

Index of Classifications – 2018 Edition

Job Descriptions start in page 3 of this document. Descriptions are listed according to the list below.
For more information, call us at 213.765.3920, surveys@employersgroup.com or at <http://egsurveys.net/>

EXECUTIVE GENERAL MANAGEMENT**Executive Group**

- E5. Chairman of the Board
- E10. Chief Executive Officer - Corporate
- E20. Chief Executive Officer - Division
- E30. Chief Operating Officer
- E50. General Executive Officer (Multi - Function Responsibilities)
- E70. Chief Sector / Group Executive
- E145. Chief Program Executive (Not-For-Profit Groups)
- E310. Top International Executive (U.S. Based)

FINANCE / ACCOUNTING**Executive Group**

- E80. Chief Financial - Accounting Executive
- E120. Chief Audit Executive
- E130. Corporate Treasurer
- E135. Chief Tax Executive

Mid-Management and Supervisory Group

- 5. Accounts Receivable and/Or Payable, Mgr. of All
- 10. Accounts Receivable and/Or Payable Supervisor
- 15. Cost Accounting, Mgr. of All
- 20. Cost Accounting Supervisor
- 25. Financial Analysis Mgr.
- 30. Investment, Head of
- 35. Business Development, Head Of
- 40. Tax Mgr.
- 45. General Accounting, Mgr. of All
- 50. General Accounting Supervisor
- 55. Accounting Operations, Mgr. of All
- 60. Assistant Treasurer
- 65. Controller, Corporate
- 70. Controller, Division
- 75. Assistant Controller
- 80. Plant/Division Accounting Mgr.
- 85. Auditing, Mgr. of All
- 90. Auditing Supervisor
- 95. Information Systems Auditing, Supr/Mgr. of All
- 100. Budget, Head of
- 105. Credit, Head of
- 110. Collections, Head of
- 115. Credit and Collections, Head of

HUMAN RESOURCES**Executive Group**

- E140. Chief Human Resources Executive

Mid-Management and Supervisory Group

- 120. Compensation, Head of
- 125. Employee Benefits, Head of
- 130. Compensation/Benefits, Head of
- 135. Employment, Supervisor/Mgr. of All
- 140. HRIS, Head of
- 145. Labor Relations Mgr.
- 150. Safety, Head of
- 155. Training and Development, Head of
- 160. Management Development Manager
- 165. Personnel Supervisor/Mgr.
- 170. Human Resources Mgr.
- 175. Director of Human Resources

ADMINISTRATIVE & OFFICE SERVICES**Executive Group**

- E40. Chief Corporate Counsel Executive
- E60. Chief Administrative Executive

- E160. Chief Government Relations Executive

ADMINISTRATIVE & OFFICE SERVICES (Continued)

- E180. Chief Operations Executive – Nonmanufacturing
- E190. Chief Information Technology Executive

Mid-Management and Supervisory Group

- 180. Operations Manager, Non manufacturing
- 185. Clerical Services Supervisor/Mgr.
- 190. In-Plant Printing Services Supervisor/Mgr.
- 195. Office Services Supervisor/Mgr.
- 200. Mailing/Office Supplies Supervisor
- 205. Telecommunications (Telephone), Sprv. /Mgr. of
- 210. Office Supervisor/Mgr.
- 215. Word Processing Supervisor/Mgr.
- 220. Total Quality Mgr.
- 225. Meetings and Special Events Manager
- 230. Travel Manager
- 235. Payroll Supervisor/Mgr.
- 240. Risk Management, Head of
- 245. Insurance Mgr.
- 535. Mail Room Sprv./Mgr.
- 545. Plant Protection, Head of
- 550. Security Sprv./Mgr.

MARKETING & SALES SUPPORT**Executive Group**

- E150. Chief Public Relations / Communications Executive
- E170. Chief Development (Fundraising / Grant) Executive
- E260. Chief Marketing & Sales Executive
- E270. Chief Marketing Executive (Excluding Sales)
- E280. Chief Sales Executive, Domestic Markets (Excluding Marketing)
- E290. Chief Market Research Executive
- E295. Chief Business Development Executive
- E302. Advertising/Sales Promotion Executive
- E308. Product/Brand Executive
- E320. Top International Marketing & Sales Executive
- E330. Top Sales Executive - Domestic/Foreign Markets

Mid-Management and Supervisory Group

- 247. Media Relations, Head of
- 249. Advertising/Marketing Communications, Head of
- 250. Advertising, Head of
- 251. Art Director
- 252. Production, Head of
- 253. Creative Director/Design, Head of
- 255. Contracts Administration, Sprv./Mgr. of All
- 260. Contracts Administration Supervisor
- 265. Regulatory Affairs Manager
- 270. Marketing Mgr. (Excluding Sales)
- 275. Marketing Research, Head of
- 280. Product Marketing Mgr.
- 285. Brand Sales Mgr.
- 290. Sales Order Operations, Sprv./Mgr. of All
- 295. Sales Order Supervisor
- 300. Telesales Mgr.
- 304. Communications, Head of
- 305. Public Relations Mgr.
- 308. General Sales Mgr.
- 310. District Sales Mgr.
- 315. Regional Sales Mgr.
- 319. Customer Service, Head of
- 320. Customer Service (Sales) Supervisor/Mgr.
- 325. Export Sales Manager
- 326. Field Service Manager

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CUSTOMER SERVICE & CALL CENTER

Executive Group

- E300. Chief Customer Service Executive
- E301. Call Center Administration/Operations Executive

Mid-Management and Supervisory Group

- 335. Call Center Training & Total QA Mgr.
- 340. Call Center Traffic and Scheduling Manager
- 345. Call Center Traffic and Scheduling Supervisor
- 350. Call Center Scheduling Manager
- 355. Call Center Scheduling Supervisor
- 360. Call Center Traffic Manager
- 365. Call Center Traffic Supervisor

ENGINEERING AND TECHNICAL

Executive Group

- E220. Chief Environmental Executive
- E230. Chief Engineering Executive
- E240. Chief Research Executive
- E250. Chief Quality Control / Assurance Executive

Mid-Management and Supervisory Group

- 370. Cost Estimating, Head of
- 375. Drafting/Design, Mgr. of All
- 380. Drafting/Design Supervisor
- 382. Supervisor of Engineering
- 383. Manager of Engineering
- 384. Director of Engineering
- 385. Industrial Engineering, Mgr. of All
- 390. Industrial Engineering Supervisor
- 395. Quality Assurance & Control, Sprv/Mgr. of All
- 400. Engineering Services Mgr.
- 405. Software Design Engineering, Manager
- 410. Technical Publications, Sprv/Mgr. of All
- 415. Document Control Supervisor
- 420. Tool Design, Sprv./Mgr. of All
- 425. Research and Development, Sprv./Mgr.
- 430. Mechanical Engineering, Sprv./Mgr. of All
- 435. Manufacturing Engineering, Sprv/Mgr. of All
- 440. Product Development Mgr.
- 442. Head Product/Development Engineer
- 445. Graphics Supervisor
- 450. Environmental, Supervisor/Mgr.
- 455. Field Services Supervisor
- 470. Research, Director
- 471. Laboratory Manager

MATERIAL, WAREHOUSE AND MANUFACTURING

Executive Group

- E210. Chief Procurement Executive
- E350. Director of Supply Chain Management

Mid-Management and Supervisory Group

- 475. Material Control, Sprv./Mgr. of
- 480. Prod. Control, Planning & Scheduling, Head of
- 485. Purchasing, Manager of All
- 490. Purchasing Supervisor

- 495. Shipping/Receiving, Manager of all
- 500. Shipping/Receiving Supervisor
- 505. Traffic, Head of
- 510. Fleet Mgr.
- 515. Warehousing Oper. Superintendent/Mgr. of All
- 520. Warehouse Supervisor
- 525. Material Management, Head of
- 530. Inventory Control Supervisor
- 540. Plant Mgr. (Division/Satellite)
- 555. Distribution Mgr.

PRODUCTION, ASSEMBLY AND PROCESSING

Mid-Management and Supervisory Group

- 560. Minor Skills Assembly Supervisor
- 565. Semiskilled Assembly Supervisor
- 570. Skilled Assembly Supervisor
- 575. Assembly Operations, Supervisor of All
- 580. Semiskilled Production Machine Opers.Sprv.
- 585. Skilled Production Machine Operations Sprv.

SKILLED CRAFT (PRODUCTION)

Mid-Management and Supervisory Group

- 590. Machine Shop Supervisor (Production)
- 595. Tool and Die Shop Supervisor
- 600. Sheet Metal Supervisor
- 605. Welding Supervisor

INSPECTION

Mid-Management and Supervisory Group

- 610. Assembly Inspection Supervisor
- 615. Precision Mechanical Inspection Supervisor

MAINTENANCE

Mid-Management and Supervisory Group

- 620. Janitorial Services Supervisor
- 625. Maintenance Supervisor, Buildings and Grounds
- 630. Maintenance Supervisor, Electrical and/or Mechanical
- 635. Maintenance Opers., Superintendent of All
- 640. Facilities Mgr.
- 645. General Maintenance and Construction Mgr.

PRODUCTION /OPERATIONS MANAGEMENT

Executive Group

- E200. Chief Production-Operations Executive - Manufacturing
- E252. Manufacturing / Plant Executive
- E340. Top International Manufacturing Executive

Mid-Management and Supervisory Group

- 650. Production Superintendent/Mgr.
- 655. Production Test Supervisor
- 660. Production Test Mgr.
- 665. Manufacturing Mgr.
- 680. Production Control Mgr.
- 685. Process Operations, Production Sprv.
- 690. Process Operations, Production Manager