

For job codes that fall into groups 37, 47, 49, 51, or 53 use Wage Report format Q2 (starting and 5-year base hourly pay).

37-1000 Supervisors of Building and Grounds Cleaning and Maintenance Workers

This broad occupational code includes the following detailed occupations:

37-1011 First-Line Supervisors of Housekeeping and Janitorial Workers

Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

37-1012 First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers

Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. Work may involve reviewing contracts to ascertain service, machine, and workforce requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs.

37-2000 Building Cleaning and Pest Control Workers

This broad occupational code includes the following detailed occupations:

37-2011 Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

37-2012 Maids and Housekeeping Cleaners

Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

37-2019 Building Cleaning Workers, All Other

All building cleaning workers not listed separately.

37-2021 Pest Control Workers

Apply or release chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas.

**37-3000
37-3010 Grounds Maintenance Workers**

This broad occupational code includes the following detailed occupations:

37-3011 Landscaping and Groundskeeping Workers

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. Excludes "Farmworkers and Laborers, Crop, Nursery, and Greenhouse" (45-2092).

37-3012 Pesticide Handlers, Sprayers, and Applicators, Vegetation

Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or crops. Usually requires specific training and state or federal certification. Crop dusters are included in "Commercial Pilots" (53-2012).

37-3013 Tree Trimmers and Pruners

Using sophisticated climbing and rigging techniques, cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, hand pruners, clippers, and power pruners. Works off the ground in the tree canopy and may use truck-mounted lifts. Excludes workers who primarily perform duties of "Landscaping and Groundskeeping Workers" (37-3011) and "Pesticide Handlers, Sprayers, and Applicators, Vegetation" (37-3012).

37-3019 Grounds Maintenance Workers, All Other

All grounds maintenance workers not listed separately.

47-2010**Boilermakers****47-2011**

Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate sections to assemble boiler frame tanks or vats, following blueprints. Work involves use of hand and power tools, plumb bobs, levels, wedges, dogs, or turnbuckles. 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 machines.

47-2030**Carpenters****47-2031**

Construct, erect, install, or repair structures and fixtures made of wood and comparable materials, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall, and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

47-2150 Pipelayers, Plumbers, Pipefitters, and Steamfitters

This broad occupational code includes the following detailed occupations:

47-2151 Pipelayers

Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints. Excludes "Welders, Cutters, Solderers, and Brazers" (51-4121).

47-2152 Plumbers, Pipefitters, and Steamfitters

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 sprinkler fitters.

47-2110 Electricians
47-2111

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers" (49-2098).

49-9020 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9021

Install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

49-9043 Maintenance Workers, Machinery

Lubricate machinery, change parts, or perform other routine machinery maintenance. Excludes "Maintenance and Repair Workers, General" (49-9071).

49-9098 Helpers--Installation, Maintenance, and Repair Workers

Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Perform duties such as furnishing tools, materials, and supplies to other workers; cleaning work area, machines, and tools; and holding materials or tools for other workers.

49-1000 Supervisors of Installation, Maintenance, and Repair Workers**49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers**

Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services. Excludes team or work leaders.

51-1010
51-1011 **First-Line Supervisors of Production and Operating Workers**

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.

51-2010
51-2011 **Aircraft Structure, Surfaces, Rigging, and Systems Assemblers**

Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems.

51-2020 **Electrical, Electronics, and Electromechanical Assemblers**

This broad occupational code includes the following detailed occupations:

51-2021 Coil Winders, Tapers, and Finishers

Wind wire coils used in electrical components, such as resistors and transformers, and in electrical equipment and instruments, such as field cores, bobbins, armature cores, electrical motors, generators, and control equipment.

51-2022 Electrical and Electronic Equipment Assemblers

Assemble or modify electrical or electronic equipment, such as computers, test equipment telemetering systems, electric motors, and batteries.

51-2023 Electromechanical Equipment Assemblers

Assemble or modify electromechanical equipment or devices, such as servomechanisms, gyros, dynamometers, magnetic drums, tape drives, brakes, control linkage, actuators, and appliances.

51-2030
51-2031 **Engine and Other Machine Assemblers**

Construct, assemble, or rebuild machines, such as engines, turbines, and similar equipment used in such industries as construction, extraction, textiles, and paper manufacturing.

51-2040
51-2041 **Structural Metal Fabricators and Fitters**

Fabricate, position, align, and fit parts of structural metal products. Shipfitters are included in "Layout Workers, Metal and Plastic" (51-4192).

51-2050
51-2051 **Fiberglass Laminators and Fabricators**

Laminate layers of fiberglass on molds to form boat decks and hulls, bodies for golf carts, automobiles, or other products.

51-2090 **Miscellaneous Assemblers and Fabricators**

This broad occupational code includes the following detailed occupations:

51-2092 Team Assemblers

Work as part of a team having responsibility for assembling an entire product or component of a product. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them, rather than being assigned to a specific task on a permanent basis. May participate in making management decisions affecting the work. Includes team leaders who work as part of the team. Assemblers who continuously perform the same task are classified elsewhere in 51-2000.

51-2099 Assemblers and Fabricators, All Other

All assemblers and fabricators not listed separately.

51-3000 **Food Processing Workers**

This broad occupational code includes the following detailed occupations:

51-3011 Bakers

Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. Pastry chefs in restaurants and hotels are included with "Chefs and Head Cooks" (35-1011).

51-3021 Butchers and Meat Cutters

Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.

51-3022 Meat, Poultry, and Fish Cutters and Trimmers

Use hands or hand tools to perform routine cutting and trimming of meat, poultry, and seafood.

51-3023 Slaughterers and Meat Packers

Perform nonroutine or precision functions involving the preparation of large portions of meat. Work may include specialized slaughtering tasks, cutting standard or premium cuts of meat for marketing, making sausage, or wrapping meats. Work typically occurs in slaughtering, meat packing, or wholesale establishments. Excludes "Meat, Poultry, and Fish Cutters and Trimmers" (51-3022) who perform routine meat cutting.

51-3091 Food and Tobacco Roasting, Baking, and Drying Machine Operators and

Tenders

Operate or tend food or tobacco roasting, baking, or drying equipment, including hearth ovens, kiln driers, roasters, char kilns, and vacuum drying equipment.

51-3092 Food Batchmakers

Set up and operate equipment that mixes or blends ingredients used in the manufacturing of food products. Includes candy makers and cheese makers.

51-3093 Food Cooking Machine Operators and Tenders

Operate or tend cooking equipment, such as steam cooking vats, deep fry cookers, pressure cookers, kettles, and boilers, to prepare food products. Excludes "Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders" (51-3091).

51-3099 Food Processing Workers, All Other

All food processing workers not listed separately.

51-4020 Forming Machine Setters, Operators, and Tenders, Metal and Plastic

This broad occupational code includes the following detailed occupations:

51-4021 Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes.

51-4022 Forging Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend forging machines to taper, shape, or form metal or plastic parts.

51-4023 Rolling Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend machines to roll steel or plastic forming bends, beads, knurls, rolls, or plate, or to flatten, temper, or reduce gauge of material.

51-4030 Machine Tool Cutting Setters, Operators, and Tenders, Metal and Plastic

This broad occupational code includes the following detailed occupations:

51-4031 Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material.

51-4032 Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend drilling machines to drill, bore, ream, mill, or countersink metal or plastic work pieces.

51-4033 Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend grinding and related tools that remove excess material or burrs from surfaces, sharpen edges or corners, or buff, hone, or polish metal or plastic work pieces.

51-4034 Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend lathe and turning machines to turn, bore, thread, form, or face metal or plastic materials, such as wire, rod, or bar stock.

51-4035 Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend milling or planing machines to mill, plane, shape, groove, or profile metal or plastic work pieces.

**51-4040
51-4041 Machinists**

Set up and operate a variety of machine tools to produce precision parts and instruments out of metal. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures. Machinists who primarily program or operate computer numerically controlled (CNC) equipment are classified in "Computer Numerically Controlled Tool Operators and Programmers" (51-9160).

51-4060 Model Makers and Patternmakers, Metal and Plastic

This broad occupational code includes the following detailed occupations:

51-4061 Model Makers, Metal and Plastic

Set up and operate machines, such as lathes, milling and engraving machines, and jig borers to make working models of metal or plastic objects. Includes template makers.

51-4062 Patternmakers, Metal and Plastic

Lay out, machine, fit, and assemble castings and parts to metal or plastic foundry patterns, core boxes, or match plates.

51-4070 Molders and Molding Machine Setters, Operators, and Tenders, Metal and Plastic

This broad occupational code includes the following detailed occupations:

51-4071 Foundry Mold and Coremakers

Make or form wax or sand cores or molds used in the production of metal castings in foundries. Excludes "Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic" (51-4072) and "Molders, Shapers, and Casters, Except Metal and Plastic" (51-9195).

51-4072 Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend metal or plastic molding, casting, or coremaking machines to mold or cast metal or thermoplastic parts or products.

51-4080 Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic**51-4081**

Set up, operate, or tend more than one type of cutting or forming machine tool or robot.

51-4110 Tool and Die Makers**51-4111**

Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools.

51-4120 Welding, Soldering, and Brazing Workers

This broad occupational code includes the following detailed occupations:

51-4121 Welders, Cutters, Solderers, and Brazers

Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

51-4122 Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Includes workers who operate laser cutters or laser-beam machines.

51-4190 Miscellaneous Metal Workers and Plastic Workers

This broad occupational code includes the following detailed occupations:

51-4191 Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend heating equipment, such as heat-treating furnaces, flame-hardening machines, induction machines, soaking pits, or vacuum equipment to temper, harden, anneal, or heat treat metal or plastic objects.

51-4192 Layout Workers, Metal and Plastic

Lay out reference points and dimensions on metal or plastic stock or workpieces, such as sheets, plates, tubes, structural shapes, castings, or machine parts, for further processing. Includes shipfitters.

51-4193 Plating Machine Setters, Operators, and Tenders, Metal and Plastic

Set up, operate, or tend plating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces. Typically, the product being coated is immersed in molten metal or an electrolytic solution. Excludes "Coating, Painting, and Spraying Machine Setters, Operators, and Tenders" (51-9124).

51-4194 Tool Grinders, Filers, and Sharpeners

Perform precision smoothing, sharpening, polishing, or grinding of metal objects.

51-4199 Metal Workers and Plastic Workers, All Other

All metal workers and plastic workers not listed separately.

51-5100 Printing Workers
51-5110

This broad occupational code includes the following detailed occupations:

51-5111 Prepress Technicians and Workers

Format and proof text and images submitted by designers and clients into finished pages that can be printed. Includes digital and photo typesetting. May produce printing plates.

51-5112 Printing Press Operators

Set up and operate digital, letterpress, lithographic, flexographic, gravure, or other printing machines. Includes short-run offset printing presses.

51-5113 Print Binding and Finishing Workers

Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.

51-6000 Textile, Apparel, and Furnishings Workers

This broad occupational code includes the following detailed occupations:

51-6011 Laundry and Dry-Cleaning Workers

Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, linens, rugs, and carpets. Includes spotters and dyers of these articles.

51-6021 Pressers, Textile, Garment, and Related Materials

Press or shape articles by hand or machine.

51-6031 Sewing Machine Operators

Operate or tend sewing machines to join, reinforce, decorate, or perform related sewing operations in the manufacture of garment or nongarment products.

51-6041 Shoe and Leather Workers and Repairers

Construct, decorate, or repair leather and leather-like products, such as luggage, shoes, and saddles. May use hand tools.

51-6042 Shoe Machine Operators and Tenders

Operate or tend a variety of machines to join, decorate, reinforce, or finish shoes and shoe parts.

51-6051 Sewers, Hand

Sew, join, reinforce, or finish, usually with needle and thread, a variety of manufactured items. Includes weavers and stitchers.

51-6052 Tailors, Dressmakers, and Custom Sewers

Design, make, alter, repair, or fit garments.

51-6061 Textile Bleaching and Dyeing Machine Operators and Tenders

Operate or tend machines to bleach, shrink, wash, dye, or finish textiles or synthetic or glass fibers.

51-6062 Textile Cutting Machine Setters, Operators, and Tenders

Set up, operate, or tend machines that cut textiles.

51-6063 Textile Knitting and Weaving Machine Setters, Operators, and Tenders

Set up, operate, or tend machines that knit, loop, weave, or draw in textiles. Excludes "Sewing Machine Operators" (51-6031).

51-6064 Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders

Set up, operate, or tend machines that wind or twist textiles; or draw out and combine sliver, such as wool, hemp, or synthetic fibers. Includes slubber machine and drawing frame operators.

51-6091 Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers

Set up, operate, or tend machines that extrude and form continuous filaments from synthetic materials, such as liquid polymer, rayon, and fiberglass.

51-6092 Fabric and Apparel Patternmakers

Draw and construct sets of precision master fabric patterns or layouts. May also mark and cut fabrics and apparel.

51-6093 Upholsterers

Make, repair, or replace upholstery for household furniture or transportation vehicles.

51-6099 Textile, Apparel, and Furnishings Workers, All Other

All textile, apparel, and furnishings workers not listed separately.

51-7000 Woodworkers

This broad occupational code includes the following detailed occupations:

51-7011 Cabinetmakers and Bench Carpenters

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 wood products. Excludes "Woodworking Machine Setters, Operators, and Tenders" (51-7040).

51-7021 Furniture Finishers

Shape, finish, and refinish damaged, worn, or used furniture or new high-grade furniture to specified color or finish.

51-7031 Model Makers, Wood

Construct full-size and scale wooden precision models of products. Includes wood jig builders and loft workers.

51-7032 Patternmakers, Wood

Plan, lay out, and construct wooden unit or sectional patterns used in forming sand molds for castings.

51-7041 Sawing Machine Setters, Operators, and Tenders, Wood

Set up, operate, or tend wood sawing machines. May operate computer numerically controlled (CNC) equipment. Includes lead sawyers. Workers who primarily program or operate CNC equipment are classified in "Computer Numerically Controlled Tool Operators and Programmers" (51-9160).

51-7042 Woodworking Machine Setters, Operators, and Tenders, Except Sawing

Set up, operate, or tend woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines. May operate computer numerically controlled (CNC) equipment. Workers who primarily program or operate CNC equipment are classified in "Computer Numerically Controlled Tool Operators and Programmers" (51-9160).

51-7099 Woodworkers, All Other

All woodworkers not listed separately.

51-8000 Plant and System Operators

This broad occupational code includes the following detailed occupations:

51-8011 Nuclear Power Reactor Operators

Operate or control nuclear reactors. Move control rods, start and stop equipment, monitor and adjust controls, and record data in logs. Implement emergency procedures when needed. May respond to abnormalities, determine cause, and recommend corrective action.

51-8012 Power Distributors and Dispatchers

Coordinate, regulate, or distribute electricity or steam.

51-8013 Power Plant Operators

Control, operate, or maintain machinery to generate electric power. Includes auxiliary equipment operators. Excludes "Nuclear Power Reactor Operators" (51-8011).

51-8021 Stationary Engineers and Boiler Operators

Operate or maintain stationary engines, boilers, or other mechanical equipment to provide utilities for buildings or industrial processes. Operate equipment such as steam engines, generators, motors, turbines, and steam boilers

51-8031 Water and Wastewater Treatment Plant and System Operators

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

51-8091 Chemical Plant and System Operators

Control or operate entire chemical processes or system of machines.

51-8092 Gas Plant Operators

Distribute or process gas for utility companies and others by controlling compressors to maintain specified pressures on main pipelines.

51-8093 Petroleum Pump System Operators, Refinery Operators, and Gaugers

Operate or control petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.

51-8099 Plant and System Operators, All Other

All plant and system operators not listed separately.

51-9000 Other Production Occupations

This broad occupational code includes multiple detailed occupational codes, several of which are listed individually in the KAM Wage & Benefits Survey.

The codes within this broad occupation code that are listed individually as their own unique entry are:

51-9031 Cutters and Trimmers, Hand

51-9032 Cutting and Slicing Machine Setters, Operators, and Tenders

51-9041 Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders

51-9051 Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders

51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers

51-9111 Packaging and Filling Machine Operators and Tenders

The codes not listed individually are below and should be grouped under **51-9000 Other Production Occupations**.

51-9011 Chemical Equipment Operators and Tenders

Operate or tend equipment to control chemical changes or reactions in the processing of industrial or consumer products. Equipment used includes devulcanizers, steam-jacketed kettles, and reactor vessels. Excludes "Chemical Plant and System Operators" (51-8091).

51-9012 Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders

Set up, operate, or tend continuous flow or vat-type equipment; filter presses; shaker screens; centrifuges; condenser tubes; precipitating, fermenting, or evaporating tanks; scrubbing towers; or batch stills. These machines extract, sort, or separate liquids, gases, or solids from other materials to recover a refined product. Includes dairy processing equipment operators. Excludes "Chemical Equipment Operators and Tenders" (51-9011).

51-9021 Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders

Set up, operate, or tend machines to crush, grind, or polish materials, such as coal, glass, grain, stone, food, or rubber.

51-9022 Grinding and Polishing Workers, Hand

Grind, sand, or polish, using hand tools or hand-held power tools, a variety of metal, wood, stone, clay, plastic, or glass objects. Includes chippers, buffers, and finishers.

51-9023 Mixing and Blending Machine Setters, Operators, and Tenders

Set up, operate, or tend machines to mix or blend materials, such as chemicals, tobacco, liquids, color pigments, or explosive ingredients. Excludes "Food Batchmakers" (51-3092).

51-9071 Jewelers and Precious Stone and Metal Workers

Design, fabricate, adjust, repair, or appraise jewelry, gold, silver, other precious metals, or gems. Includes diamond polishers and gem cutters, and persons who perform precision

casting and modeling of molds, casting metal in molds, or setting precious and semiprecious stones for jewelry and related products.

51-9081 Dental Laboratory Technicians

Construct and repair full or partial dentures or dental appliances. Excludes "Dental Assistants" (31-9091).

51-9082 Medical Appliance Technicians

Construct, maintain, or repair medical supportive devices such as braces, orthotics and prosthetic devices, joints, arch supports, and other surgical and medical appliances.

51-9083 Ophthalmic Laboratory Technicians

Cut, grind, and polish eyeglasses, contact lenses, or other precision optical elements. Assemble and mount lenses into frames or process other optical elements. Includes precision lens polishers or grinders, centerer-edgers, and lens mounters. Excludes "Opticians, Dispensing" (29-2081).

51-9123 Painting, Coating, and Decorating Workers

Paint, coat, or decorate articles, such as furniture, glass, plateware, pottery, jewelry, toys, books, or leather. Excludes "Artists and Related Workers" (27-1010), "Designers" (27-1020), "Photographic Process Workers and Processing Machine Operators" (51-9151), and "Etchers and Engravers" (51-9194).

51-9124 Coating, Painting, and Spraying Machine Setters, Operators, and Tenders

Set up, operate, or tend spraying or rolling machines to coat or paint any of a wide variety of products, including glassware, cloth, ceramics, metal, plastic, paper, or wood, with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil, or rust-proofing materials. Includes painters of transportation vehicles such as painters in auto body repair facilities. Excludes "Plating Machine Setters, Operators, and Tenders, Metal and Plastic" (51-4193).

51-9141 Semiconductor Processing Technicians

Perform any or all of the following functions in the manufacture of electronic semiconductors: load semiconductor material into furnace; saw formed ingots into segments; load individual segment into crystal growing chamber and monitor controls; locate crystal axis in ingot using x-ray equipment and saw ingots into wafers; and clean, polish, and load wafers into series of special purpose furnaces, chemical baths, and equipment used to form circuitry and change conductive properties.

51-9151 Photographic Process Workers and Processing Machine Operators

Perform work involved in developing and processing photographic images from film or digital media. May perform precision tasks such as editing photographic negatives and prints.

51-9161 Computer Numerically Controlled Tool Operators

Operate computer-controlled tools, machines, or robots to machine or process parts, tools, or other work pieces made of metal, plastic, wood, stone, or other materials. May also set up and maintain equipment.

51-9162 Computer Numerically Controlled Tool Programmers

Develop programs to control machining or processing of materials by automatic machine tools, equipment, or systems. May also set up, operate, or maintain equipment.

51-9191 Adhesive Bonding Machine Operators and Tenders

Operate or tend bonding machines that use adhesives to join items for further processing or to form a completed product. Processes include joining veneer sheets into plywood; gluing paper; or joining rubber and rubberized fabric parts, plastic, simulated leather, or other materials. Excludes "Shoe Machine Operators and Tenders" (51- 6042).

51-9192 Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders

Operate or tend machines to wash or clean products, such as barrels or kegs, glass items, tin plate, food, pulp, coal, plastic, or rubber, to remove impurities.

51-9193 Cooling and Freezing Equipment Operators and Tenders

Operate or tend equipment such as cooling and freezing units, refrigerators, batch freezers, and freezing tunnels, to cool or freeze products, food, blood plasma, and chemicals.

51-9194 Etchers and Engravers

Engrave or etch metal, wood, rubber, or other materials. Includes such workers as etcher-circuit processors, pantograph engravers, and silk screen etchers. Photoengravers are included in "Prepress Technicians and Workers" (51-5111).

51-9195 Molders, Shapers, and Casters, Except Metal and Plastic

Mold, shape, form, cast, or carve products such as food products, figurines, tile, pipes, and candles consisting of clay, glass, plaster, concrete, stone, or combinations of materials.

51-9196 Paper Goods Machine Setters, Operators, and Tenders

Set up, operate, or tend paper goods machines that perform a variety of functions, such as converting, sawing, corrugating, banding, wrapping, boxing, stitching, forming, or sealing paper or paperboard sheets into products.

51-9197 Tire Builders

Operate machines to build tires.

51-9198 Helpers--Production Workers

Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment. Apprentice workers are classified in the appropriate production occupations (51-0000).

51-9199 Production Workers, All Other

All production workers not listed separately. Excludes "Packers and Packagers, Hand" (53-7064).

51-9010 Chemical Processing Machine Setters, Operators, and Tenders

This broad occupational code includes the following detailed occupations:

51-9011 Chemical Equipment Operators and Tenders

Operate or tend equipment to control chemical changes or reactions in the processing of industrial or consumer products. Equipment used includes devulcanizers, steam-jacketed kettles, and reactor vessels. Excludes "Chemical Plant and System Operators" (51-8091).

51-9012 Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders

Set up, operate, or tend continuous flow or vat-type equipment; filter presses; shaker screens; centrifuges; condenser tubes; precipitating, fermenting, or evaporating tanks; scrubbing towers; or batch stills. These machines extract, sort, or separate liquids, gases, or solids from other materials to recover a refined product. Includes dairy processing equipment operators. Excludes "Chemical Equipment Operators and Tenders" (51-9011).

51-9020 Crushing, Grinding, Polishing, Mixing, and Blending Workers

This broad occupational code includes the following detailed occupations:

51-9021 Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders

Set up, operate, or tend machines to crush, grind, or polish materials, such as coal, glass, grain, stone, food, or rubber.

51-9022 Grinding and Polishing Workers, Hand

Grind, sand, or polish, using hand tools or hand-held power tools, a variety of metal, wood, stone, clay, plastic, or glass objects. Includes chippers, buffers, and finishers.

51-9023 Mixing and Blending Machine Setters, Operators, and Tenders

Set up, operate, or tend machines to mix or blend materials, such as chemicals, tobacco, liquids, color pigments, or explosive ingredients. Excludes "Food Batchmakers" (51-3092).

51-9031 Cutters and Trimmers, Hand

Use hand tools or hand-held power tools to cut and trim a variety of manufactured items, such as carpet, fabric, stone, glass, or rubber.

51-9032 Cutting and Slicing Machine Setters, Operators, and Tenders

Set up, operate, or tend machines that cut or slice materials, such as glass, stone, cork, rubber, tobacco, food, paper, or insulating material. Excludes "Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic" (51-4031), "Textile Cutting Machine Setters, Operators, and Tenders" (51-6062), and "Woodworking Machine Setters, Operators, and Tenders" (51-7040).

**51-9040 Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and
51-9041 Tenders**

Set up, operate, or tend machines, such as glass-forming machines, plodder machines, and tuber machines, to shape and form products such as glassware, food, rubber, soap, brick, tile, clay, wax, tobacco, or cosmetics. Excludes "Shoe Machine Operators and Tenders" (51-6042) and "Paper Goods Machine Setters, Operators, and Tenders" (51-9196).

**51-9050 Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders
51-9051**

Operate or tend heating equipment other than basic metal, plastic, or food processing equipment. Includes activities such as annealing glass, drying lumber, curing rubber, removing moisture from materials, or boiling soap.

**51-9060 Inspectors, Testers, Sorters, Samplers, and Weighers
51-9061**

Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment.

**51-9110 Packaging and Filling Machine Operators and Tenders
51-9111**

Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products.

51-9160 Computer Numerically Controlled Tool Operators and Programmers

This broad occupational code includes the following detailed occupations:

51-9161 Computer Numerically Controlled Tool Operators

Operate computer-controlled tools, machines, or robots to machine or process parts, tools, or other work pieces made of metal, plastic, wood, stone, or other materials. May also set up and maintain equipment.

51-9162 Computer Numerically Controlled Tool Programmers

Develop programs to control machining or processing of materials by automatic machine tools, equipment, or systems. May also set up, operate, or maintain equipment.

51-9190 Miscellaneous Production Workers

This broad occupational code includes the following detailed occupations:

51-9191 Adhesive Bonding Machine Operators and Tenders

Operate or tend bonding machines that use adhesives to join items for further processing or to form a completed product. Processes include joining veneer sheets into plywood; gluing paper; or joining rubber and rubberized fabric parts, plastic, simulated leather, or other materials. Excludes "Shoe Machine Operators and Tenders" (51-6042).

51-9192 Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders

Operate or tend machines to wash or clean products, such as barrels or kegs, glass items, tin plate, food, pulp, coal, plastic, or rubber, to remove impurities.

51-9193 Cooling and Freezing Equipment Operators and Tenders

Operate or tend equipment such as cooling and freezing units, refrigerators, batch freezers, and freezing tunnels, to cool or freeze products, food, blood plasma, and chemicals.

51-9194 Etchers and Engravers

Engrave or etch metal, wood, rubber, or other materials. Includes such workers as etcher-circuit processors, pantograph engravers, and silk screen etchers. Photoengravers are included in "Prepress Technicians and Workers" (51-5111).

51-9195 Molders, Shapers, and Casters, Except Metal and Plastic

Mold, shape, form, cast, or carve products such as food products, figurines, tile, pipes, and candles consisting of clay, glass, plaster, concrete, stone, or combinations of materials.

51-9196 Paper Goods Machine Setters, Operators, and Tenders

Set up, operate, or tend paper goods machines that perform a variety of functions, such as converting, sawing, corrugating, banding, wrapping, boxing, stitching, forming, or sealing paper or paperboard sheets into products.

51-9197 Tire Builders

Operate machines to build tires.

51-9198 Helpers--Production Workers

Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment. Apprentice workers are classified in the appropriate production occupations (51-0000).

51-9199 Production Workers, All Other

All production workers not listed separately. Excludes "Packers and Packagers, Hand" (53-7064).

53-2000 Air Transportation Workers

This broad occupational code includes the following detailed occupations:

53-2011 Airline Pilots, Copilots, and Flight Engineers

Pilot and navigate the flight of fixed-wing aircraft, usually on scheduled air carrier routes, for the transport of passengers and cargo. Requires Federal Air Transport certificate and rating for specific aircraft type used. Includes regional, national, and international airline pilots and flight instructors of airline pilots. Excludes "ElectroMechanical and Mechatronics Technologists and Technicians" (17-3024).

53-2012 Commercial Pilots

Pilot and navigate the flight of fixed-wing aircraft on nonscheduled air carrier routes, or helicopters. Requires Commercial Pilot certificate. Includes charter pilots with similar certification, and air ambulance and air tour pilots. Excludes regional, national, and international airline pilots. Excludes "Electro-Mechanical and Mechatronics Technologists and Technicians" (17-3024).

53-2021 Air Traffic Controllers

Control air traffic on and within vicinity of airport, and movement of air traffic between altitude sectors and control centers, according to established procedures and policies. Authorize, regulate, and control commercial airline flights according to government or company regulations to expedite and ensure flight safety.

53-2022 Airfield Operations Specialists

Ensure the safe takeoff and landing of commercial and military aircraft. Duties include coordination between airtraffic control and maintenance personnel, dispatching, using airfield landing and navigational aids, implementing airfield safety procedures, monitoring and maintaining flight records, and applying knowledge of weather information.

53-2031 Flight Attendants

Monitor safety of the aircraft cabin. Provide services to airline passengers, explain safety information, serve food and beverages, and respond to emergency incidents.

53-3000 Motor Vehicle Operators

This broad occupational code includes the following detailed occupations:

53-3011 Ambulance Drivers and Attendants, Except Emergency Medical Technicians

Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients.

53-3031 Driver/Sales Workers

Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up

or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery. Excludes "Coin, Vending, and Amusement Machine Servicers and Repairers" (49-9091) and "Light Truck Drivers" (53-3033).

53-3032 Heavy and Tractor-Trailer Truck Drivers

Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers. Excludes "Refuse and Recyclable Material Collectors" (53-7081).

53-3033 Light Truck Drivers

Drive a light vehicle, such as a truck or van, with a capacity of less than 26,001 pounds Gross Vehicle Weight (GVW), primarily to pick up merchandise or packages from a distribution center and deliver. May load and unload vehicle. Excludes "Couriers and Messengers" (43-5021) and "Driver/Sales Workers" (53-3031).

53-3051 Bus Drivers, School

Drive a school bus to transport students. Ensure adherence to safety rules. May assist students in boarding or exiting.

53-3052 Bus Drivers, Transit and Intercity

Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.

53-3053 Shuttle Drivers and Chauffeurs

Drive a motor vehicle to transport passengers on a planned or scheduled basis. May collect a fare. Includes nonemergency medical transporters and hearse drivers. Excludes "Ambulance Drivers and Attendants, Except Emergency Medical Technicians" (53-3011) and "Taxi Drivers" (53-3054).

53-3054 Taxi Drivers

Drive a motor vehicle to transport passengers on an unplanned basis and charge a fare, usually based on a meter. Excludes "Shuttle Drivers and Chauffeurs" (53-3053).

53-3099 Motor Vehicle Operators, All Other

All motor vehicle operators not listed separately.

53-3030 Driver/Sales Workers and Truck Drivers

This broad occupational code includes the following detailed occupations:

53-3031 Driver/Sales Workers

Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up

or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery. Excludes "Coin, Vending, and Amusement Machine Servicers and Repairers" (49-9091) and "Light Truck Drivers" (53-3033).

53-3032 Heavy and Tractor-Trailer Truck Drivers

Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers. Excludes "Refuse and Recyclable Material Collectors" (53-7081).

53-3033 Light Truck Drivers

Drive a light vehicle, such as a truck or van, with a capacity of less than 26,001 pounds Gross Vehicle Weight (GVW), primarily to pick up merchandise or packages from a distribution center and deliver. May load and unload vehicle. Excludes "Couriers and Messengers" (43-5021) and "Driver/Sales Workers" (53-3031).

53-4000 Rail Transportation Workers

This broad occupational code includes the following detailed occupations:

53-4011 Locomotive Engineers

Drive electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers or freight. Interpret train orders, electronic or manual signals, and railroad rules and regulations. Excludes "Engineers" (17-2011 through 17-2199).

53-4013 Rail Yard Engineers, Dinkey Operators, and Hostlers

Drive switching or other locomotive or dinkey engines within railroad yard, industrial plant, quarry, construction project, or similar location.

53-4022 Railroad Brake, Signal, and Switch Operators and Locomotive Firers

Operate or monitor railroad track switches or locomotive instruments. May couple or uncouple rolling stock to make up or break up trains. Watch for and relay traffic signals. May inspect couplings, air hoses, journal boxes, and hand brakes. May watch for dragging equipment or obstacles on rights-of-way.

53-4031 Railroad Conductors and Yardmasters

Coordinate activities of switch-engine crew within railroad yard, industrial plant, or similar location. Conductors coordinate activities of train crew on passenger or freight trains. Yardmasters review train schedules and switching orders and coordinate activities of workers engaged in railroad traffic operations, such as the makeup or breakup of trains and yard switching.

53-4041 Subway and Streetcar Operators

Operate subway or elevated suburban trains with no separate locomotive, or electric-powered streetcar, to transport passengers. May handle fares.

53-4099 Rail Transportation Workers, All Other

All rail transportation workers not listed separately.

53-5000 Water Transportation Workers

This broad occupational code includes the following detailed occupations:

53-5011 Sailors and Marine Oilers

Stand watch to look for obstructions in path of vessel, measure water depth, turn wheel on bridge, or use emergency equipment as directed by captain, mate, or pilot. Break out, rig, overhaul, and store cargo-handling gear, stationary rigging, and running gear. Perform a variety of maintenance tasks to preserve the painted surface of the ship and to maintain line and ship equipment. Must hold government-issued certification and tankerman certification when working aboard liquid-carrying vessels. Includes able seamen and ordinary seamen.

53-5021 Captains, Mates, and Pilots of Water Vessels

Command or supervise operations of ships and water vessels, such as tugboats and ferryboats. Required to hold license issued by U.S. Coast Guard. Excludes "Motorboat Operators" (53-5022).

53-5022 Motorboat Operators

Operate small motor-driven boats. May assist in navigational activities.

53-5031 Ship Engineers

Supervise and coordinate activities of crew engaged in operating and maintaining engines, boilers, deck machinery, and electrical, sanitary, and refrigeration equipment aboard ship. Excludes "Engineers" (17-2000).

53-6000 Other Transportation Workers

This broad occupational code includes the following detailed occupations:

53-6011 Bridge and Lock Tenders

Operate and tend bridges, canal locks, and lighthouses to permit marine passage on inland waterways, near shores, and at danger points in waterway passages. May supervise such operations. Includes drawbridge operators, lock operators, and slip bridge operators.

53-6021 Parking Attendants

Park vehicles or issue tickets for customers in a parking lot or garage. May park or tend vehicles in environments such as a car dealership or rental car facility. May collect fee.

53-6031 Automotive and Watercraft Service Attendants

Service automobiles, buses, trucks, boats, and other automotive or marine vehicles with fuel, lubricants, and accessories. Collect payment for services and supplies. May lubricate vehicle, change motor oil, refill antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires. Excludes "Cashiers" (41-2011).

53-6032 Aircraft Service Attendants

Service aircraft with fuel. May de-ice aircraft, refill water and cooling agents, empty sewage tanks, service air and oxygen systems, or clean and polish exterior.

53-6041 Traffic Technicians

Conduct field studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions, under direction of traffic engineer.

53-6051 Transportation Inspectors

Inspect equipment or goods in connection with the safe transport of cargo or people. Includes rail transportation inspectors, such as freight inspectors, rail inspectors, and other inspectors of transportation vehicles not elsewhere classified. Excludes "Transportation Security Screeners" (33-9093).

53-6061 Passenger Attendants

Provide services to ensure the safety of passengers aboard ships, buses, trains, or within the station or terminal. Perform duties such as explaining the use of safety equipment, serving meals or beverages, or answering questions related to travel. Excludes "Baggage Porters and Bellhops" (39-6011) and "Flight Attendants" (53-2031).

53-6099 Transportation Workers, All Other

All transportation workers not listed separately.

53-7000 Material Moving Workers

This broad occupational code includes multiple detailed occupational codes, several of which are listed individually in the KAM Wage & Benefits Survey.

The codes within this broad occupation code that are listed individually as their own unique entry are:

53-7021 Crane and Tower Operators**53-7051 Industrial Truck and Tractor Operators****53-7062 Laborers and Freight, Stock, and Material Movers, Hand****53-7064 Packers and Packagers, Hand****53-7065 Stockers and Order Fillers**

The codes not listed individually are below and should be grouped under **53-7000 Material Moving Workers**.

53-7011 Conveyor Operators and Tenders

Control or tend conveyors or conveyor systems that move materials or products to and from stockpiles, processing stations, departments, or vehicles. May control speed and routing of materials or products.

53-7031 Dredge Operators

Operate dredge to remove sand, gravel, or other materials in order to excavate and maintain navigable channels in waterways.

53-7041 Hoist and Winch Operators

Operate or tend hoists or winches to lift and pull loads using power-operated cable equipment. Excludes "Crane and Tower Operators" (53-7021).

53-7061 Cleaners of Vehicles and Equipment

Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses. Excludes "Janitors and Cleaners, Except Maids and Housekeeping Cleaners" (37-2011).

53-7063 Machine Feeders and Offbearers

Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.

53-7071 Gas Compressor and Gas Pumping Station Operators

Operate steam-, gas-, electric motor-, or internal combustion-engine driven compressors. Transmit, compress, or recover gases, such as butane, nitrogen, hydrogen, and natural gas.

53-7072 Pump Operators, Except Wellhead Pumps

Tend, control, or operate power-driven, stationary, or portable pumps and manifold systems to transfer gases, oil, other liquids, slurries, or powdered materials to and from various vessels and processes.

53-7073 Wellhead Pumps

Operate power pumps and auxiliary equipment to produce flow of oil or gas from wells in oil field.

53-7081 Refuse and Recyclable Material Collectors

Collect and dump refuse or recyclable materials from containers into truck. May drive truck.

53-7121 Tank Car, Truck, and Ship Loaders

Load and unload chemicals and bulk solids, such as coal, sand, and grain, into or from tank cars, trucks, or ships, using material moving equipment. May perform a variety of other tasks relating to shipment of products. May gauge or sample shipping tanks and test them for leaks.

53-7199 Material Moving Workers, All Other

All material moving workers not listed separately.

53-7020**53-7021****Crane and Tower Operators**

Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.

53-7050**53-7051****Industrial Truck and Tractor Operators**

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. Excludes "Logging Equipment Operators" (45-4022).

53-7062**Laborers and Freight, Stock, and Material Movers, Hand**

Manually move freight, stock, luggage, or other materials, or perform other general labor. Includes all manual laborers not elsewhere classified. Excludes "Construction Laborers" (47-2061) and "Helpers, Construction Trades" (47-3011 through 47-3019). Excludes "Material Moving Workers" (53-7011 through 53-7199) who use power equipment.

53-7064**Packers and Packagers, Hand**

Pack or package by hand a wide variety of products and materials.

53-7065**Stockers and Order Fillers**

Receive, store, and issue merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May operate power equipment to fill orders. May mark prices on merchandise and set up sales displays. Excludes "Shipping, Receiving, and Inventory Clerks" (43-5071), "Laborers and Freight, Stock, and Material Movers, Hand" (53-7062), and "Packers and Packagers, Hand" (53-7064).

For job codes that **DO NOT** fall into groups 37, 47, 49, 51, or 53 use Wage Report format Q2A (average base pay).

11-3000 Operations Specialties Managers

This broad occupational code includes multiple detailed occupational codes, several of which are listed individually in the KAM Wage & Benefits Survey.

The codes within this broad occupation code that are listed individually as their own unique entry are:

11-3021 Computer and Information Systems Managers

11-3031 Financial Managers

11-3051 Industrial Production Managers

11-3061 Purchasing Managers

11-3071 Transportation, Storage, and Distribution Managers

11-3121 Human Resources Managers

11-3131 Training and Development Managers

The codes not listed individually are below and should be grouped under **11-3000 Operations Specialties Managers**.

11-3012 Administrative Services Managers

Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, and other office support services. Medical records administrators are included in "Medical and Health Services Managers" (11-9111). Excludes "Facilities Managers" (11-3013) and "Purchasing Managers" (11-3061).

11-3013 Facilities Managers

Plan, direct, or coordinate operations and functionalities of facilities and buildings. May include surrounding grounds or multiple facilities of an organization's campus. Excludes "Administrative Services Managers" (11-3012), "Property, Real Estate, and Community Association Managers" (11-9141), "First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers" (37-1010), "First-Line Supervisors of Mechanics and Repairers" (49-1011), and "Maintenance and Repair Workers, General" (49-9071).

11-3111 Compensation and Benefits Managers

Plan, direct, or coordinate compensation and benefits activities of an organization. Job analysis and position description managers are included in "Human Resources Managers" (11-3121).

11-3020 11-3021 Computer and Information Systems Managers

Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Excludes "Computer Occupations" (15-1211 through 15-1299).

11-3030
11-3031 Financial Managers

Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes "Financial Risk Specialists" (13-2054).

11-3050
11-3051 Industrial Production Managers

Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

11-3060
11-3061 Purchasing Managers

Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.

11-3070
11-3071 Transportation, Storage, and Distribution Managers

Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.

11-3120
11-3121 Human Resources Managers

Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits (11-3111) and training and development (11-3131).

11-3130
11-3131 Training and Development Managers

Plan, direct, or coordinate the training and development activities and staff of an organization.

11-9040
11-9041 Architectural and Engineering Managers

Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields. Excludes "Natural Sciences Managers" (11-9121).

13-1021 Buyers and Purchasing Agents, Farm Products

Purchase farm products either for further processing or resale. Includes tree farm contractors, grain brokers and market operators, grain buyers, and tobacco buyers. May negotiate contracts.

13-1022 Wholesale and Retail Buyers, Except Farm Products

Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. May negotiate contracts. Includes assistant wholesale and retail buyers of nonfarm products. Excludes "Procurement Clerks" (43-3061).

13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products

Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semifinished materials for manufacturing. May negotiate contracts. Excludes "Buyers and Purchasing Agents, Farm Products" (13-1021) and "Wholesale and Retail Buyers, Except Farm Products" (13-1022).

13-1071 Human Resources Specialists

Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas. Excludes "Compensation, Benefits, and Job Analysis Specialists" (13-1141) and "Training and Development Specialists" (13-1151).

13-1082 Project Management Specialists

Analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. Lead and guide the work of technical staff. May serve as a point of contact for the client or customer. Excludes "Management Occupations" (11-0000), "Logisticians" (13-1081), "Meeting, Convention, and Event Planners" (13-1121), and "Production, Planning, and Expediting Clerks" (43-5061).

13-2000 Financial Specialists

This broad occupational code includes multiple detailed occupational codes, one of which is listed individually in the KAM Wage & Benefits Survey.

The code within this broad occupation code that is listed individually as its own unique entry is:

13-2011 Accountants and Auditors

The codes not listed individually are below and should be grouped under **13-2000 Financial Specialists**.

13-2022 Appraisers of Personal and Business Property

Appraise and estimate the fair value of tangible personal or business property, such as jewelry, art, antiques, collectibles, and equipment. Includes workers who appraise both personal and business property as well as real estate. May also appraise land. Excludes "Claims Adjusters, Examiners, and Investigators" (13-1031), "Insurance Appraisers, Auto Damage" (13-1032), "Appraisers and Assessors of Real Estate" (13-2023), and "Tax Examiners

and Collectors, and Revenue Agents" (13-2081).

13-2023 Appraisers and Assessors of Real Estate

Appraise real estate, exclusively, and estimate its fair value. May assess taxes in accordance with prescribed schedules. Excludes "Appraisers of Personal and Business Property" (13-2022).

13-2031 Budget Analysts

Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports. Excludes "Financial and Investment Analysts" (13-2051).

13-2041 Credit Analysts

Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decisionmaking. Excludes "Financial Risk Specialists" (13-2054).

13-2051 Financial and Investment Analysts

Conduct quantitative analyses of information involving investment programs or financial data of public or private institutions, including valuation of businesses. Excludes "Budget Analysts" (13-2031), "Financial Risk Specialists" (13-2054), and "Securities, Commodities, and Financial Services Sales Agents" (41-3031).

13-2052 Personal Financial Advisors

Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives. May also buy and sell financial assets for clients. Excludes "Securities, Commodities, and Financial Services Sales Agents" (41-3031).

13-2053 Insurance Underwriters

Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.

13-2054 Financial Risk Specialists

Analyze and measure exposure to credit and market risk threatening the assets, earning capacity, or economic state of an organization. May make recommendations to limit risk. Excludes "Credit Analysts" (13-2041).

13-2061 Financial Examiners

Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions. May examine, verify, or authenticate records.

13-2071 Credit Counselors

Advise and educate individuals or organizations on acquiring and managing debt. May provide guidance in determining the best type of loan and explain loan requirements or restrictions. May help develop debt management plans or student financial aid packages. May advise on credit issues, or provide budget, mortgage, bankruptcy, or student financial aid counseling.

13-2072 Loan Officers

Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, loan underwriters, and payday loan officers.

13-2081 Tax Examiners and Collectors, and Revenue Agents

Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations.

13-2082 Tax Preparers

Prepare tax returns for individuals or small businesses. Excludes "Accountants and Auditors" (13-2011).

13-2099 Financial Specialists, All Other

All financial specialists not listed separately.

13-2010**13-2011****Accountants and Auditors**

Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents" (13-2081).

15-1210 Computer and Information Analysts

This broad occupational code includes the following detailed occupations:

15-1211 Computer Systems Analysts

Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software.

15-1212 Information Security Analysts

Plan, implement, upgrade, or monitor security measures for the protection of computer

networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. Excludes "Computer Network Architects" (15-1241).

15-1230 Computer Support Specialists

This broad occupational code includes the following detailed occupations:

15-1231 Computer Network Support Specialists

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption. Excludes "Computer Network Architects" (15-1241) and "Network and Computer Systems Administrators" (15-1244).

15-1232 Computer User Support Specialists

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Excludes "Network and Computer Systems Administrators" (15-1244).

15-1240 Database and Network Administrators and Architects

This broad occupational code includes the following detailed occupations:

15-1241 Computer Network Architects

Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning, including analysis of capacity needs for network infrastructures. May also design network and computer security measures. May research and recommend network and data communications hardware and software. Excludes "Information Security Analysts" (15-1212), "Computer Network Support Specialists" (15-1231), and "Network and Computer Systems Administrators" (15-1244).

15-1242 Database Administrators

Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. Identify, investigate, and resolve database performance issues, database capacity, and database scalability. May plan, coordinate, and implement security measures to safeguard computer databases. Excludes "Information Security Analysts" (15-1212) and "Database Architects" (15-1243).

15-1243 Database Architects

Design strategies for enterprise databases, data warehouse systems, and multidimensional

networks. Set standards for database operations, programming, query processes, and security. Model, design, and construct large relational databases or data warehouses. Create and optimize data models for warehouse infrastructure and workflow. Integrate new systems with existing warehouse structure and refine system performance and functionality. Excludes "Database Administrators" (15-1242).

15-1244 Network and Computer Systems Administrators

Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Excludes "Information Security Analysts" (15-1212), "Computer Network Support Specialists" (15-1231), and "Computer User Support Specialists" (15-1232).

15-1250 Software and Web Developers, Programmers, and Testers

This broad occupational code includes the following detailed occupations:

15-1251 Computer Programmers

Create, modify, and test the code and scripts that allow computer applications to run. Work from specifications drawn up by software and web developers or other individuals. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

15-1252 Software Developers

Research, design, and develop computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, and develop specifications and performance requirements. May maintain databases within an application area, working individually or coordinating database development as part of a team.

15-1253 Software Quality Assurance Analysts and Testers

Develop and execute software tests to identify software problems and their causes. Test system modifications to prepare for implementation. Document software and application defects using a bug tracking system and report defects to software or web developers. Create and maintain databases of known defects. May participate in software design reviews to provide input on functional requirements, operational characteristics, product designs, and schedules.

15-1254 Web Developers

Develop and implement websites, web applications, application databases, and interactive web interfaces. Evaluate code to ensure that it is properly structured, meets industry standards, and is compatible with browsers and devices. Optimize website performance, scalability, and server-side code and processes. May develop website infrastructure and integrate websites with other computer applications. Excludes "Special Effects Artists and Animators" (27-1014).

15-1255 Web and Digital Interface Designers

Design digital user interfaces or websites. Develop and test layouts, interfaces, functionality, and navigation menus to ensure compatibility and usability across browsers or devices. May use web framework applications as well as client-side code and processes. May evaluate web design following web and accessibility standards, and may analyze web use metrics and optimize websites for marketability and search engine ranking. May design and test interfaces that facilitate the human-computer interaction and maximize the usability of digital devices, websites, and software with a focus on aesthetics and design. May create graphics used in websites and manage website content and links. Excludes "Special Effects Artists and Animators" (27-1014) and "Graphic Designers" (27-1024).

15-1290 Miscellaneous Computer Occupations**15-1299 Computer Occupations, All Other**

All computer occupations not listed separately. Excludes "Computer and Information Systems Managers" (11-3021), "Computer Hardware Engineers" (17-2061), "Electrical and Electronics Engineers" (17-2070), "Computer Science Teachers, Postsecondary" (25-1021), "Special Effects Artists and Animators" (27-1014), "Graphic Designers" (27-1024), "Health Information Technologists and Medical Registrars" (29-9021), and "Computer, Automated Teller, and Office Machine Repairers" (49-2011).

15-2030**15-2031 Operations Research Analysts**

Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decisionmaking, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, services, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.

15-2040**15-2041 Statisticians**

Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. May specialize in fields such as biostatistics, agricultural statistics, business statistics, or economic statistics. Includes mathematical and survey statisticians. Excludes "Survey Researchers" (19-3022).

17-2040**17-2041 Chemical Engineers**

Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

17-2070 Electrical and Electronics Engineers

This broad occupational code includes the following detailed occupations:

17-2071 Electrical Engineers

Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use. Excludes "Computer Hardware Engineers" (17-2061).

17-2072 Electronics Engineers, Except Computer

Research, design, develop, or test electronic components and systems for commercial, industrial, military, or scientific use employing knowledge of electronic theory and materials properties. Design electronic circuits and components for use in fields such as telecommunications, aerospace guidance and propulsion control, acoustics, or instruments and controls. Excludes "Computer Hardware Engineers" (17-2061).

17-2080**17-2081 Environmental Engineers**

Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.

17-2110 Industrial Engineers, Including Health and Safety

This broad occupational code includes the following detailed occupations:

17-2111 Health and Safety Engineers, Except Mining Safety Engineers and Inspectors

Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. Includes industrial product safety engineers.

17-2112 Industrial Engineers

Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination. Excludes "Health and Safety Engineers, Except Mining Safety Engineers and Inspectors" (17-2111).

17-2130
17-2131 **Materials Engineers**

Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications. Develop new uses for known materials. Includes those engineers working with composite materials or specializing in one type of material, such as graphite, metal and metal alloys, ceramics and glass, plastics and polymers, and naturally occurring materials. Includes metallurgists and metallurgical engineers, ceramic engineers, and welding engineers.

17-2140
17-2141 **Mechanical Engineers**

Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.

17-2170
17-2171 **Petroleum Engineers**

Devise methods to improve oil and gas extraction and production and determine the need for new or modified tool designs. Oversee drilling and offer technical advice.

17-2190 **Miscellaneous Engineers**
17-2199 Engineers, All Other

All engineers not listed separately. Excludes "Sales Engineers" (41-9031), "Locomotive Engineers" (53-4011), and "Ship Engineers" (53-5031).

17-3012 **Electrical and Electronics Drafters**

Prepare wiring diagrams, circuit board assembly diagrams, and layout drawings used for the manufacture, installation, or repair of electrical equipment.

17-3013 **Mechanical Drafters**

Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.

17-3019 **Drafters, All Other**

All drafters not listed separately.

17-3028 **Calibration Technologists and Technicians**

Execute or adapt procedures and techniques for calibrating measurement devices, by applying knowledge of measurement science, mathematics, physics, chemistry, and

electronics, sometimes under the direction of engineering staff. Determine measurement standard suitability for calibrating measurement devices. May perform preventive maintenance on equipment. May perform corrective actions to address identified calibration problems. Excludes “Medical Equipment Preparers” (31-9093) and “Timing Device Assemblers and Adjusters” (51-2061).

19-2030 Chemists and Materials Scientists

This broad occupational code includes the following detailed occupations:

19-2031 Chemists

Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge. Excludes “Biochemists and Biophysicists” (19-1021) and “Geoscientists, Except Hydrologists and Geographers” (19-2042).

19-2032 Materials Scientists

Research and study the structures and chemical properties of various natural and synthetic or composite materials, including metals, alloys, rubber, ceramics, semiconductors, polymers, and glass. Determine ways to strengthen or combine materials or develop new materials with new or specific properties for use in a variety of products and applications. Includes glass scientists, ceramic scientists, metallurgical scientists, and polymer scientists.

19-2040 Environmental Scientists and Geoscientists

This broad occupational code includes the following detailed occupations:

19-2041 Environmental Scientists and Specialists, Including Health

Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or public health. Using knowledge of various scientific disciplines, may collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources. Excludes “Zoologists and Wildlife Biologists” (19-1023), “Conservation Scientists” (19-1031), “Forest and Conservation Technicians” (19-4071), “Occupational Health and Safety Specialists” (19-5011), “Fish and Game Wardens” (33-3031), and “Forest and Conservation Workers” (45-4011).

19-2042 Geoscientists, Except Hydrologists and Geographers

Study the composition, structure, and other physical aspects of the Earth. May use geological, physics, and mathematics knowledge in exploration for oil, gas, minerals, or underground water; or in waste disposal, land reclamation, or other environmental problems. May study the Earth’s internal composition, atmospheres, and oceans, and its magnetic, electrical, and gravitational forces. Includes mineralogists, paleontologists, stratigraphers, geodesists, and seismologists.

19-2043 Hydrologists

Research the distribution, circulation, and physical properties of underground and surface waters; and study the form and intensity of precipitation and its rate of infiltration into the soil, movement through the earth, and return to the ocean and atmosphere.

19-4010 Agricultural and Food Science Technicians

This broad occupational code includes the following detailed occupations:

19-4012 Agricultural Technicians

Work with agricultural scientists in plant, fiber, and animal research, or assist with animal breeding and nutrition. Set up or maintain laboratory equipment and collect samples from crops or animals. Prepare specimens or record data to assist scientists in biology or related life science experiments. Conduct tests and experiments to improve yield and quality of crops or to increase the resistance of plants and animals to disease or insects.

19-4013 Food Science Technicians

Work with food scientists or technologists to perform standardized qualitative and quantitative tests to determine physical or chemical properties of food or beverage products. Includes technicians who assist in research and development of production technology, quality control, packaging, processing, and use of foods.

**19-4030
19-4031 Chemical Technicians**

Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences.

19-4040 Environmental Science and Geoscience Technicians

This broad occupational code includes the following detailed occupations:

19-4042 Environmental Science and Protection Technicians, Including Health

Perform laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health, under the direction of an environmental scientist, engineer, or other specialist. May collect samples of gases, soil, water, and other materials for testing.

19-4043 Geological Technicians, Except Hydrologic Technicians

Assist scientists or engineers in the use of electronic, sonic, or nuclear measuring instruments in laboratory, exploration, and production activities to obtain data indicating resources such as metallic ore, minerals, gas, coal, or petroleum. Analyze mud and drill cuttings. Chart pressure, temperature, and other characteristics of wells or bore holes.

19-4044 Hydrologic Technicians

Collect and organize data concerning the distribution and circulation of ground and surface water, and data on its physical, chemical, and biological properties. Measure and report on flow rates and ground water levels, maintain field equipment, collect water samples, install and collect sampling equipment, and process samples for shipment to testing laboratories. May collect data on behalf of hydrologists, engineers, developers, government agencies, or agriculture. Excludes "Hydrologists" (19-2043).

19-5000**19-5010****Occupational Health and Safety Specialists and Technicians**

This broad occupational code includes the following detailed occupations:

19-5011 Occupational Health and Safety Specialists

Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector.

19-5012 Occupational Health and Safety Technicians

Collect data on work environments for analysis by occupational health and safety specialists. Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers.

43-1000**Supervisors of Office and Administrative Support Workers****43-1011 First-Line Supervisors of Office and Administrative Support Workers**

Directly supervise and coordinate the activities of clerical and administrative support workers.

43-3000**Financial Clerks**

This broad occupational code includes multiple detailed occupational codes, one of which is listed individually in the KAM Wage & Benefits Survey.

The code within this broad occupation code that is listed individually as its own unique entry is:

43-3031 Bookkeeping, Accounting, and Auditing Clerks

The codes not listed individually are below and should be grouped under **43-3000 Financial Clerks**.

43-3011 Bill and Account Collectors

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account, preparing statements to credit department if customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.

43-3021 Billing and Posting Clerks

Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Excludes "Medical Records Specialists" (29-2072).

43-3041 Gambling Cage Workers

In a gambling establishment, conduct financial transactions for patrons. Accept patron's credit application and verify credit references to provide check-cashing authorization or to establish house credit accounts. May reconcile daily summaries of transactions to balance books. May sell gambling chips, tokens, or tickets to patrons, or to other workers for resale to patrons. May convert gambling chips, tokens, or tickets to currency upon patron's request. May use a cash register or computer to record transaction.

43-3051 Payroll and Timekeeping Clerks

Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. Excludes "Bookkeeping, Accounting, and Auditing Clerks" (43-3031).

43-3061 Procurement Clerks

Compile information and records to draw up purchase orders for procurement of materials and services. Excludes "Wholesale and Retail Buyers, Except Farm Products" (13-1022).

43-3071 Tellers

Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.

43-3099 Financial Clerks, All Other

All financial clerks not listed separately.

43-3030**43-3031****Bookkeeping, Accounting, and Auditing Clerks**

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other

workers. Excludes "Payroll and Timekeeping Clerks" (43-3051).

43-4160**43-4161****Human Resources Assistants, Except Payroll and Timekeeping**

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

43-5010**43-5011****Cargo and Freight Agents**

Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs.

43-5030 Dispatchers

This broad occupational code includes the following detailed occupations:

43-5031 Public Safety Telecommunicators

Operate telephone, radio, or other communication systems to receive and communicate requests for emergency assistance at 9-1-1 public safety answering points and emergency operations centers. Take information from the public and other sources regarding crimes, threats, disturbances, acts of terrorism, fires, medical emergencies, and other public safety matters. May coordinate and provide information to law enforcement and emergency response personnel. May access sensitive databases and other information sources as needed. May provide additional instructions to callers based on knowledge of and certification in law enforcement, fire, or emergency medical procedures.

43-5032 Dispatchers, Except Police, Fire, and Ambulance

Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

**43-5060
43-5061 Production, Planning, and Expediting Clerks**

Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems. Excludes "Project Management Specialists" (13-1082) and "Weighers, Measurers, Checkers, and Samplers, Recordkeeping" (43-5111).

**43-5070
43-5071 Shipping, Receiving, and Inventory Clerks**

Verify and maintain records on incoming and outgoing shipments involving inventory. Duties include verifying and recording incoming merchandise or material and arranging for the transportation of products. May prepare items for shipment. Excludes "Weighers, Measurers, Checkers, and Samplers, Recordkeeping" (43-5111), "Mail Clerks and Mail Machine Operators, except Postal Service" (43-9051), and "Stockers and Order Fillers" (53-7065).

43-6000**43-6010****Secretaries and Administrative Assistants**

This broad occupational code includes multiple detailed occupational codes, several of which are listed individually in the KAM Wage & Benefits Survey.

The codes within this broad occupation code that are listed individually as their own unique entry are:

43-6011 Executive Secretaries and Executive Administrative Assistants**43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive**

The codes not listed individually are below and should be grouped under **43-6000/43-6010 Secretaries and Administrative Assistants**.

43-6012 Legal Secretaries and Administrative Assistants

Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

43-6013 Medical Secretaries and Administrative Assistants

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

43-6011 Executive Secretaries and Executive Administrative Assistants

Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).

43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

43-9000 Other Office and Administrative Support Workers

This broad occupational code includes multiple detailed occupational codes, one of which is listed individually in the KAM Wage & Benefits Survey.

The code within this broad occupation code that is listed individually as its own unique entry is:

43-9061 Office Clerks, General

The codes not listed individually are below and should be grouped under **43-9000 Other Office and Administrative Support Workers**.

43-9021 Data Entry Keyers

Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes "Word Processors and Typists" (43-9022).

43-9022 Word Processors and Typists

Use word processor, computer, or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Excludes "Court Reporters and Simultaneous Captioners" (27-3092), "Medical Transcriptionists" (31-9094), "Secretaries and Administrative Assistants" (43-6010), and "Data Entry Keyers" (43-9021).

43-9031 Desktop Publishers

Format typescript and graphic elements using computer software to produce publication-ready material.

43-9041 Insurance Claims and Policy Processing Clerks

Process new insurance policies, modifications to existing policies, and claims forms. Obtain information from policyholders to verify the accuracy and completeness of information on claims forms, applications and related documents, and company records. Update existing policies and company records to reflect changes requested by policyholders and insurance company representatives. Excludes "Claims Adjusters, Examiners, and Investigators" (13-1031).

43-9051 Mail Clerks and Mail Machine Operators, Except Postal Service

Prepare incoming and outgoing mail for distribution. Time-stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.

43-9071 Office Machine Operators, Except Computer

Operate one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, or other office machines. Excludes "Billing and Posting Clerks" (43-3021) and "Mail

Clerks and Mail Machine Operators, Except Postal Service" (43-9051).

43-9081 Proofreaders and Copy Markers

Read transcript or proof type setup to detect and mark for correction any grammatical, typographical, or compositional errors. Excludes workers whose primary duty is editing copy. Includes proofreaders of braille.

43-9111 Statistical Assistants

Compile and compute data according to statistical formulas for use in statistical studies. May perform actuarial computations and compile charts and graphs for use by actuaries. Includes actuarial clerks.

43-9199 Office and Administrative Support Workers, All Other

All office and administrative support workers not listed separately.

43-9060**43-9061****Office Clerks, General**

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.