laboratory setting. May run small group labs. May assist faculty member in student assessment and test grading. Works in aspects of the property of laboratory equipment. Staff position rather than grad or undergrad student teaching assistant.

Performs technical library support as it relates to library catalog, databases, and indexes and answers questions that require basic library science knowledge and consultation.

Performs testing, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock. May assist researchers in fields such as physics, chemistry, or astronomy by performing routine tests, processing samples, collecting data, setting up and operating equipment, and maintaining laboratory stock.
<table>
<thead>
<tr>
<th>BLS SOC #</th>
<th>US Census Code #</th>
<th>VETS-4212 Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>43-9111</td>
<td>Statistical Assistants</td>
<td>5920 Admin Support Workers</td>
</tr>
<tr>
<td>19-4040</td>
<td>Life, Physical, &amp; Social Science Technicians</td>
<td>1965 Technicians</td>
</tr>
<tr>
<td>19-4061</td>
<td>Social Science Research Assistants</td>
<td>1950 Technicians</td>
</tr>
<tr>
<td>19-4020</td>
<td>Life, Physical, &amp; Social Science Technicians</td>
<td>1965 Technicians</td>
</tr>
<tr>
<td>17-3020</td>
<td>Engineering Technologists and Technicians, Except Drafters</td>
<td>1550 Technicians</td>
</tr>
<tr>
<td>29-1010</td>
<td>Clinical Laboratory Technologists &amp; Technicians</td>
<td>3535 Technicians</td>
</tr>
<tr>
<td>29-3000</td>
<td>Healthcare Practitioners and Technical Occupations</td>
<td>3535 Technicians</td>
</tr>
<tr>
<td>31-9091</td>
<td>Dental Assistants</td>
<td>3640 Technicians</td>
</tr>
<tr>
<td>31-9092</td>
<td>Medical Assistants</td>
<td>3645 Technicians</td>
</tr>
<tr>
<td>29-2060</td>
<td>Licensed Practical &amp; Licensed Vocational Nurses</td>
<td>3500 Technicians</td>
</tr>
<tr>
<td>31-1111</td>
<td>Nursing Assistants</td>
<td>3600 Service Workers</td>
</tr>
<tr>
<td>31-9095</td>
<td>Pharmacy Aides</td>
<td>3647 Technicians</td>
</tr>
<tr>
<td>29-2081</td>
<td>Opticians, Dispensing</td>
<td>3520 Technicians</td>
</tr>
<tr>
<td>31-2021</td>
<td>Physical Therapy Assistants</td>
<td>3620 Technicians</td>
</tr>
<tr>
<td>31-0929</td>
<td>Healthcare Support Workers, All Other</td>
<td>1950 Technicians</td>
</tr>
<tr>
<td>29-1031</td>
<td>Dietitians and Nutritionists</td>
<td>3030 Technicians</td>
</tr>
<tr>
<td>39-2021</td>
<td>Animal Caretakers</td>
<td>4350 Technicians</td>
</tr>
<tr>
<td>29-2056</td>
<td>Veterinary Technologists and Technicians</td>
<td>3420 Technicians</td>
</tr>
<tr>
<td>29-2056</td>
<td>Veterinary Technologists and Technicians</td>
<td>3420 Technicians</td>
</tr>
<tr>
<td>19-4071</td>
<td>Forest and Conservation Technicians</td>
<td>1950 Technicians</td>
</tr>
<tr>
<td>45-2092</td>
<td>Farmworkers and Laborers, Crop, Nursery, and Greenhouse</td>
<td>6650 Laborers and Helpers</td>
</tr>
<tr>
<td>37-3011</td>
<td>Landscaping and Groundskeeping Workers</td>
<td>4250 Laborers and Helpers</td>
</tr>
<tr>
<td>11-4020</td>
<td>Biotechnical Technicians</td>
<td>1965 Technicians</td>
</tr>
<tr>
<td>53-6099</td>
<td>Transportation Workers, All Other</td>
<td>1965 Technicians</td>
</tr>
</tbody>
</table>
705030 HVAC Lead Supervisor
Assigns tasks, prioritizes, and coordinates the activities of workers engaged in the operations, maintenance and service repairs on heating, ventilating, and air conditioning systems. May help train new workers. Serves as a mentor for less-experienced team members. Reports work in progress and completed work to determine conformance to specifications. Report supervisors under 70000 in the Professionals Survey, whether exempt or non-exempt.
49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
7000 Craft Workers

705040 Electrician Lead Supervisor
Assigns tasks, prioritizes, and coordinates the activities of workers engaged in the installation and maintenance of electrical systems. Informs work crews of changing orders. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 70000 in the Professionals Survey, whether exempt or non-exempt.
47-2111 Electricians
7000 Craft Workers

705050 Plumber Lead Supervisor
Assigns tasks, prioritizes, and coordinates activities of workers engaged in the installation and maintenance of plumbing systems. May help train new workers. Serves as a mentor for less-experienced team members. Inspects work in progress and completed work to determine conformance to specifications. Report supervisors under 70000 in the Professionals Survey, whether exempt or non-exempt.
47-2152 Plumbers, Pipefitters, and Steamfitters
7000 Craft Workers

705060 Locksmith Lead Supervisor
Assigns tasks, prioritizes, and coordinates the activities of workers engaged in repairing and opening locks, making keys, changing locks and safe combinations, and installing and repairing safes. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 70000 in the Professionals Survey, whether exempt or non-exempt.
49-0096 Locksmiths and Safe Repliers
7000 Craft Workers

710010 Sign Painter
Responsible for signage for the purpose of announcing or advertising products, services and events.
51-0123 Painting, Coating, and Decorating Workers
8810 Craft Workers

710020 Mason
Works with plaster, such as forming a layer of plaster on an interior wall or plaster decorative moldings on ceilings or walls to create a finished look to an interior space.
47-2161 Masons and Stucco Masons
6460 Craft Workers

710030 Upholsterer
Make, replace, and repair upholstery (e.g. furniture and in vehicles).
51-6091 Upholsterers
8450 Craft Workers

710040 Lab Mechanic
Maintain, repair, and order equipment for laboratories. May work in optical, dental, medical, and engineering and/or laboratory settings. May require specialized knowledge of environment or equipment.
49-0099 Installation, Maintenance, and Repair Workers, All Others
7630 Craft Workers

711000 Electrician (Journeyman)
Installs,ains, and troubleshoots a variety of electrical equipment and electrical systems, including high-voltage.
47-2111 Electricians
6355 Craft Workers

713000 Electronic Equipment Mechanic
Test, install, diagnose, maintain, and repair electronic systems and equipment, and control circuits.
49-2090 Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers
7100 Craft Workers

713010 Security and Fire Alarm Firefighter
Install, program, maintain, or repair security or fire alarm fire wiring and equipment. Ensure that work is in accordance with relevant codes.
49-2098 Security and Fire Alarm System Installers
7150 Craft Workers

715000 Carpenter (Journeyman)
Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for finished products.
47-2031 Carpenters
6230 Craft Workers

717000 HVAC Mechanic (Journeyman)
Install, repair, and maintain HVAC systems. Conducts work in compliance with local regulation. May diagnose system malfunctions and replace failing mechanical components. Positions will also include ventilation, refrigeration, and steam systems.
49-9221 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
7315 Craft Workers

718000 Building Control Systems Technician
Installs, calibrates, adjusts, and repairs controls for buildings (e.g., lighting, electricity, temperature). May balance heating and air flow and carry out laboratory ventilation systems.
49-9212 Control and Valve Installers and Repairers, Except Mechanical Door
7300 Craft Workers

719000 Instrument Maker
Fabricates, assembles, and troubleshoots a variety of electronic mechanical, electrical, or optical instruments. Coordinates with facility designers, engineers, and graduate assistants to clarify research requirements and advise on feasibility of construction. Drafts, adapts, and modifies electrical circuits and blueprints. Tests, repairs, calibrates, and inspects prototype instruments and assembles.
51-4011 Machinists
7530 Craft Workers

721000 Locksmith (Journeyman)
Repair and open locks; make keys; change locks and safe combinations; and install and repair safes.
49-0094 Locksmiths and Safe Repliers
7540 Craft Workers

722000 Machinist
Set up and operate a variety of machine tools to produce precision parts and instruments. May fabricate and modify parts to make or repair machine tools or maintain industrial machines.
51-4011 Machinists
8035 Craft Workers

725000 Mason (Journeyman)
Cut and bind a variety of building materials for the purpose of constructing or repairing a variety of structures.
47-2010 Brickmasons, Blockmasons, Stonemasons, and Flower Masons
6220 Craft Workers

727000 Metalworker
Fabricate, assemble, install, and repair sheet metal products and equipment. May set up and operate fabricating machines to cut, bend, and straighten sheet metal.
47-2211 Sheet Metal Workers
6520 Craft Workers

729000 Boilermaker
Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary. Control, operate, or maintain machinery to generate electric power.
47-2211 Boilermakers
6210 Craft Workers

730000 Power Plant Operator
Control, operate, and maintain machinery to generate electricity. Use control boards to distribute power among generators and regulate the output from several generators. Monitor instruments to maintain voltage and electricity flows from the plant to meet consumer demand for electricity.
51-8013 Power Plant Operators
8600 Craft Workers

731000 Painter (Journeyman)
Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to adjust desired visual or aesthetic qualities.
47-2141 Painters, Painters and Decorators, and Maintenance
6420 Craft Workers

733000 Plumber (Journeyman)
Assemble, install, or repair pipes, fittings, or fixtures of heating, water, or drainage systems, according to specifications or plumbing codes. Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters.
47-2152 Plumbers, Pipefitters, and Steamfitters
6440 Craft Workers

735000 Printer (Bookbinder)
Prints, packages, or applies labels to finished product by machine. May set up and operate binding and finishing machines.
51-5113 Print Binding and Finishing Workers
8256 Craft Workers

737000 Roofer (Journeyman)
Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, soffits, and walls with material to bind, seal, insulate, or soundproof sections of structures.
47-2181 Roofers
6515 Craft Workers

739000 Welder (Journeyman)
Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.
47-2122 Welders, Solderers, and Brazers, Machine Setters, Operators, and Tenders
8140 Craft Workers

741000 Textile Worker
Operate a variety of machines and involved in multiple processes to produce fabrics, yarn and other textiles.
51-6060 Textile Goods Mill Workers, Operators, and Tenders
8460 Craft Workers

742000 Vehicle Mechanic
Inspect, maintain, and repair vehicles.
49-3000 Maintenance and Related Equipment Mechanic, Installers, and Repairers
7260 Craft Workers

750000 NVW for 2019

37-0101 Arborist
Maintains trees and woody plants to ensure their healthy, safe, and attractive condition, including chemical applications; repairing, cabling, fertilizing, watering, and pruning; and removing of any dead, diseased or declining trees, or other woody plants.
37-0101 Tree trimmers and Pruners

810000 General Maintenance Lead, Separation.
Assigns tasks, prioritizes, and coordinates maintenance and repair work in buildings or large complexes. May help train new workers. Serves as a mentor for less-experienced team members. Reports supervisors under 80000 in the Professionals Survey, whether exempt or non-exempt.
49-9971 Maintenance and Repair Workers, General
4200 Service Workers

810100 Housekeeping Lead, Separation.
Assigns tasks, prioritizes, and coordinates work activities of cleaning personnel in buildings, offices and other establishments. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors under 80000 in Professionals Survey, whether exempt or non-exempt.
37-1010 Building Cleaning Workers
4200 Service Workers

VETS-4212 Category
81020 Groundskeeping Lead> Supervisor
Assigns tasks, priorities, and coordinates groundkeepers in the maintenance of grounds, athletic fields, and surrounding external areas. May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors in Professionals Survey, whether exempt or non-exempt.
57-3010 Grounds Maintenance Workers
35-1000 Food and Beverage Serving Workers
4210 Service Workers
81030 Food Service Lead> Supervisor
Assigns tasks, prioritizes, and coordinates the activities of staff members who are engaged in serving meals to customers according to written menu (or may include special events or catering menus). May help train new workers. Serves as a mentor for less-experienced team members. Report supervisors in Professionals Survey, whether exempt or non-exempt.
49-0088 Helpers-Installation, Maintenance, and Repair Workers
7010 Laborers and Helpers
81100 General Maintenance Worker
Performs general preventative maintenance using a variety of equipment and handles tasks that are not complex enough to need the specialized training of a licensed tradesperson, such as a plumber or electrician. Performs a variety of duties in and around buildings and grounds.
81200 Construction Laborer
Performs a variety of tasks as a laborer in support of construction activities.
47-2061 Construction Laborers
6260 Laborers and Helpers
81300 Custodian/ Housekeeper
Performs housekeeping and janitorial duties to maintain offices, patient or guest rooms, restrooms, and public areas in clean and orderly condition. Mixes and cleans solutions to appropriate strength. Removes trash from offices and other work areas. May assist other service personnel with minor repairs. Follows established routine.
37-3010 Building Cleaning Workers
4220 Service Workers
81310 Custodian/ Housekeeper, Floor Maintenance
Scraps and sands wooden floors to smooth surfaces. Uses tools such as a floor scraper and floor sanding machine. Applies coats of finish for a polished appearance.
37-2011 Janitors and Cleaners, Except Maids and Housekeeping Workers
4220 Service Workers
81400 Equipment Operator - Heavy
Operates large equipment, such as trash compactors, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders.
47-2073 Operating Engineers & Other Construction Equipment Operators
6320 Craft Workers
81410 Equipment Operator - Light
Operates a variety of light motor equipment, machinery, and tools on projects including the construction, maintenance, and/or repair of streets, commercial, or residential grounds.
47-2073 Operating Engineers & Other Construction Equipment Operators
6320 Craft Workers
81500 Equipment Repairer
Repairs and maintains machinery and mechanical equipment (e.g. pneumatic tools, motors, conveyors, production machines, and equipment using testing instruments, hand and power operating tools). Operates small motor equipment (e.g. hoists, cranes, shovels, tractors, earth movers). Maintains the quality of farms, crops, and livestock by operating machinery and doing physical labor under the supervision of farmers, ranchers, and other agricultural managers.
45-1090 Miscellaneous Agricultural Workers
6050 Laborers and Helpers
81600 Farm/Agricultural Worker
Maintains the quality of farms, crops, and livestock by operating machinery and doing physical labor under the supervision of farmers, ranchers, and other agricultural managers.
45-1090 Miscellaneous Agricultural Workers
6050 Laborers and Helpers
81700 Food Prep Worker
Performs many routine tasks in the preparation of food.
39-2011 Food Preparation Workers
4200 Service Workers
81710 Baker
Mixes and bakes ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.
51-1011 Bakers
7800 operatives
81720 Line Cook
Cook prepares items for a variety of meals.
35-1012 Cooks, Institution and Cafeteria
4200 Service Workers
81730 Dishwasher
Washes dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintains kitchen work areas, equipment, or utensils in clean and orderly condition.
35-1021 Dishwashers
4140 Service Workers
81800 Food Service
Serves food to individuals in a dining environment such as in residence halls or a campus dining facility.
35-1000 Food and Beverage Serving Workers
4120 Service Workers
81900 Grounds/ Landscape Worker
Performs a variety of landscaping duties (e.g. sod laying, mowing, trimming/ pruning trees and shrubs, pruning, fertilizing, irrigation).
37-3010 Grounds Maintenance Workers
4250 Operatives
81910 Irrigation Technician
Responsible for the installation and maintenance of irrigation systems.
49-0059 Installation, Maintenance, and Repair Workers, All Other
7220 Craft Workers
82000 Installer/Finisher
Performs duties related to drywall, lighting, and tile.
47-2081 Drywall and Ceiling Tile Installers
6330 Operatives
82100 Mail Carrier
Sorts mail for delivery. Delivers mail on established route by vehicle or on foot.
43-5052 Postal Service Mail Carriers
5350 Service Workers
82200 Motor Vehicle Operator
Responsible for operating vehicles (e.g. trucks, busses, and vans). Delivers and transports people, supplies, records, and materials.
53-3000 Motor Vehicle Operators
9150 Operatives
82400 Messenger/ Delivery Worker
Manually moves freight, or other materials, or performs other general labor.
53-7062 Laborers and Freight, Stock, and Material Movers, Hand
9620 Laborers and Helpers
82500 Parking/ Traffic Attendant
Parks vehicles and/or issues tickets for customers in a parking lot or garage. May collect fee.
53-6021 Parking Attendants
9250 Service Workers
82600 Post Control Worker
Applies or releases chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.
37-2011 Pest Control Workers
4240 Operatives
82700 Trades Helper
Semi-skilled work assisting skilled workers in the performance of duties related to electrical, plumbing, air conditioning, heating, and other building trades work.
47-3010 Helpers, Construction trades helpers
6600 Operatives
82800 Sales Workers
Performs sales duties and tasks in a merchandising environment.
41-2031 Retail Salespersons
4760 Sales Workers
82810 Museum Shop Manager
Manages museum shop operations to include retail marketing, working with vendors, and conducting special events.
11-0199 Managers, All Other
7400 Sales Workers
82820 Retail Operations Supervisor> Lead
Overssees the daily operations of a retail facility, such as a student bookstore, gift, and clothing store, etc. May help train new workers. Serves as a mentor for less-experienced team members. Performs administrative duties related to these operations. Report supervisors in Professionals Survey, whether exempt or non-exempt.
41-2011 Retail Salespersons
4700 Sales Workers
83000 Fire Inspector
Examines buildings to detect fire hazards and ensure that federal, state, and local fire codes are met.
33-1011 Fire Inspectors and Investigators
3750 Service Workers
84000 Police/ Public Safety Lead
Assigns tasks, prioritizes, and coordinates the activities of police officers and supports staff essential for the enforcement of federal, state, and local laws. May help train new workers. Serves as a mentor for less-experienced team members. Performs full range of patrol duties including responding to emergency calls, taking citizen complaints, making arrests and issuing warrants, issuing citations, and conducting crime investigations. Report supervisors under 830100 in Professionals Survey, whether exempt or non-exempt.
33-1051 Police and Sheriff's Patrol Officers
3850 Operatives
84100 Police Officer
Contacts and apprehends individuals who break the law by patrolling in an assigned area. Responds to emergency calls. Investigates complaints and works to resolve conflicts.Makes arrests, issues citations, and serves warrants and subpoenas. Refers to sworn officers.
33-1051 Police and Sheriff's Patrol Officers
3850 Operatives
84200 Security Guard
Guards, patrols, or monitors premises to prevent theft, violence, or infractions of rules. May operate security equipment. Guards, patrols, or monitors premises to prevent theft, violence, or infractions of rules. May operate security equipment.
33-9032 Security Guards
3930 Service Workers
84300 Security Guard Lead
Assigns tasks, prioritizes, and coordinates the activities of security guards (e.g., scheduling shifts). May help train new workers. Serves as a mentor for less-experienced team members. Ensures that all the daily security operations run smoothly and effectively. Report supervisors in Professionals Survey, whether exempt or non-exempt.
33-9032 Security Guards
3930 Service Workers
85000 Client Care Lead
Assigns tasks, prioritizes, and coordinates the activities of client care staff including patient care assistants, child care workers, teacher aides, elders care assistants and similar. May help train new workers. Serves as a mentor for less-experienced team members. Do not include certified, degreed teaching or nursing professionals or related technical/paraprofessionals. Report supervisors under 840100 in Professionals Survey, whether exempt or non-exempt.
39-9000 Other Personal Care and Service Workers
4610 Service Workers
85100 Client Care Assistant
Performs client care duties for children, the elderly, recovering patients, or persons with disabilities, such as serving as a day stay or elder care assistant, providing wheelchair assistance, delivers to patient rooms, and similar. Do not include certified, degreed teaching or nursing professionals or related technical/paraprofessionals.
39-9000 Other Personal Care and Service Workers
4610 Service Workers
85110 Teacher – Assistant, Preschool/ Toddler
Helps the lead teacher in classroom activities of children who have not yet entered kindergarten.
25-0042 Teaching Assistants, Preschool, Elementary, Middle, & Secondary School, Except Special Education
2550 Service Workers
85200 Equipment Manager, Athletics
In charge of a sport team's equipment; tasks include transportation, leasing, repairs, and regular service of athletic equipment.
33-9010 Aquatics and Recreation Attendants
4610 Service Workers
85300 Club Coach
Manages individual club or intra/intramural sports offered for students at the University.
27-2022 Coaches and Scouts
4430 Service Workers
85400 greenhouse Worker
Grows and tends plants, flowering plants, trees, and shrubs in a greenhouse environment.
45-1090 Farmers and Labourers in Crop, Nursery, and Greenhouse
6850 Laborers and Helpers
<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>855000</td>
<td>Materials Handler</td>
<td>Handles and maintains flow of materials and products in manufacturing, stockroom, or warehouse environments. May operate motorized and non-motorized material handling equipment.</td>
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<tr>
<td>43-5071</td>
<td>Shipping, Receiving, and Inventory Clerks</td>
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<tr>
<td>5610</td>
<td>Admin Support Workers</td>
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</tr>
</tbody>
</table>

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