State Job Match
Job Evaluation System

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Minnesota Management & Budget

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Contents

Introduction and Instructions 2
Section 1 Accounting and Finance 6
Section 2 Administration/ Management 11
Section 3 Assessing, Planning, Zoning, Building Inspection 17
Section 4 Clerical/Office Support Services 20
Section 5 Communications/ Marketing 24
Section 6 Computer & Technology 27
Section 7 Education 32
Section 8 Engineering 39
Section 9 Food & Hospitality 42
Section 10 Human Resources 46
Section 11 Law/Legal Services 49
Section 12 Maintenance/ Public Works/ Construction 52
Section 13 Medical/ Dental and Health 57
Section 14 Public Safety 74
Section 15 Social Services 80
Section 16 Utilities 86
Section 17 Various Services 91
Alphabetical Listing of Local Government & State Government Job Titles 96
Alphabetical Listing of Local Government Job Titles 97
Alphabetical Listing of State Jobs 99

Introduction and Instructions

The purpose of the Local Government Pay Equity Act passed in 1984 is to correct historic gender-based wage discrimination in public employment in Minnesota. This is an ongoing process and requires ongoing compliance. The law requires that female classes not be paid consistently below male classes of "comparable value." Comparable value is the job evaluation rating or points assigned to a job class and the focus of this booklet.

Establishing job evaluation ratings is the first step in the pay equity process. It is important to remember that comparable value or a job evaluation rating does not include seniority or performance; rather it is an evaluation of job content. Job content is measured by the skill, effort responsibility and working conditions required of the job class. In addition, job evaluation should not be interpreted strictly as a rigid "pay for points" system where each point is worth "x" dollars. Pay equity can be achieved and requirements of the law met even though some jobs with the same points do not receive exactly the same pay. The second part of the pay equity process is pay analysis and more information is available on this and compliance requirements on Minnesota Management and Budget's (MMB's) Local Government Pay Equity webpage.

The State Job Match System of job evaluation is intended as a straightforward, simple tool to help local governments effectively analyze the jobs in their jurisdictions by matching up job descriptions with descriptions for state jobs that have already been rated. Once the descriptions have been matched, a rating or "job points" can be assigned to the local government job. Job evaluation is not an exact science and if done well, will involve thorough discussion and unbiased decisions. Job analysis must be completed before pay analysis is done.

I. Description of the Job Match System & Website

Job match is a simple, inexpensive way to assign points to jobs in your jurisdiction by matching them to descriptions of state jobs found in this booklet. To make it easier, this booklet is divided into 17 job categories. In each category there are groupings of jobs. Within each group the state titles are listed from lowest to highest ranking. There are five columns on each page as follows:

- Column 1: Titles of jobs typically found in local government. Note: PES Benchmark refers to a "Public Employment Survey" done by the state's job evaluation consultant, Hay and Associates.
- Column 2: Titles of jobs found in state government.
- Column 3: Job evaluation points assigned to state jobs using the Hay and Associates method of rating jobs.
- Column 4: The range of points for the job that is listed.
- Column 5: Overview and brief job description.

If you cannot find a match in this booklet, check our web site. There are approximately 1800 job class descriptions and point ratings for state jobs on MMB's Classification and Job Evaluation webpage.

The Basics of Job Evaluation

Although the job match method is simpler than many other job evaluation systems, the same basic principles apply:

- You are evaluating job classes, not individuals who hold the job. As you review the list for a possible match, ask yourself how the job would be described if the current employee(s) in the class were all gone tomorrow and you needed to hire someone new.
- You must be as objective as possible. Don't "work backwards" by first determining how much you think classes should be paid and then finding job matches which will fit this category. Guard against sources of bias by having more than one person review job matches and/or by establishing an employee committee to discuss evaluations.
- The more employees are involved in the process of evaluating jobs, the more likely they are to understand and accept the system you use.

II. How To Use The Job Match List

Step 1. Decide who will review jobs for possible matches. This can be done by an individual or by a committee including employees, elected officials and other interested persons. You can guard against bias by having more than one person involved in the job match process.

Step 2. Gather information about job classes in your jurisdiction. This information can come from reading position descriptions, interviewing employees, interviewing supervisors, or from sending a questionnaire to employees and/or supervisors. You may want to have employees and supervisors review and revise job descriptions before beginning the job match process.

Step 3. List all classes in your jurisdiction. Next to each job class begin to identify matches between jobs in your jurisdiction and jobs described in the booklet. Your jobs will probably fall into three categories:

A. Jobs that Match or Nearly Match:

This category will probably account for about 90 percent of the jobs in your jurisdiction. If the job in your jurisdiction matches closely with the state job write the state title and the standard point rating next to the local title.

B. Slotted Jobs:

Although there is no direct match for some jobs, it is often possible to determine where the job fits in the overall hierarchy. Review the jobs which may have already been matched on your worksheet. You may be able to identify jobs which are at the same level as the one you're trying to find a match for and give it the same number of points. If you can't find a job at the same level, you may be able to determine that it fits between two jobs you have already matched. For example, you may have a job which you feel fits between a job with 200 points and another job with 250 points. You could assign a point value then somewhere between 200 and 250.

C. Multi-Function Jobs:

Your job matches with more than one of the jobs on the job match list. If duties outside of the description comprise only about 5% or less of the job, do not consider the job a multi-function job. Instead, match it with the primary function of the job. There are two methods to assign jobs that are multi-functional. The following is an example of a multifunction job and two methods to evaluate that job.

Example: Equipment Operator:	**Possible matches on the list**		
	Highway Maint. Supervisor	–	213 pts.
	Transportation Associate	–	156 pts.

Method 1: Match with the Highest Rated Job
In this case the highest rated job is the Highway Maintenance Supervisor with 213 points. The rationale for this is that your job requires the employee to have the skill, effort, responsibility and working conditions of the higher rated job, even though this job is only part of the employee's duties. This option is most appropriate when the employee(s) performs the higher-rated job more than half of the time.

Method 2: Pro-rate the Points According to Time Spent
In this case you would evaluate the amount of time spent on each of the job functions and then multiply that percentage of time spent by the number of points assigned to each function.

Jobs Matched	**% of Time**		**Job Points**	**Total**
Highway Maintenance Supervisor	50%	X	213	107
Transportation Associate	50%	X	156	78
			Total Points	185

This method should not be used for only occasional work in one of the jobs and it becomes less valid if it is used to match a single job with more than two or three state jobs. Also, it would not be valid to add together total original points. For example, you would not add 213 point to 156 points and assign 369 points for the equipment operator position.

When all the jobs have been matched, review the overall ranking of jobs and the points assigned to each job to make sure it makes sense in the context of your organization.

III. Definitions: Types of Supervision

Supervision: Use of the word "supervision" indicates a greater amount of control is exercised over positions in that class than for positions in a class using the word "direction" in the definition. Supervision levels are differentiated by the specificity and application to the technical and administrative details of work assignments. Three standard levels of supervision are used:

Immediate supervision means an employee in the class works under close supervision where the work assignments are well-detailed and well-prescribed by the superior. It does not necessarily mean that the individuals are in close physical proximity to one another. Little opportunity exists to exercise personal initiative, discretion or judgment. The employee is held responsible only for the accurate and proper application of the steps of the well-established work process.

General supervision means an employee in this class is under fairly close supervision administratively, but the worker is given some latitude technically. The assignments and objectives are prescribed, but the methods are not typically reviewed or controlled while the work is in progress. The employee is expected to take the initiative in solving most problems of detail, except those which are new or unusually complex in nature.

Limited supervision provides considerable freedom from both technical and administrative oversight while the work is in progress. In addition to the previously mentioned conditions of general supervision, the employee has: freedom from control over the sequence of assignments, a substantial degree of responsibility for determining what shall be done next, and a substantial degree of independence in planning and organizing the employee's own work.

IV. Background Information

In the back of this book, there is additional information about job evaluation factors and other job evaluation materials that may be helpful.

Section 1
Accounting
and
Finance

Accounting & Finance

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Accountant** • **Account Clerk** • **Admissions Clerk** • **Bookkeeper** • **Payroll Clerk** • **Treasurer**	Office & Admin Spec.	117	113-125	Under general supervision, processes and maintains varied records and written materials through the selection and use of established clerical procedures requiring knowledge of program operations and procedures; may also account for receipts and disbursements of money for standard accounts.
	Office & Admin Spec. Int.	141	135-151	Under general supervision, reviews, processes, and maintains records and written materials selecting and using varied clerical procedures, performs specialized program support work and/or provides technical advice and work guidance to other office support staff as a lead worker; May process information required to secure reimbursements for the cost of care and treatment provided to patients/residents.
	Account Clerk	141	135-151	Under general supervision. Performs a combination of clerical and bookkeeping duties involving specialized knowledge of financial records and coding, inputting and accessing information in the accounting system to maintain complete bookkeeping records where scope, volume or complexity is limited; or to maintain a difficult part of an extensive bookkeeping operation; Responsible for bookkeeping in a central accounting system. Work involves the application of bookkeeping principles in maintaining financial records. May prepare payroll, invoices, purchase orders, etc.
	Account Clerk, Senior	173	162-181	Under general supervision, provides the bookkeeping and clerical services necessary to initiate and complete a functional phase of a major transactional accounting operation (such as a centralized accounts payable or receivable operation) and/or provides lead work direction to co-workers.

	Accounting Technician	203	198-213	Under limited supervision, provides technical fiscal advice and service requiring interpretation of rules and regulations relating to the accounting system including responsibility for the planning and control of expenditures for a distinct fiscal operation such as a major set of accounts, pre-audit of transactions in a major activity or cash receipts in a major facility; may provide technical advice and work guidance to office support staff as a lead worker.
	Accounting Officer	238	228-252	Under general supervision, functions as a fiscal officer of a small department, institution, or major division, or as an assistant to higher-level accounting personnel in a large fiscal operation; develops, maintains, and interprets financial information systems; analyzes and interprets fiscal data to provide a wide range of clearly-defined accounting services; may provide leadwork direction to Account Clerks, Accounting Technicians, or clerical employees engaged in fiscal operations.
• **Purchasing Director** • **Business Manager** • **Clinic Manager**	Buyer 2	238	228-252	An employee in this class is responsible for obtaining information, preparing specifications and invitations for bids and negotiating transactions for the purchase of various kinds of materials and supplies of a complex nature. The employee is assigned a group of related items to be purchased and has independent responsibility for finding sources of supply and determining suitability of goods and equipment for purchase in relation to price, quality and conformity to specifications.
	Business Manager 1	342	314-353	Under limited supervision, plans and supervises all business functions of a medium-sized state institution to support general policies and objectives determined by the administrator; supervises employees engaged in a variety of functions.
	Business Manager 2	479	451-496	Under limited supervision, plans and manages all fiscal, service, and business operations of a large state institution to support general policies and objectives determined by the administrator; supervises employees engaged in diverse functions.

• **Accounting Manager** • **Finance Director** • **Treasurer**	Accounting Officer Sr.	342	314-342	Under limited supervision, maintains large state-federal or state-county accounts, oversees a major accounting function in a large department, or directs an accounting division of a numerous employees to coordinate the various phases of accounting services; develops procedures and policies for the work involved; usually provides leadwork for accounting professional, para-professional, and bookkeeping employees.
	Accounting Supervisor, Sr.	353	323-353	Employees in this class supervise a complex accounting system and maintain a large and complex system of accounts as a section chief in the finance division of a large department, large state-federal or state-county accounts in the accounting division of a large institution. Supervisory responsibility includes either effectively recommending or hiring, directing, disciplining, performance evaluation, assigning the duties, and training accounting professional, technical and clerical staff. This responsibility extends to the development of policies as well as procedures for the fiscal operation.
	Accounting Supervisor Prin.	393	372-417	Under limited supervision, supervises an accounting section or serves as top assistant to an accounting manager or other high-level fiscal management officer in a large state department to provide financial support for departmental policies and programs; performs related work as required.
	Accounting Director	479	464-511	Under limited supervision, directs all accounting functions of a large state department, agency, or institution to provide technical and supervisory financial support for policies and programs established by the department's head; supervises professional and technical accounting employees and serves as chief liaison to activity managers; performs related work as required.

• **Grant Project Director**	Grants Specialist Coordinator	382	372-392	Under limited supervision, an employee in this class coordinates statewide grants programs by testifying as a technical expert before legislative committees and at other public forums; establishing program goals and objectives; directing the activities of consultants, project managers and other staff at all levels as they relate to the grants program; developing financial reporting systems; developing and conducting grant administration training sessions for both internal and external grant personnel; monitoring compliance of grantees; and by evaluating policies and procedures for grant administration. Performs related work as required.

Section 2
Administration/ Management

Administration/Management

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Administrator** • **City Clerk** • **City Clerk-Treasurer** • **Executive Director** • **Manager**	City Clerk PES Benchmark Rating	228	228-238	Acts as executive officer. Keeps records of all council proceedings, handles all correspondence on behalf of the council draws up agendas and executes any assignments given by council. In statutory cities performs duties prescribed by statute. Acts as executive officer keeps records. City clerk in a small city, usually fewer than 10 employees.
	City Clerk/Treasurer PES Benchmark Rating	275	268-289	Combines job duties of city clerk and city treasurer. Generally in a smaller entity.
	Administrator/ Manager	483	466-496	Serves as top administrator for governing body. Prepares budgets, broad authority to hire, discipline and dismiss personnel. Implements policy hires personnel in an organization of at least several departments and several different job classes.
	Business Manager 2	479	451-496	Under limited supervision, plans and manages all fiscal, service, and business operations of a large institution to support general policies and objectives determined by the administrator; supervises employees engaged in diverse functions; performs related work as required. Usually responsible for the supervision of at least 25 employees.
	Administrator PES Benchmark Rating	1142	1096-1232	Carries out the policies established by the governing body for the efficient administration of the business of the jurisdiction. Duties include coordinating administration of all departments and developing the annual budget. Usually responsible for an organization of usually several hundred employees.
• **Admin. Assistant** • **Program Coordinator** • **Program Administrator**	Executive 2	238	233-252	Under limited supervision, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards, and/or program operations for more than one major parallel function.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	State Prog. Admin	238	233-252	First-level professional program administration work. Under general supervision, reviews administrative processes for accuracy, technical competency, and for compliance with eligibility, reporting and other administrative requirements. Reviews program activities so that resources are properly expended by receiving and monitoring ongoing reports such as quarterly and annual status reports; contacting clients and proposing solutions to resolve problems discovered during monitoring, (may include submitting new reports, amending current reports, etc; retaining program records and files as specified by practice or regulation; collecting , analyzing, and organizing program activity data. Delivers program services directly to clients to maintain program procedures so that reasonable administrative guidelines are implemented.
	State Prog. Admin. Intermediate	275	268-291	Second-level professional program administration work. Under general supervision, an employee in this class is responsible for administering public program activities. Responsibility extends to executing contracts, reviewing program reports to approve the distribution of program resources. Responsibility includes effectively making recommendations to higher-level program administrators or other administrative employees to assign special conditions and/or terminate program services. Reviews and analyzes proposed requests to expand public program service delivery so that they comply with program requirements by interpreting and analyzing governmental regulations, rules, policies/procedures, and communicating this information to clients; analyzing and interpreting required reports and advising clients on changes needed to comply with program criteria; determining if funding and services are within the limitations of the specified public program; submitting timely documentation and reports; checking eligibility and completeness of information.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	State Prog. Admin. Sr.	332	314-353	Third-level professional program administration work. Under limited supervision, an employee in this class is responsible for analyzing, monitoring and administering programs requiring a comprehensive understanding of all procedural and administrative guidelines. Responsibility extends to recommending the withholding of services or other corrective actions in cases of noncompliance. General and technical guidance may be received from a higher-level program administrator or other administrative employee. Approves and denies requests to expand public program service delivery so that they comply with program requirements by interpreting and analyzing governmental regulations, rules, policies/procedures, and communicating this information to clients; analyzing and interpreting required reports and advising clients on changes needed to comply with program criteria; determining if funding and services are within limitations of the specified public program; submitting timely documentation and reports; checking eligibility and completeness of information.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	State Programs Administrator Principal	393	382-417	Fourth-level professional program administration work. Under limited supervision, and employee in this class is responsible for analyzing and administrating public programs with are both comprehensive and technical in nature. Responsibility extends to withholding services and/or corrective action in cases of noncompliance. Responsibility includes consolidating multiple program activities to ensure efficient and effective administration. Proving support to clients before committees, commission meetings, and other forums is a common function. Audits and evaluates program progress reports to determine if the programs are achieving their objectives by receiving and reviewing periodic monitoring reports; contacting clients and proposing solutions to resolve problems discovered during the evaluation (may include amending current reports, etc.) retaining program records and files as specified by regulation; collecting preparing data, analyzing and organizing program activity data. Consolidates multiple program activities to ensure their efficient and effective administration by integrating findings of several work groups; by preparing and coordinating an annual public administration plan; and by developing, processing and conducting an assessment of program activities.
	Management Analyst 3	332	314-332	Under limited supervision, conducts studies of departmental organization, methods and systems to recommend and install new work methods and procedures by determining and monitoring the overall study process and making final recommendations for statewide or department -wide programs; may direct the work of other personnel temporarily assigned from other operating divisions who are assisting in the studies.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Management Analyst 4	464	451-479	Under administrative direction, as the recognized departmental expert, directs and/or conducts and executes studies for areas with little or no procedural precedent which have major department and/or jurisdictional policy implications and which may involve major departmental reorganizations, liaison with staff from other agencies, as well as performing as a leadworker for interdisciplinary task forces, to provide management with information necessary for decision-making and long-range organizational or systems planning; performs audit and quality assurance functions in terms of providing leadwork direction and review to high-level professional staff.

Section 3
Assessing,
Planning,
Zoning,
Building Inspection

Assessing, Planning, Zoning, Building Inspection

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Appraiser** • **Assessor** • **County Assessor** • **Property Appraiser Sr.**	Real Estate Representative	298	282-308	Under general supervision, conducts appraisals of various kinds of properties being acquired by the jurisdiction to determine fair market value; prepares reports to support conclusions; appears as expert witness at hearings and court actions to varify appraisals; may provide technical advice to lower level employees.
	Appraiser	282	275-289	Under general supervision, assists in developing programs to uniformly appraise real and personal property for taxation purposes.
• **Building Inspector** • **Fire Inspector** • **Inspector (Bldg, Plbg)** • **Housing Code Enforcement Inspector**	Building Code Inspector	233	228-245	Under general supervision, inspects building, mobile homes, and other structures to ensure conformity to applicable building codes. Occasional guidance and review of results obtained rather than direct supervision is made by the Building Code Assistant Director or the Building Code Director.
• **Building Official**	Building Code Representative	282	275-289	Under limited supervision, an employee in this class provides building code education, consultation, plan approval, construction industry program administration and liaison services for division staff, governmental officials, design and construction/manufacturing professionals, and concerned citizens to ensure code compliance to safeguard the health, safety, comfort and securing of building occupants in the state. Consult with building design professionals and division clientele to discuss identified inadequacies and relevant state and federal laws, code applicability, state and municipal administrative procedures, construction methods and tested/listed materials and approve proposed corrections, by meeting with the affected parties, clarifying code requirements, and determining equivalency of proposed alternative methods of construction compliance.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Bldg. Code Section Chief	393	372-406	Under limited supervision, supervises a major section of the Building Code Division to solve complex and technical code enforcement problems.
• **Planner** • **Planning Associate**	Planner	238	233-238	Under general supervision, contributes to the preparation of reports, research studies or projects for clearly defined areas of limited scope which identify and evaluate the social, economic, political, cultural and environmental impact of recreational, health, urban, transportation, community and/or land use proposals.
	Planner, Intermediate	275	267-275	Under limited supervision, conducts research for clearly defined projects of limited scope and independently monitors existing plans and recommends alternatives to insure the future availability of adequate resources, facilities and services; and/or assists in the development of plans for major projects.
	Planner Senior-Community	332	314-332	Under limited supervision, collects, analyzes, and presents data and makes proposals to officials and planning bodies to provide technical advice in a specialized area of community planning.
• **Community Development Director**	Planning Director State	511	511-551	Under administrative direction, an employee in this class has general responsibility for developing, in conjunction with various state administrative agencies and local units of government, a program of coordinated and integrated planning for use in the state's overall comprehensive policy plan. Responsibility involves coordination and development of statewide, long-range plans for natural resources, governmental needs, transportation and social resources.

Section 4
Clerical/Office Support Services

Clerical/Office Support Services

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Clerk** • **Data Entry Operator** • **Duplicating Eq. Oper.** • **File Clerk** • **Office Assistant** • **Typist** • **Ward Clerk**	Office Specialist	102	94-105	Under immediate supervision, provides repetitive/ standardized, skilled typing and clerical support to office, program and/or administrative staff.
	Office & Admin Spec.	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.
	Office & Admin Spec. Int	141	141-150	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.
• **Administrative Asst.** • **Customer Service Spec.** • **Data Entry Operator Sr.** • **Receptionist** • **Secretary** • **Word Processing Op.**	Office & Admin Spec.	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.
	Customer Service Spec.	124	113-125	Under immediate supervision, operates a Console or cord-type switchboard to place and receive local and long distance phone calls.
	Office & Admin Spec. Int.	141	141-150	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Office & Admin Spec. Sr.	169	162-181	Under limited supervision, provides the administrative and clerical services necessary to initiate and complete a major clerical function for an operation such as a program with jurisdiction-wide impact, including related keyboard duties; and/or provides leadwork direction to clerical staff.
	Office & Admin Spec. Prin	203	198-215	Under limited supervision, performs administrative and program support work requiring policy, law and contract interpretation which may include responsibility for a distinct, usually clerical oriented program and/or office management of a unit providing project/program or clerical support.
	Executive 2	238	233-252	Under limited supervision, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards, and/or program operations for more than one major parallel function.
• **Administrative Secretary** • **Legal Secretary**	Office & Admin Specialist Sr.	169	162-181	An employee in this class performs difficult and technical clerical and secretarial work involving legal and court procedures and practices. This employee maintains a docket of cases, prepares legal forms from instructions covering content only and notifies interested parties of coming events affecting them. A person in this class answers routine questions concerning the department to which they are assigned and refers difficult legal questions to the proper attorney. Completed work is reviewed by an attorney. (The taking of legal dictation and the typing of routine legal forms alone are not factors for allocation to this class.)
	Office & Admin Specialist. Prin.	203	198-213	Under limited supervision, processes and/or monitors the processing of legal documents by typing, proofreading, editing and correcting to provide documents which support the work of legal staff, their agencies and clients and provides technical advice and work guidance to other office support staff as a leadworker.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Clerical Supervisor** • **Deputy Clerk** • **Office Manager**	Office Services Supv. 1	208	198-213	Under limited supervision, performs administrative and program support work requiring policy, law and contract interpretation which includes responsibility for a distinct, usually clerical oriented department-wide or jurisdiction-wide program and/or office management of a unit providing project/program or clerical support; supervises a small organizational unit with jurisdiction-wide impact or a large office staff within a department.
	Office Services Supv. 2	252	233-252	Under limited supervision, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards, and/or program operations for more than one major parallel function; supervises a group(s) of clerical employees who are providing administration and support services for these functions.
	Office Services Supv. 3	291	275-298	Under limited supervision, plans, organizes, directs and controls a number of major, diverse clerical and/or technical support functions through subordinate supervisors and staff who perform varied and diverse tasks to provide office program management work for a major unit of a department which has considerable external or internal impact; or serves as the assistant to the head of a major department and approves all fiscal documents and records, supervises the keeping of accounts and the preparation of budgets, etc.

Section 5
Communications/ Marketing

Communications/Marketing

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Marketing Coordinator/ Manager** • **Cable Television Coord.**	Information Officer 1	238	199-252	An employee in this class is responsible for the preparation of material for informational purposes and/or cable casting, performs public relations functions, or prepares educational materials for public and internal departmental use. Work is primarily limited to the technical facets of journalistic preparation. Employee is closely supervised except where work is of a recurring nature.
	Information Officer 2	275	268-289	An employee in this class is responsible for preparing a variety of informational materials, the purpose of which is to increase public awareness. The employee may typically draft and edit technical materials, coordinate the work of specialists and specialized agencies in formulating educational or journalistic programs and assist the media, educators and/or the public in obtaining information about specialized factual areas or agency programs and activities. The employee has considerable discretion over the techniques utilized and, where s/he is the highest information class in the department or institution, the employee serves as an aide to management in developing informational policies. Supervision is received from a higher informational class or the appropriate administrative official.
	Institution Community Relations Coord.	332	314-342	An employee in this class is responsible for directing a total public information and community relations program, including a volunteer program, at a state institution. Responsibility extends to supervising other employees involved in these programs as well as representing the institution to various community groups both through personal appearance and published material. Considerable latitude is granted the employee for the use of independent judgment in carrying out these programs. General supervision is received from the institution administrator primarily through review of results achieved.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Economic Development Coordinator**	Community Development Representative	342	342-375	Under limited supervision, employees in this class resolve a full range of community and economic development problems by implementing the Minnesota Small Cities Development Program, the Minnesota Economic Recovery Program, and the Urban Homestead Program. Employees in this class interpret state and federal housing and community development laws, policies and regulations; direct local communities' analysis of needs and strategies for housing and community development activities; review and evaluate grant applications, determining funding priorities; monitor grantee progress and performance.

Section 6
Computer & Technology

Computer and Technology

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
• **Computer Op-Entry Level**	EDP Operations Tech. 1	138	135-151	Under immediate supervision, provides standard, routine technical services in electronic data processing to support office, program, and/or administrative goals and objectives by operating computer consoles, monitoring/directing the flow of work through the control area and logging out completed jobs.
• **Computer Op-Experienced**	EDP Operations Tech. 2	166	162-181	Under general supervision, provides skilled, non-routine technical services in electronic data processing to support office, program, and/or administrative goals and objectives by operating computer consoles, monitoring/directing machine operations for complex jobs and inspecting system output for quality and completeness.
• **Computer Programmer** • **Information Technology Spec.**	Information Technology Spec. 1	238	233-252	Under general supervision, employees in this classification provide programming, LAN administration, help desk support, network, technical support or work station administration. Focus on job is primarily implementation and platform dependent applications. Employees in the class are expected to have experience in technical information technology positions or IT coursework. Requires familiarity with basic information technology theory and specific knowledge of one or more programming languages; network configuration of hardware and software; workstation administration; and/or agency computer systems and programs. Must be able to analyze information requirements and think in a logical manner. Must be able to write documents and proposals that are clear and coherent and use proper grammar, spelling and syntax. Necessary human relations skills include courtesy and ability to work well with colleagues, clients and team members.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
	Information Technology Specialist 2	282	275-291	Under general supervision, employees in this classification are responsible for standard/routine programming, LAN administration, network operation and support or work station administration. With increased discretion over the Information Technology Specialist 1, the focus of these jobs is primarily implementation and platform dependent applications. Requires familiarity with information technology theory. At this level, employees typically know more than one programming language and have a broader knowledge of different kinds of software and equipment. Must be able to write documents and proposals that are clear and coherent and use proper grammar, spelling and syntax. Necessary human relations skills include courtesy and ability to work well with colleagues, clients and team members. Incumbents perform more independently, serve as a resource to a larger, more varied clientele and have responsibility for larger or more technical systems. Employees at this level may do some analysis and design work; those at the first level typically do not.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
• **Information Specialist**	Information Technology Specialist 3	342	332-353	Under limited supervision, employees at this level focus on analysis and design of systems. The work requires a number of years of experience in a specific information technology area with an increasing level of technical "know how". The work requires a firm grasp of conceptual background in a specific area as with knowledge of the practical applications. Knowledge of specific are of business or technology sufficient to make recommendations about existing practices and procedures to take into account new technologies. Employees are responsible for independently completing projects or significant parts of large projects. They define what needs to be done rather than complete projects that are outlined for them by others. This is the first level where employees are expected to understand the broad business needs of the department or organizational unit. Unlike lower levels, little direction is given on technical aspects of the job. Less time is spent on coding and testing than at the other levels and may involve relational database systems. Participates in analyzing and designing system networks and applications rather than implementation only. Incumbents may provide lead work to others, oversee systems or projects and participate in collaborative endeavors.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
	Information Technology Specialist 4	404	393-417	Under limited supervision, employees at this level are either project managers for large, complex projects that involve a number of information technology professionals; or, technical specialists performing systems analysis, systems programming or network design on large complex systems. Emphasis of these jobs involves overall system problems, needs and new requirements, not maintenance of existing systems. Employees are either project managers for large complex projects or technical specialists. Analyze and design systems, networks and applications. Make decisions on systems configuration and types of technology. Employees are more involved in assessing and introducing new technology than those at the lower level. Employees at this level must understand ramifications and consequences of problems and motivate other specialists to collaborate on solutions and integrating system components.
	Information Technology Specialist 5	479	464-496	Under administrative direction, employees at this level are expert in a specific technology area and sought out by seasoned practitioners for advice and standards. The focus of work at this level is on investigating new technologies and making recommendations on the best technology fit for agency or statewide use. Employees are Project Managers or lead workers/coaches to other advanced technical specialists on systems and projects of the greatest scope and complexity. Employees are responsible for long range planning and design of system architecture and structure. Analyze, design and approve systems, networks and applications.

Section 7
Education

Education

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
• **Education Aides** • **Teacher Aide** • **Instructional Assistant**	Child Care Aide	109	104-115	An employee in this class assists the child care director and activity leaders in providing an interesting and varied daily schedule for children enrolled in the child care program. Employees in the class will be responsible for very basic provisions of care in the centers. The aide will report to the director and be under the immediate supervision and lead work of both the director and activity leaders. Freedom to act is limited and is given only in situations not requiring interpretation of any procedures or policies of the institution or of the child care center.
	Child Care Ctr. Asst.	145	139-150	Under general supervision, develops and implements formal lesson plans, incorporating individual and group activity schedules, for children enrolled in a child care center in order to provide proper care and attention as well as formal instruction.
	Spec. Ed. Program Asst.	177	174-185	Under general supervision, performs treatment, rehabilitation, and/or instructional work with individuals or group of patients/residents in state institutions or other social service programs to meet patient program goals and objectives; as a teacher aide plans, conducts, maintains and evaluates training activities.
• **Media Aide**	Audio-Visual Aide	125	117-125	Under general supervision receives, stores, cares for, and issues audio-visual equipment for a department or institution; prepares aids such as slides, graphs, and transparencies for presentation.
	Audio-Visual Technician	146	135-151	Under general supervision, operates a wide variety of audio-visual equipment, repairs and maintains audio-visual hardware, and assists in the technical preparation of audio-visual software; may provide technical advice and work guidance to untrained or less experienced employees.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
• **Library Aide/ Technician**	Office & Admin Spec.	117	113-125	Under general supervision, processes and maintains varied records and written materials through the selection and use of established clerical procedures requiring knowledge of program operations and procedures; may also account for receipts and disbursements of money for standard accounts.
	Office & Admin Spec. Int.	141	141-150	Under general supervision, reviews, processes, and maintains records and written materials selecting and using varied clerical procedures, performs specialized program support work and/or provides technical advice and work guidance to other office support staff as a lead worker.
	Library Technician	166	162-169	Under general supervision, catalogs, circulates, selects, and maintains materials for a small library serving general, non-technical reading interests; may assist professional librarians in a college library setting.
• **Cultural Center Assistant**	Diversity Specialist	198	189-203	Under general supervision, provides diversity services in collaboration with multiple program areas and multi-cultural events. The incumbent typically works closely with culturally specific committees and boards and maintains a comprehensive directory and effective relationships with a variety of cultural resources.
• **Librarian**	Library/Info Resource Services Specialist	282	268-289	Under limited supervision, provides professional library and instructional media services to state departments, hospitals, schools, or correctional institutions; may direct operations of a small-/medium-sized library or specialized units of larger library.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
	Library Info. Res. Services Program Director	404	393-445	An employee in this class is responsible for the functional direction of all libraries under the jurisdiction of an institution. Responsibility extends to the institution-wide organization, planning, and coordination of libraries/media centers. The employee is responsible for the articulation of library philosophies and objectives and the relationships between library programs and other institutional programs, such as education. The employee is responsible for the effectiveness of technical programs and for the efficient utilization of instructional resources available to the institution. The employee in this position possesses authority to determine and modify department library program objectives, establish program budget requests, and to exercise functional direction to all librarians in the department. This employee is afforded wide latitude in carrying out assigned duties and responsibilities and work is subject to a general review of results achieved by a higher administrative employee.
• **Interpreter**	Sign Language Interpreter	264	238-264	Employees in this class are responsible for providing professional level sign language interpreter services to the employees and clients of public agencies. Interpreter services will be provided in a variety of situations demanding a high level of skill and proficiency. Although the primary responsibility for individuals in this class is interpreting, employees may be assigned some administrative and professional responsibilities. This class should not be used for positions where interpreting is not a major and on-going responsibility.
• **Education Coordinator** • **Environmental Education Coordinator**	Planner Intermediate	275	275-342	Under general supervision, promotes the Watershed District and coordinates environmental education programs. Works with students, community leaders and landowners to inform them of the importance of conservation. Works with county and city public relations staff and the media to inform the public of Watershed District activities.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
• **Teacher**	Special Teacher	282	275-298	Under general supervision, instructs state institution residents in standard elementary and secondary school subjects including home economics, industrial arts, music, physical and health education.
	Corr. Inst. Ed. Advisor	332	314-342	Under general supervision, assesses needs of clients in state correctional facilities to plan, develop, monitor, and evaluate educational programs; develops, conducts, and evaluates in-service activities for teachers.
	Corr. Facilities. Ed. Spec.	404	372-417	Under limited supervision, assesses educational needs of clients in state correctional institutions to plan, develop, monitor, and evaluate educational programs; provides technical assistance to educational staff in community correctional facilities, jails, detention centers, and other correctional settings; plans, organizes, and evaluates in-service training for teachers.
	Education Program Supv.	417	393-432	Employees in this class are responsible for the development, improvement and supervision of a specialized program in education. The employee assumes administrative responsibility for directing the work of a small unit or section within a department. Responsibility includes providing professional consultative services to public school officials or teachers in one or more special areas of education, as well as the supervision of professional consultants also rendering such services to school districts. The employee possesses considerable independent responsibility in improving programs within established state policies or federal regulations. Work is subject to general review by an Educational Specialist of a higher level or an Assistant Commissioner.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
	Education Specialist 2	464	451-479	Under limited supervision, renders consultative services to public school officials or teachers to develop and implement specialized education programs or disciplines by determines needs, evaluating quality of programs, and developing materials; may assist in developing/improving statewide programs.
• **Assistant Principal** • **Asst. Supt.** • **Principal** • **Superintendent**	Institutional Ed. Admin.	531	479-531	Under administrative direction, administers academic and vocational education programs for residents in a state school, hospital, or correctional facility by establishing school curriculum, coordinating program activities, and assisting to determine scope of educational and rehabilitative programs; supervises teaching staff.
	Educational Specialist 3	611	551-611	Under limited supervision, plans and directs statewide educational or federal assistance programs and provides consultative services to school authorities in developing and implementing specialized programs; develops standards and policies governing programs; supervises professional employees providing program support work.
	Corrections Superintendent Youth Camp	702	654-725	An employee in this class serves as Chief Executive Officer and Appointing Authority in the administration of a minimum security correctional facility for juvenile males. Direct and manage all facets of the operation for juveniles in a camp-like setting providing sufficient security to protect the public while administering programs designed to assist students in developing a positive, law-abiding life-style. Responsibility to direct the management and operations of the Youth Cam facility within the context of the standards, objectives and mission of the public entity providing for both public safety and the rehabilitation of students.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
	Education Director-Special Education	830	775-864	An employee in this class directs the activities of the Special Education section to assure equal access to appropriate education programs for all eligible students with disabilities in Minnesota from birth to age 21 as required in state and federal rules and statutes. Manage the provision of technical assistance to new and changing programs in public schools and other state agencies to ensure enforcement of standards that provide equal educational opportunities to all eligible students. Manage the acquisition of resources so that public school districts and other state agencies have the human and fiscal resources needed to provide appropriate educational opportunities for students with disabilities.
	Chief Executive Officer-Juvenile MN Correctional Facility	904	890-994	Executive management and leadership of a juvenile and/or minimum security correctional facility for juvenile residents and/or adult inmates. Under general direction fro the deputy commissioner, directs all facets of operations of a juvenile and/or minimum security correctional facility to ensure public safety and provide for acceptable standards of care and rehabilitative and educational programs or inmates. This position closely mirrors the functions of the Chief Executive Officer – Corrections Facility position except that these functions are provided in a correctional facility with a smaller inmate population and/or with a less complex range of programs/security setting.
	Chief Executive Officer – Corrections Facility	1192	1096-1232	Executive management and leadership of a large correctional facility for adult inmates. Under general direction from the deputy commissioner, directs all facets of operations of a large correctional facility to ensure public safety and provide for acceptable standards of care and rehabilitative programs for inmates. The CEO-Corrections Facility position and the CEO-Juvenile Minimum Corrections Facility are of like nature and purpose with the exception that this position (CEO – Corrections Facility) performs these functions in a larger, more complex facility.

Section 8
Engineering

Engineering

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Engineering Aide** • **Engineer Highway Technician** • **Engineering Aide II** • **Engineering Aide III** • **Engineering Technician**	Engineering Aide	178	174-181	An employee in this class performs routine technical work as an engineering assistant in making surveys, in preparing drawings and maps, and in making and checking engineering computations. Assignments are given verbally or in writing and are detailed in nature. Work in progress and final work is checked by higher level aides or engineers.
	Transportation Generalist	183	173-187	Under general supervision, performs skilled tasks to maintain and construct all types of highways and may provide lead work to co-workers. Transfer and operate the full range of heavy equipment used by the transportation department; modify and calibrate equipment to meet specialized needs.
	Transportation Generalist Sr.	214	203-218	An employee in this class performs a wide range of field, laboratory and other technical assignments such as verifying, calculating and analyzing data for plans, appraisals and multiple projects with competing deadlines. Performs moderately complex drafting and mapping projects.
	Engineering Aide Senior	203	203-218	An employee in this class is responsible for the application of para-professional engineering skill and knowledge to moderately difficult engineering work. Assignments are general in nature. General supervision is received during progress of the work, and affords opportunity for the use of independent judgment to accomplish the desired engineering results. A detailed final check or review is made by a supervisor.
	Transportation Specialist	245	242-254	An employee in this class applies advanced-level technical skills to assist in the completion of large and complex transportation engineering projects. Performs safety inspections on bridges and structures. Drafts and interprets the most complex drawings, plans layouts and maps.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Civil Engineer** • **County Engineer** • **Engineering Aide IV**	Engineer 1 Graduate	275	268-289	Under general supervision/procedural control, applies technical skills and knowledge to solve clearly defined engineering problems; may provide lead work direction to para-professional and technical engineering employees. Experience 0-2 years.
	Engineer 2 Graduate	314	314-332	Under limited supervision/procedural control, applies technical skills and knowledge to solve problems and/or complete projects in a specialized engineering field; may coordinate an engineering program in a State agency; provides lead work direction to para-professional and technical engineering employees. More than 2 years of experience.
	Engineering Specialist	323	314-332	Under limited supervision/procedural control, performs technical, para-professional engineering/surveying tasks and practically applies engineering concepts to assist in the completion of projects.
	Engineer Senior	393	372-406	Under limited supervision/procedural control, applies professional skills and knowledge to solve specialized engineering problems in the field or in an agency; coordinates activities related to one or more complex engineering projects; may provide lead work direction to lower level professional engineering employees.
	Co. Engineer PES Benchmark Rating	598	551-631	Plans and implements all the engineering, design, construction and maintenance activities of the public works department. Job requires a registered professional civil engineer.

Section 9
Food & Hospitality

Food and Hospitality

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Dishwasher** • **Food Service Worker** • **Cafeteria Helper** • **Cook**	Kitchen Helper/ Tray Server PES Benchmark	93	93-98	Performs a variety of duties in connection with the preparation and service of food. May make up trays according to food orders, dispatch carts to floors or help in the cafeteria.
	Food Service Worker	95	93- 98	Under immediate supervision, performs routine tasks related to food preparation, food service, dishwashing, and cleaning in the food service unit of an institution.
	Cook	129	126-132	Under general supervision, cooks and prepares food for an institution; may plan work schedules, menus, and specialized diets in a small cooking unit.
• **Baker** • **Lead Cook** • **Head Cook** • **Chief Cook**	Baker	147	142-150	Under general supervision, prepares and bakes bread and pastries, following a prepared menu, in an institutional setting; may provide technical advice and work guidance to untrained helpers and/or less experienced employees.
	Cook Supervisor	184	175-184	Under limited supervision, supervises staff preparing and handling food in an institution to ensure health and sanitation regulations and licensure standards are maintained in meeting nutritional needs of residents.
	Cook Coordinator	184	175-184	Under limited supervision, plans and oversees preparation of meals on a large scale to meet nutritional needs of residents in a state institution; may provide leadwork direction to cooking staff.
	Chief Cook	253	239-253	Under limited supervision, plans and directs food preparation for an institution by ordering and distributing food supplies and by supervising cook supervisors, bakers, food service workers.
• **Dietitian**	Dietitian PES Benchmark	333	323-342	Writes diet requirements specified for patients. May assist in menu planning, food preparation and service. Normally requires college degree with major in foods, nutrition or equivalent work experience. Non-supervisory position.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Chief Dietitian PES Benchmark	421	382-432	Administers and directs diet planning, menu formulation, and preparation and servicing of therapeutic diets. College graduate and registered ADA.
• **Food Service Manager**	Food Service Supervisor	358	342-362	An employee in this class is responsible for all phases of a food service program, including menu planning, procurement, budgeting, feeding and supervision of personnel. The employee's responsibility includes the planning of nutritional diets within prescribed per capita cost limitations plus planning for physical plant facilities used in the food service department.
• **Supervision of Food Services**	Food Service Director of Nutrition	421	411-431	An employee in this class is responsible for all phases of a large multi-site food service program, including menu planning, procurement, budgeting, feeding, and supervision of personnel. The employee's responsibility includes the planning of nutritional diets within prescribed per capita cost limitations plus planning for physical plant facilities used in the food service department.
• **Liquor Store Clerk** • **Supply Technician** • **Supply Clerk** • **Stock Clerk**	Central Services Admin. Specialist	127	126-134	Under immediate supervision, performs routine manual and clerical tasks to receive, store, ship and care for office supplies, foodstuffs, dry goods, medical supplies, or related items for departments or institutions.
	Liquor Store Clerk	153	150-160	Collects money for drinks served. May order or requisition supplies. Handles retail sales at the municipal off-sale liquor store. May stock shelves and perform related duties at the liquor store.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Central Services Admin. Specialist Int.	154	144-153	An employee in this class is responsible for the operation of a large departmental or state institutional stores unit. Responsibility extends to establishing stores policy for affecting the maintenance of inventory and cost records, the inspection and approval or disapproval of goods received the filling of requisitions, the revision of specifications for materials, and for recommending the purchase and sale of goods. Guidance is received from administrative officials or institution executives through suggestions, advice on special problems, and review of reports and decisions.
• **Bartender**	Bartender PES Benchmark Rating	173	162-181	Mixes and serves alcoholic and non-alcoholic drinks for patrons of the municipal on-sale liquor store. Collects money for drinks served. May order or requisition supplies. Handles retail sales at the municipal off-sale liquor store. May stock shelves, and perform related duties in the store.
• **Liquor Store Manager**	Liquor Store Manager PES Benchmark Rating	291	282-291	Plans, organizes and supervises operation of municipal on-sale and/or off-sale liquor sale. Responsible for inventory, purchasing, handling monies and record-keeping. Supervises clerks and/or bartenders.
	PES Benchmark Rating	342	323-353	This is administrative work in directing the operations of a municipal liquor store. Work involves responsibility for planning, organizing and directing the purchasing of intoxicating beverages and equipment and in providing general supervision for the operation of a municipal liquor store. Duties include reviewing purchase requisitions and making purchases from liquor distributors. Initiative and independent judgment is required in carrying out the program within established policies, regulations and procedures. Work is performed in accordance with municipal and state liquor laws. Supervision is extended over liquor store personnel.

Section 10
Human Resources

Human Resources

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Employee Assistance Coord.** • **Personnel Officer** • **Personnel Specialist** • **Personnel Coordinator** • **Personnel Director** • **Personnel Manager**	Personnel Officer, Sr.	275	268-289	Under limited supervision, performs personnel management functions, oversees a major personnel management program, or directs the personnel division of an agency to implement policies and resolve problems; provides leadwork for personnel professional, para-professional, and technical employees.
	Personnel Director 1	417	372-417	Under limited supervision, directs the personnel management program of an agency or institution or serves as the principal assistant in the personnel division of one of the largest departments to ensure compliance with civil laws, rules, and procedures and to meet department human resource goals and objectives.
• **Staff Development Coordinator**	Employee Development Specialist 1	238	233-245	An employee in this class performs beginning level professional training duties as a member of a centralized departmental training unit under immediate supervision by higher level Employee Development or personnel staff. In an institution or smaller agency, the employee may coordinate a specific training program of limited scope such as in the area of direct patient care or staff relationships with inmates. Responsibility also extends to recommending the development or coordination of specific training programs, assisting and determining training priorities and in some cases actually providing instructional services to employees of the department or institute.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Employee Development Specialist 2	275	268-289	An employee in this class, under general supervision, performs employee development duties, utilizing the application of knowledge and techniques obtained in the areas of determining training needs, development of training programs, and coordination of outside resources. At this level, the employee is expected to independently apply specific departmental or institutional objectives in relation to given work assignments. In smaller agencies an employee may be accountable for the coordination of training and development programs of a limited scope.

Section 11
Law/Legal Services

Law/Legal Services

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
• **Deputy Clerk of Court**	Office & Admin Spec. Sr.	169	162-181	Under limited supervision, provides administrative and clerical services necessary to complete a major clerical function in a specialized area involving legal and court procedures and practices.
	Office & Admin Spec. Principal	203	198-215	Under limited supervision, performs administrative and program support work requiring policy, law and contract interpretation which may include responsibility for a distinct, usually clerical oriented program and/or office management of a unit providing project/program or clerical support.
	Paralegal	245	238-252	Provides technical, legal and administrative assistance including litigation coordination functions. Prepares certain legal documents according to prescribed procedures. Performs legal research under direction. Begins procedures and drafts materials from with the attorney will work. Performs other law-related administrative duties.
• **Clerk of Court**	Business Manager 1	342	314-353	Under limited supervision, plans and supervises all business functions of a medium-sized institution to support general policies and objectives determined by the administrator; supervises employees engaged in a variety of functions.
	Business Manager 2	479	451-496	Under limited supervision, plans and manages all fiscal, service, and business operations of a large institution to support general policies and objectives determined by the administrator; supervises employees engaged in diverse functions.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Classes
• **Business Manager**	Community College Business Officer	551	534-588	An employee in this class is responsible for planning, organizing, staffing, directing and controlling the fiscal and support services of a large community college. General policies and objectives are provided by the college president. The application of the policies and progress towards achieving the objectives are the responsibility of the employee. Fiscal services include budget planning and control, projecting and monitoring revenue, investing institution funds, accounts payable and receivable, and accounting for all the federal, state, and local funds. Support services include purchasing, receiving, central supply, inventory control, book store operations, communications and transportation. Additional support areas assigned will include either physical plant operations, or all functions relating to classified personnel. They may also include child care services and printing/duplicating services.
• **Attorney**	Attorney 1	332	323-342	Under general supervision, performs professional legal work including preparation and/or examination of legal instruments, and application of statutes, rules, and regulations in a specialized area of law. Licensed to practice law in the State of Minnesota.
	Attorney 2	464	464-496	Under administrative direction, provides legal services and legal protection against lawsuits opposed to the interests of the state, and prosecutorial assistance to enforce regulations or laws. Represents the state in legal matters that result from day to day operation of the business of the state. Licensed to practice law in the State of Minnesota. This job differs from Attorney 1 because and Attorney 2 provides technical and/or administrative leadwork direction to other professional legal staff, including Attorney 1's.

Section 12
Maintenance/ Public Works/ Construction

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Custodian** • **Lead Custodian** • **Housekeeper** • **Janitor**	General Maint. Worker	111	103-114	Under immediate supervision and using established procedures and routines, provides cleaning, maintenance, grounds keeping and/or housekeeping services to ensure buildings are cleaned and properly maintained.
	Housekeeper/ Custodial Worker PES Benchmark	116	113-125	Does routine light work in the cleaning of wards, rooms, baths, offices and halls.
	General Maint. Worker Lead/ Janitor Senior	134	126-137	Under general supervision, plans, assigns, and inspects work for a group of janitors, and participates in cleaning, general maintenance, grounds keeping, and/or housekeeping tasks.
• **Head Custodian** • **Building and Grounds Director**	Building Services Sup.	187	177-187	Under limited supervision, develops and oversees effective cleaning plans for a state building or group of buildings; assigns, reviews, and evaluates work performed by cleaning personnel.
• **Executive Housekeeper**	Executive Housekeeper PES Benchmark	284	268-289	Directs and administers the housekeeping program; supervises janitorial service and the issuing of linens. Maintains inventory and personnel records.
• **Refuse Collector** • **Sanitation Worker**	Sanitation Worker PES Benchmark Rating	106	100-109	Routine, heavy manual labor and equipment operation work of an unskilled or semi-skilled nature performed in relation to the collection, transport, and disposal of refuse and garbage. Collects refuse on a designated route. May drive truck. Work may involve considerable strenuous lifting.
• **Auto Serviceworker** • **Mechanic** • **Truck Driver**	Auto Service Attendant	112	110-115	An employee in this class performs duties involving the light maintenance and servicing of automotive equipment. All equipment is checked by this employee and any needed major repairs are reported to a supervisor. The employee also keeps accurate records of repairs made and fuel, oil and supplies used.
	Delivery Van Driver	112	104-115	Under general supervision, drives a van, pick-up, or truck not exceeding three tons rated capacity, to convey passengers and/or materials and equipment not transportable by automobile; performs minor preventive maintenance and emergency repairs.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Automotive Mechanic	208	204-213	Under general supervision, maintains and repairs cars and other light- or medium-weight automotive equipment; performs related work as required.
	Heavy Equipment Mechanic	237	237-247	Under general supervision, maintains and repairs heavy equipment, including trucks, road construction and maintenance machinery, medium- and light-weight equipment, and high performance engines to ensure consistent and high quality performance of equipment; performs related work as required.
• **Stationary Engineer**	Engineer, Stationary PES Benchmark	206	202-212	Operates and maintains a variety of equipment, including boilers, diesel and steam engines, and refrigeration and air-conditioning systems. May supervise firemen or boiler tender.
	Steamfitter	213	213-221	Under general supervision, uses standard procedures and tools to install, alter, maintain, and repair high-pressure steam, water, and air lines.
	Plant Maintenance Engineer	215	210-218	Under general supervision, performs skilled mechanical work to maintain, operate, and repair heating and power equipment and other mechanical systems such as plumbing, ventilating, and electrical systems.
	Stationary Engineer	215	210-218	Under general supervision, operates, maintains, and repairs a high pressure steam heating or electric generating plant on an assigned shift to ensure proper steam pressure and electric power production; may provide technical advice and work guidance to other employees as a lead worker.
	Building Services Manager	271	252-271	Under limited supervision, plans, develops, budgets, and directs cleaning operation and associated services for a group of state office buildings; assigns and evaluates work performance of lower level supervisors and their employees.
	Engineer, Chief - PES Benchmark	366	353-366	Directs a program involving the operation, maintenance, and repair of high-pressure steam and electric generating equipment.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Laborer** • **Cemetery Worker** • **Groundskeeper** • **Maintenance Worker** • **Park Worker** • **Public Works Worker**	Laborer, General	121	119-124	Under immediate supervision, performs unskilled routine heavy manual labor to assist in the maintenance and repair of state highways.
	Groundskeeper	136	127-139	Under immediate supervision, performs lawn, garden and/or road maintenance services for a public facility. Operate hand-held and riding machinery/tools to mow, trim, edge, rake, fertilize, water, sod and seed lawns and athletic fields; prune/fell trees; till gardens; weed plantings, etc. Clear snow and refuse from facility sidewalks, ramps, parking lots and driveways so that users may move safely about the grounds.
	Groundskeeper, Interm.	163	154-166	Under general supervision, performs lawn, garden and/or road maintenance services for a public facility. Train and direct work of less experienced groundskeepers, resident workers and/or student workers in order to insure that facility grounds and roads are safe and aesthetically pleasing at all times by assigning specific responsibilities and tasks to other workers and inspecting their finished work. Operate hand held and ridding machinery/tools to mow, trim, edge, rake, fertilize, water, sod and seed lawns and athletic fields; prune/fell trees, till gardens, weed plantings; etc. Clear snow and refuse from facility sidewalks, ramps, parking lots and driveways so that users may move safely about the grounds.
• **Heavy Equipment Op.** • **Highway Maintenance** • **Public Works Worker**	Transportation Associate	156	150-163	Under immediate supervision, performs semi-skilled tasks to maintain and construct gravel, bituminous and concrete highways. Transfer, operate and transport equipment as certified. Perform routine testing and inspection of construction material.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Transportation Generalist	183	173-187	Under general supervision, performs skilled tasks to maintain and construct all types of highways and may provide lead work to co-workers. Transfer and operate the full range of heavy equipment used by the transportation department; modify and calibrate equipment to meet specialized needs.
• **Maintenance Supervisor** • **Highway Maintenance Sup.**	Highway Maintenance Supervisor PES Benchmark Rating	213	199-218	Responsible for supervising and directing general maintenance/public works activities. Participates in maintenance work.
	Street Maintenance Sup. PES Benchmark	252	149-252	Responsible for supervising the work of one or more small work crews engaged in construction or maintenance operations of a routine nature. Employees of this class are responsible for on-site supervision and for obtaining effective and efficient performance from subordinates in carrying out assigned tasks. Size of crew supervised varies according to area of work assignment. Assignments are received from a superior who makes inspections to evaluate work progress and adequacy and to provide specific direction where required.
	Highway Maintenance Supervisor	301	291-308	Under limited supervision, coordinates road and maintenance activities within a subarea of a Department of Transportation maintenance area; supervises maintenance personnel; performs related work as required.

Section 13
Medical/
Dental and Health

Medical/Dental and Health

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Dental Assistant** • **Dental Hygienist**	Dental Assistant	123	113-125	An employee in this class is responsible for assisting a dentist at the chair, keeping charts and records and making appointments.
	Dental Assistant, Registered	168	162-181	An employee in this class is responsible for assisting a dentist with a variety of duties including taking x-rays and removing and replacing ligature ties and orthodontic appliances. Immediate supervision is received from a Dentist on a day to day basis. This class is differentiated from the class Dental Assistant by the assignment of complex and difficult dental assistant duties requiring registration. Special Necessary Qualification: Registration as a Dental Assistant with the Minnesota State Board of Dentistry.
	Dental Hygienist	203	203-214	An employee in this class assists a dentist at the chair in the care of mouths and teeth of patients in an institution, performing prophylactic work, instructing patients in oral hygiene, charting, keeping records, and making appointments. Necessary Special Qualifications: Possession of a valid license to practice as a dental hygienist in the state.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Dental Hygiene Program Supervisor	393	382-406	Under the general direction of the Supervisor of the Dental Health Unit, the employee in this position is responsible for the development, implementation, and evaluation of public health dental hygiene activities statewide and provision of dental health education and preventive dental health programs to Minnesota schools. The employee reports to his/her supervisor on a weekly basis or more often when needed. There is considerable freedom to act within the limitations of Federal and State laws and regulations, department and program policies, and budget constraints. This position requires considerable interaction with members of the Health Department staff and members of the dental health profession. Necessary Special Qualifications: License to practice dental hygiene in Minnesota.
• **Dentist**	Dentist	551	534-588	An employee in this class examines and diagnoses dental conditions, and maintains the dental well-being of the patient. This employee makes dental histories, diagnoses dental malfunctions, prescribes drugs, and performs any other dental procedures necessary. Supervision is provided relative to dental problems or procedures to all personnel in contact with the patient. Responsibilities extend to the complete ordinary dental care of the patient. Supervision is received from the Medical Director through reports and conferences. Necessary Special Qualifications: Eligibility to practice dentistry in the State of Minnesota.
• **Medical Records Secretary**	Medical Records Secretary PES Benchmark	138	135-151	Classifies and codes medical data and/or transcribes medical statements forms, memoranda and other material from a sound reproducing machine.
• **Medical Records Technician**	Medical Records Technician PES Benchmark	201	198-213	Assists Medical Records Librarian in the maintenance of medical records and insurance reports. May have ART certification. Prior experience not necessary.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Medical Records**	Medical Records Officer	252	245-261	An employee in this class is responsible for the professional direction of a complex medical records department or a centralized state cancer or pediatric case registry requiring responsible reviewing of medical case reports sent in by field clinics, private hospitals, and public health nurses. The employee is responsible for determining work methods and procedures, may be called upon to advise other hospitals in improving their medical records systems. Performance is measured largely in terms of the adequacy of the service provided to those using the records. Requires ability to obtain accreditation as a Medical Records Administrator by the American Medical Records Association.
• **Medical Records Librarian**	Library Info Resource Services Specialist	282	268-289	Under limited supervision, provides professional library and instructional media services to state departments, hospitals, schools, or correctional institutions; may direct operations of a small-/medium-sized library or specialized units of larger library.
• **Medical Lab. Technician**	Medical Lab. Technician 1	169	162-181	An employee in this class conducts a wide variety of routine laboratory tests and assists higher level employees in more difficult laboratory operations. Although the procedures are standardized, the employee has responsibility for individually carrying on laboratory work usually requiring aseptic procedures on precise quantitative and qualitative techniques. Supervision is received from the employee in charge of the laboratory who may be a Laboratory Director, Chemist, Bacteriologist or Medical Technologist.
	Medical Lab. Technician 2	176	174-181	An employee in this class performs a wide variety of the more complex medical laboratory tests in one or more of the medical technology sciences. This employee may supervise Medical Laboratory Technicians. Supervision is received from the employee in charge of the laboratory who may be a Laboratory Director, Chemist, Bacteriologist or Medical Technologist.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Medical Lab. Technologist**	Medical Technologist	240	233-245	An employee in this class is responsible for performing clinical tests of fundamental importance in the determination of treatment and the discharge of patients, using standard laboratory techniques and procedures. A technologist also performs preliminary work in the preparation of other specimens to be sent to the State Health Department Laboratories for analysis. In some instances, an experienced employee in this class may, as a lead worker, provide initial review and general supervision over a few less experienced employees in this class, or other laboratory personnel. General direction and review is provided by the Medical Technologist, Senior or the Medical Director, or Staff Physicians.
• **Admissions Manager**	Cost of Care Program Officer	199	194-203	Under general supervision, secures reimbursement for cost of care provided by the institutional facilities of the Department of Human Services to ensure that all liable parties contribute toward expenses incurred in the treatment of patients/residents.
• **Chemical Dep. Counselor**	Chemical Dep. Counselor Senior	228	228-238	An employee in this class is responsible for assisting in the program of recovery of alcoholics and other drug abusers at a state hospital. Responsibility does not extend to the application of professional social work or clinical psychology techniques and instruments. The counselor's approach is based on the theme of the Alcoholics Anonymous organization. Specialized direction is available from social work and psychological staff personnel in addition to the medical staff. Considerable latitude is permitted the employee in working out relations with the residents and methods to be employed in anticipating and avoiding the use of alcohol and/or drugs.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Chemical Dep. Supervisor	298	291-308	An employee in this class is responsible for planning, organizing and directing a program designed for the recovery of chemically dependent persons. Primary responsibility includes developing and maintaining an effective counseling program and coordinating this service with other parts of the hospital diagnostic treatment and rehabilitation activities. General supervision is received from a medical director and administrator but wide latitude is permitted the employee in determining different methods. An employee in this class may supervise Chemical Dependency Counselors.
• **Music Therapy Technician**	Therapy Technician PES Benchmark	177	162-181	Directs appropriate therapeutic arts and crafts activities for patient as an assistant to registered occupational therapist; or, assists a registered physical therapist in preparing patients for treatment by setting up and assembling equipment as well as assisting during actual treatment process. Requires eligibility for registration by the appropriate national board as a certified Physical Therapy Assistant.
• **Nursing Assistant** • **Home Health Aide**	Nursing Assistant PES Benchmark Rating	120	113-125	Assists nursing staff by performing routine patient care. Includes both nurse aide and orderly.
	Human Services Technician	127	127-132	Under immediate supervision/procedural control, provides direct care to residents of state institutions by learning and applying basic health care procedures such as taking temperatures and blood pressure, height and weight measurements, personal care tasks such as bathing, hair combing and dental hygiene, and living area housekeeping tasks by mopping, dusting and washing.
• **Nurse (LPN)**	Licensed Practical Nurse PES Benchmark Rating	204	198-213	Cares for selected sub-acute, convalescent, and chronic patients and assists nurse in care of the more acutely ill.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Nurse (RN)** • **Nurse Anesthetist** • **Nurse (Head)** • **Nursing Supervisor** • **Physician's Assistant** • **Public Health Nurse**	Registered Nurse	238	233-245	Under general supervision, provides professional nursing services in the care and treatment of clients, residents, and/or students of the institutions and universities, community colleges, and the Department of Health; assesses needs and develops individualized nursing plans; may coordinate and review work of nursing staff.
	Registered Nurse, Senior	275	268-289	An employee in this class utilizes advanced nursing skills to provide nursing care in the Department of Health, state institutions, community colleges and state universities, to assess the individual needs of clients, residents or students, to direct unit staff in their treatment responsibilities and to conduct classroom/in-service training for professional and non-professional direct care staff. To accomplish these responsibilities, this employee, through the development of special skills and knowledge in nursing, provides advanced nursing intervention to patients, residents or students or assists other professional or non-professional direct care staff to provide the services. Work is reviewed in the form of results achieved.
	Public Health Nurse PES Benchmark Rating	291	282-291	Provides professional nursing care, instructions and counsel to individuals, families, schools and communities to improve the level of health within the governmental unit.
	Pub. Health Nursing Advisor	332	323-342	Under limited supervision, administers a public health nursing program in a district or portion thereof to guide county, school, and other public health nursing personnel in improving techniques and procedures; or, serves as a nursing advisor in a clinic nursing specialty within a district or central office; performs related work as required.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Registered Nurse Supervisor	353	332-353	An employee in this class supervises the nursing care staff providing services to clients within an assigned area, assesses health needs, plans and implements a direct program of nursing intervention and, with consultation from nursing administration, evaluates the effectiveness of this program. This employee's responsibility must meet the criteria for an essential supervisor as defined in M.S. Chapter 179 such as hiring, disciplinary action, performance evaluation, training, assigning duties, and directing the nursing care provided by licensed and unlicensed professional and non-professional staff. Work is reviewed in terms of results achieved. This employee works mainly with other nursing personnel rather than clients. Requires registration as a Registered Nurse in the State of Minnesota.
	Head Nurse PES Benchmark	393	393-406	Supervises and administers nursing services of a single patient care unit.
	Registered Nurse, Principal	404	382-432	An employee in this class assesses special nursing needs of clients within an assigned area: develops and implements a plan of nursing intervention and evaluates the effectiveness of the plan. The employee may provide direct nursing intervention, may work with other registered nurses, or may delegate nursing tasks to non-nursing personnel. In each instance, however, this employee carries the major responsibility for assessment, intervention and evaluation. Employees in this class perform specialized practitioner work in adult, pediatrics, or related practitioner areas and are afforded wide latitude in providing specialized in-depth nursing care. Requires registration as a Registered Nurse in the State of Minnesota.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Registered Nurse Administrative-Supervisory	406	382-432	An employee in this class is responsible to the director of nursing service for the quality of nursing care on a multi-unit or program basis in an institution or to a senior administrator in a state university. This employee's responsibility must meet the criteria for an essential supervisor as defined in M.S. Chapter 179 such as hiring, disciplinary action, performance evaluation, training, assigning duties and implementing policies, procedures and standards for nursing care provided by registered nurse supervisors, and other direct care professional nursing staff. Work is reviewed in terms of results achieved. Requires registration as a Registered Nurse in the State of Minnesota.
	Nurse Anesthetist PES Benchmark	451	451-466	Under direction of a physician, administers drugs and gases to render patient insensitive to pain, and observes patient reaction during operations and medical procedures. Registered nurse, certified by an accredited school of nursing anesthesia.
	Nurse Supervisor PES Benchmark	466	451-479	Plans, coordinates and directs operations of several nursing units to provide maximum care.
• **Director of Nurses/Admin. of Patient Care**	Director of Nurses	516	496-531	The Director of Nursing Service is the nursing advisor to the administration of the facility. In addition, the employee is responsible to the administration for the quality of nursing services being provided within the facility. Responsibilities extend to the overall administration of nursing care and nursing education. Wide latitude is afforded the incumbent and work is primarily reviewed in the form of results achieved. Necessary Special Qualification: Registration as a Registered Nurse in the State of Minnesota.
	Nurse Director PES Benchmark	611	551-611	Directs and supervises nursing services concerned with care of the patients. Registered nurse.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Occupational Therapy Technician**	Certified Occupational Therapy Assistant 1	177	162-181	Under immediate supervision, assists in assessment of patient/resident functioning levels and implements occupational therapy programs designed by registered therapists to provide sensory stimulation experiences, recreational activities and/or develop vocational/ prevocational and basic living skills; performs related work as required. Requires completion of a two-year college or vocational school program and certification as an Occupational Therapy Assistant.
	Certified Occupational Therapy Assistant 2	211	202-216	Under immediate supervision, assists in assessment of patient/resident functioning levels and designs and implements occupational therapy programs to provide sensory stimulation experiences, recreational activities and/or develop vocational/prevocational and basic living skills; performs related work as required. Requires completion of a two-year college or vocational school program and certification as a Certified Occupational Therapy Assistant.
• **Occupational Therapist**	Occupational Therapist PES Benchmark Rating	275	268-289	Assists in the treatment of assigned patients by providing therapeutic occupational rehabilitation programs as a member of a treatment team. College graduate with a major in occupational therapy.
• **Pharmacist** • **Chief Pharmacist**	Pharmacist PES Benchmark Rating	353	332-353	Compounds and dispenses medicines and pharmaceutical preparations under the supervision of a chief pharmacist. Performs routine tests on drugs and provides information on new drugs.
	Pharmacist, Chief PES Benchmark	406	382-432	Responsible for operating a hospital pharmacy. Compounds and dispenses medications following prescriptions issued by a physician. Orders supplies and maintains records.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Physical Therapy Technician**	Physical Therapy Assistant	177	162-181	Under immediate supervision, implements physical therapy treatment programs designed by registered therapists to relieve pain, to upgrade functional capabilities and to reduce the rate of deterioration due to accident or disease; performs related work as required. Requires completion of a two-year college or vocational program as a Physical Therapy Assistant.
• **Physical Therapist**	Physical Therapist PES Benchmark Rating	323	314-333	Administers various physical therapeutic treatments such as exercise, massage and effective properties of air, heat, water, cold and electricity to patients. College graduate with a major in physical therapy plus a state license.
• **Physician**	Staff Physician	588	568-611	An employee in this class makes medical examinations, takes medical histories, diagnoses physical malfunctioning and treats patients with drugs and/or medical procedures as necessary. This employee supervises nurses and technicians assigned to his/her service and is responsible for the medical care of all patients assigned to him/her. This employee is independently responsible for ordinary cases as assigned but may require supervision for psychiatric and other medical specialty training purposes as received from staff medical specialists. S/he assists in research as required.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Staff Physician, Sr.	677	654-702	An employee in this class makes independent psychiatric diagnoses of mental illness and prescribes treatment and care for the mentally ill, or other specialized medical care including that of tuberculosis patients. S/he gives consultative, diagnostic or direct service in fields of specialization such as psychiatry, radiology, surgery, pediatrics, internal medicine or pulmonary disease. S/he makes critical evaluations and interpretations of data developed by physicians and staff physicians, nurses, psychologists, psychiatric social workers and other professional personnel, including clinical pathology laboratory personnel. S/he usually directs and reviews the work of physicians and staff physicians in the field of the medical specialty but this is not a factor in allocating physicians in this class. Eligibility to practice medicine and surgery in Minnesota, or temporary certification.
• **Psychiatric Technician**	Psychiatric Technician PES Benchmark	120	113-125	Performs sub-professional psychiatric nursing work in caring for the mental, emotional, and physical needs of emotionally disturbed patients.
• **Psychologist**	Psychologist 1	332	323-342	An employee in this class serves as an assistant in a specialized area of psychology such as clinical, counseling, applied experimental, measurement, educational or social. Work is performed within defined limits and under the immediate supervision of a Psychologist II or III who assigns routine activities in considerable detail and reviews work completed. Employees may occasionally work under less supervision on assignments that are guided by specific policies and procedures.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Psychologist 2	417	404-432	Under general supervision, provides psychological evaluation and treatment to assigned residents/clients within a residential treatment or correctional facility. A Psychologist 2 will have knowledge of psychological theory and principles obtained through clinical experience and a Master's degree in psychology. Problem-solving is guided by technical supervisory direction as well as principles and standards of the practice of psychology, and by facility policies and procedures. Guides less experienced psychologists, other professionals and paraprofessionals in application of psychological and behavioral principles to maximize the value of the treatment. Contributes to psychological expertise to interdisciplinary treatment teams to provide a standardized, valid basis for establishing new goals and programs for residents and to ensure integration of treatment efforts
• **Radiological Technologist**	Radiological Technologist PES Benchmark Rating	209	204-214	Takes and develops radiographs of various parts of the body as directed by a physician. Registered with American Registry of Radiologic Technologists.
• **Rehabilitation Counselor**	Rehabilitation Counselor	238	228-252	This is the beginning level in vocational rehabilitation counseling. It is used primarily for training, with employees in this class engaged in on-the-job training and graduate training in vocational rehabilitation. Assigned work is performed under the close supervision of a counseling supervisor. An employee in this class is directly responsible for counseling physically, emotionally, and/or mentally handicapped clients in determining their eligibility, evaluating their vocational capabilities, helping them choose occupational goals, arranging for training and placing them in suitable employment. Assignments increase in variety and difficulty as knowledge and experience are acquired with a corresponding increase in the latitude for independent judgment and decision making. Work is reviewed by the supervisor through conferences and reports.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Rehabilitation Counselor, Senior	275	268-289	Under general supervision, assists physically, mentally, and/or emotionally disabled clients to choose and prepare for a suitable occupation by determining eligibility, evaluating clients' vocational potential, guiding their choice of an occupation, and arranging for preparation, training and placement in employment.
	Rehabilitation Counselor, (Career)	332	314-332	Under limited supervision, locates, guides, and counsels physically, mentally, and/or emotionally disabled persons to assist them in vocational adjustments; may work with clients with unusual and/or severe personal adjustment problem or those requiring specialized counseling; may train counselors with less experience.
• **Recreation Therapy Technician**	Recreation Program Assistant	177	162-181	Under general supervision, designs and implements recreation therapy and leisure time activities to increase socialization and interpersonal skills and to improve self-confidence and motor skills for mentally retarded, mentally ill, chemically dependent and geriatric clients.
• **Recreation Therapist** • **Activities Director**	Recreation Therapist	238	233-245	An employee in this class employs professional recreation therapeutic techniques as part of the total treatment and rehabilitation of residents in an institution. Treatment programs are determined in conference with supervisors, physicians and members of the treatment team. This employee is responsible for observing progress of individual residents and for making recommendations of programming based upon their response with emphasis upon measurable improvement. Supervision is received from a Senior Recreation Therapist or Therapist Supervisor, but the employee is expected to develop a program to meet the rehabilitation needs of the individual or group with which s/he is working.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Recreation Therapist Sr.	282	275-289	An employee in this class plans, directs and carries out a wide variety of recreational therapy programs for residents of an institution. Therapists at this level are expected to be capable of handling a wide variety of cases including the severe emotionally disturbed and profoundly retarded residents. Work involves the application of technical skills, knowledge and specialized techniques of supervision and rehabilitation therapy gained through experience as a Recreation Therapist. The employee is afforded wide latitude for both planning and directing a recreation therapies treatment program that will meet the specific needs of residents within a particular disability grouping. In this role, s/he acts as a consultant and provides leadership to recreation therapy and other institution personnel in creating effective programs. Supervision in the form of periodic reviews of results achieved is provided by a Rehabilitation Therapist Supervisor or Rehabilitation Therapies Director.
• **Surgical Technician**	Surgical Technician PES Benchmark Rating	141	135-154	Assists the members of the surgical team by sterilizing the patients' operating areas, preparing surgical equipment, assisting in the administering of blood and other fluids used during the operation. High school graduate with hospital training. May be certified by AORT.
• **Speech Pathologist**	Speech Pathologist	275	268-289	An employee in this class is responsible for diagnosing and treating speech defects in patients in a state institution and for serving as a speech consultant to other professional personnel. Administrative supervision is provided by the physician in charge.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Speech Pathology Specialist	314	314-332	An employee in this class is responsible for the design, delivery and evaluation of speech therapy programs for residents in an institution. Responsibilities include design and delivery of speech therapy in-service training programs for institution staff. Employees in this class are expected to function with minimal supervision under the clinical direction of a Speech Pathologist Clinician or other qualified administrative/professional staff. Requires possession of a Master's degree in Speech Therapy or equivalent.
• **Chief of Service**	Chief of Service	864	805-864	An employee in this class has administrative and advanced medical responsibility in a specific medical field such as psychiatry, internal medicine, pulmonary diseases and the like. This responsibility may extend to the supervision of a large specialized service in a state hospital. If a psychiatrist, the employee may be responsible for directing a clinical psychiatric program in a large unit of the state hospital such as the Minnesota Security Hospital, a receiving unit, a psychiatric team, the continued treatment service, or the male or female services depending upon the organization of the hospital. This employee supervises medical and other staff personnel assigned to the services in the examination, diagnosis and treatment of patients. General direction concerning policy and procedure is received from the hospital assistant medical director or the hospital Medical Director. The responsibility may extend to the direction of all activities in the specialty conducted under state direction. Necessary Special Qualifications: Eligibility to practice medicine and surgery in the state, or temporary certification.
• **Hospital Administrator**	Hospital/Nursing Home Administrator	994	924-1040	Under general direction, plans administers and evaluates all medical, therapeutic, residential and educational programs provided to residents of a state hospital or nursing home by establishing policies and procedures consistent with state law and licensing board guidelines.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Medical Director**	Medical Director	1142	1096-1232	An employee in this class is responsible for directing all medical care, treatment, rehabilitation and research in a state institution. Responsibilities include directing the clinical psychiatric program and supervising psychiatrists, physicians and other professional personnel in the examination, diagnosis and treatment of mental patients. While general direction concerning overall department medical policy and programs is received from the state medical director, this employee has wide latitude regarding policy execution, professional judgment and administrative decisions at the institution level.

Section 14
Public Safety

Public Safety

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Parking Meter Monitor**	Parking Meter Monitor PES Benchmark Rating	90	90-100	This is public contact and law enforcement work in enforcing parking meter regulations. Work involves the responsibility for walking or operating a motorized scooter in checking parking meters and issuing overtime parking violation tickets on motor vehicles parked at meters without legal time. Work may also involve performance of necessary clerical tasks related to recording and processing violations. Work involves considerable personal contact with the general public, advising on ordinance infraction, and answering complaints about citations. Work performed under general supervision and is reviewed through reports, observation, and discussions.
• **Dispatcher** • **Police Dispatcher**	Radio Communication Op.	170	162-173	Under general supervision, operates shortwave radio and teletype to receive and transmit information, and processes data through state and federal computers, for law enforcement and emergency-oriented personnel.
• **Public Service Officer**	Campus Security Officer	189	182-198	Requires knowledge of requirements of law enforcement principles and practices so that applicable laws, ordinances, department rules and regulations are enforced. Provides unarmed protection and security services for person and property. Knowledge of applicable Minnesota State Statutes, safety hazards, crime prevention, first aid, and CPR skills. Ability to operate police radio communication equipment and possess a valid driver's license.
• **Deputy Sheriff**	Deputy Sheriff PES Benchmark Rating	244	227-254	Performs general duty law enforcement activities such as traffic control, civil division activities or welfare fraud investigation - usually not criminal investigations.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Probation/ Parole Off.**	Corrections Agent	275	268-289	An employee in this class is responsible for providing investigative and diagnostic services for the courts, Department of Corrections, Minnesota Corrections Board (MCB) and provides casework, group work, placement and supervision services for juvenile and adult offenders, and community services in a correctional institution. Assignments are specific and detailed in nature with direction and supervision usually received from a Corrections Supervisor or Corrections Specialist. Work is closely reviewed through conferences, reports and field visits.
• **Police Officer**	Police Officer PES Benchmark Rating	244	227-254	This is general duty and investigative police work in the protection of life and property. Work involves the responsibility for enforcing laws and ordinances, preventing, investigating, and detecting crimes, and the apprehension of criminals. Work is performed in accordance with departmental rules and regulations and may be performed in automobiles, on motorcycles, or on foot. Work involves an element of personal danger, and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Employees may be assigned to specialized functions which require knowledge and abilities usually acquired through experience on the force. Assignments and general instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.
• **Police Detective**	Police Detective PES Benchmark Rating	297	282-297	Investigates calls, complaints and offenses involving robberies, theft, automobile accidents, and similar major and minor crimes. Collects evidence and identifies, locates and questions witnesses and suspects for the purpose of making arrests where justified.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Special Agent	417	393-417	Under limited supervision, investigates all types of crimes, gathers evidence, and keeps detailed records and reports to aid in the apprehension of violators; appears in court to testify in criminal actions; provides crime scene processing.
• **Police Sergeant**	Police Sergeant PES Benchmark Rating	353	342-362	Supervises the activities of a squad or shift of patrol officers engaged in the protection of life and property and the enforcement of laws and ordinances. Maintains police records, reviews reports, provides instruction to department personnel and coordinates the work of personnel assigned.
• **Chief of Police**	PES Benchmark Rating	353	342-362	Responsible for supervision, planning and organization of a fairly small police department of usually five or fewer. Schedules duty shifts of police officers. Also participates in patrolling and other police functions for the protection of life and property and enforcement of laws and ordinances.
• **Police Lieutenant**	Police Lieutenant PES Benchmark Rating	410	393-417	Performs administrative duties in maintaining police records, preparing budgets, and in preparing or maintaining other reports and records required in the department. May also train, schedule and supervise the activities of Patrol Officers (Deputy Sheriffs) in their day-to-day patrol functions.
• **Police Captain**	Police Captain PES Benchmark	529	509-529	Supervises and coordinates all the activities of the police department as are delegated by the chief or sheriff. Is typically the number two position in the police or sheriff's department.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	State Patrol Major	677	677-725	An employee in this classification supervises State Patrol district administrative and enforcement programs including laws, rules, regulations, policies and procedures; coordinates activities with other state, federal and local agencies as well as with the general public to achieve an effective and efficient traffic law enforcement program within one of two State Patrol Regions consisting of five or six field districts. Serves as chief operations officer for the assigned State Patrol Region. Inspects all patrol districts/sections in the region to ensure that Patrol rules, policies and procedures are being followed.
• **Firefighter**	Firefighter PES Benchmark Rating	227	227-254	Performs full-time firefighting duty involving the protection of life and property through combating, extinguishing and preventing fire.
• **Civil Defense Director**	Emergency Svc. Regional Program Coordinator	323	291-323	Under general supervision, directs the development and implementation of man-made and natural disaster emergency preparedness programs within an assigned geographical area by providing technical guidance or formal training to political subdivisions and monitors their planning, operations and administration activities so federal and state program standards are achieved.

Section 15
Social Services

Social Services

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Case Aide**	Office & Admin Spec. Int.	141	135-144	Under immediate supervision/procedural control, provides clerical and minor technical assistance to professional social workers by assembling background data and reviewing plans for client care, by compiling financial data and determining clients' source of income and by completing orders for special services to clients.
	Human Services Support Specialist	183	177-187	Under general direction. Provides direct care training, treatment, support work opportunities and training and leisure activities within a residential treatment model incorporating an extensive community outreach component to individuals with a developmental disability who present a risk to public safety so these individuals can be served safely in the least restrictive setting appropriate to their needs. Assess and document client's work progress and report to coordinating professionals. Directly support clients as necessary including assisting in meal preparation, laundry, housekeeping, personal care activities, administration of medication, emergency intervention and provide general client supervision. Assist professionals to conduct/facilitate small group therapy and support activities

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Child Support Payment Specialist	252	238-252	An employee in this class is responsible for the processing of child support payments, auditing cases when a payment adjustment request is submitted, and providing customer service to counties through written and oral communication. Research, investigate and analyze electronic records, Child Support Enforcement Division policies and procedures to process payment adjustment requests to ensure that payers receive proper credit, transactions are entered accurately into the data base and funds are disbursed in an accurate and timely manner to child support recipients. Provides customer service to county staff through oral and written communication. Develop and maintain handouts for distribution at the county level and at seminars so constituents have a clearer understanding of the electronic processing system. Assist training staff at seminars, county offices and other locations.
• **Child Support Officer** • **Financial Asst. Specialist**	Income Maint. Prog. Rep.	282	275-289	Under limited supervision, performs a variety of assignments in developing and monitoring income maintenance programs delivered through the state or through county welfare agencies by investigating the participation of recipients and/or providers suspected of fraud or abuse by responding to questions of established program policy and by drafting informational bulletins and/or revisions to operations manuals.
• **Counselor**	Employment Counselor	238	233-245	Under general supervision, counsels job applicants wishing to choose, change, or adjust to a vocation by selecting and interpreting the results of interest, aptitude and performance tests and by guiding job applicants to develop realistic vocational plans.
	Employment Counselor, Sr.	275	268-289	Under limited supervision, uses specialized techniques to counsel job applicants with a variety of unique and difficult problems in choosing, changing, or adjusting to a vocation.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Financial Worker I/II**	Office & Admin Spec. Int.	141	141-150	Under immediate supervision, performs applicant registration activities such as gathering job-related information, administering clerical and vocational tests, compiling and typing activity reports to ensure that professional staff has sufficient information to provide suitable job placement services and/or job training program placement.
	Office & Admin Spec. Sr.	169	162-181	Under immediate supervision, performs registration and job placement activities including interviewing applicants and referring to appropriate job openings, administering clerical and vocational tests and establishing and maintaining non-disputed unemployment insurance claims to ensure job and unemployment program services are delivered to the public.
	Economic Security Tech. 3	203	198-213	Under general supervision interviews and refers applicants to job openings, performs intake and assessment and determines initial eligibility of potential applicants seeking employment and training program services, and conducts fact-finding interviews with claimants regarding disputed claims for unemployment insurance benefits to ensure that job and income maintenance program services are delivered to the public.
• **Financial Specialist** • **Social Worker** • **Social Worker Sup.**	Social Worker	238	233-245	Under general supervision, performs social case work by assembling social histories, conducting case investigations, and recommending plans for care of clients/residents in state institutions. Participates in clinical team meetings and treatment and discharge planning conferences.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Social Worker, Senior	275	268-289	An employee in this class provides case work services to clients, residents and relatives in an institutional setting or provides consultative or provides administrative or review services through a health care program. This involves conducting case investigations, assembling and analyzing background data, recommending plans for client care, reviewing documents, conducting audits, disseminating information to the public, advising local health care facilities and administering and reviewing health care programs. Supervision is provided through review of work by Social Work Specialist or higher level administrator.
	Social Work Specialist	332	314-342	Under limited supervision, provides direct clinical services to clients in a specialized area of competence; formulates, evaluates, and implements policies and procedures for a unit; may act as a clinical consultant to community groups, individuals, and/or other social services professionals.
	Social Services Supv.	479	451-496	An employee in this class is responsible for planning, organizing and directing the social work program in a state hospital or an adult or juvenile correctional facility. Primary responsibility is to develop and maintain the social service program and to coordinate it with other parts of the diagnostic, treatment and rehabilitation processes. The work also involves responsibility for making a continuing evaluation of the social service program and its relationship to the total institution program and for the proper preparation, timing and flow of diagnostic reports.
• **Veterans Service Off.**	Veterans Employment Representative Sr.	314	314-332	Under limited supervision, provides leadwork direction in a Job Service field office to a veteran's services placement unit consisting of several professional employees and to other employees who are engaged in the delivery of veteran's employment programs.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Volunteer Services Director**	Volunteer Services Supv.	252	245-261	An employee in this class is responsible for the planning, development and administration of a program of recruitment, selection, orientation and use of volunteers and for evaluating the effectiveness of their work. An employee in this class is also responsible for supervising subordinates engaged in providing volunteer programs to residents in an institution. Supervisory responsibility includes, but is not limited to, assigning work, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Program supervision is received from the administrator, his/her assistant or the Institutions Community Relations Coordinator but considerable latitude is allowed the employee in program development.
• **Social Services Director** • **Welfare Director**	Family Support Program Supervisor	551	534-588	An employee in this class is responsible for directing a major public assistance program or for assisting in the administration of a division of the Department of Human Services. Work involves advising and consulting with division directors in the development of staff policies and procedures. Supervision varies from direct administrative supervision to that of a more specialized and consultative nature. May initiate and implement policy and procedure for a jurisdiction. May review the work of departmental field representatives. Requires thorough knowledge of the principles of public welfare administration and social work techniques and procedures; thorough knowledge of federal and state laws pertaining to state welfare programs; and ability to direct the work of a professional staff.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Director, Children's Services Division	805	775-864	An employee in this class provides direction to the State on issues affecting children for whom the Department of Human Services is responsible. This includes providing statewide leadership, managing and directing staff and resources of the division, proposing needed legislation and working with the legislative process to influence passage of such legislation, by developing state plans, rules and procedures that insure effective and maximum use and impact of state and federal funds available for children's services; by developing rules that operationalize legislation and plans, providing technical assistance and consultation to county and private social service agencies, by administering discretionary and formula grants to agencies and other institutions, by administering programmatic and administrative contracts with Indian tribes, and voluntary and for profit organizations by collecting and analyzing information, by creating new programs.

Section 16
Utilities

Utilities

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Utilities Meter Service Worker**	Meter Reader PES Benchmark Rating	144	138-144	This is skilled mechanical work in the installation, maintenance, and repair of water and/or electric meters. Work is reviewed through analysis of reports and occasional inspection.
• **Sewer & Water Maint Wkr** • **Sewer & Water Maint. Wkr. Sr.**	Sewer and Water Maintenance Wkr. PES Benchmark Rating	149	146-152	Performs semi-skilled work in the maintenance and repair of municipal water or sewer systems. Specific duties may include maintaining and repairing pumps, motors and related equipment in water-pumping and sewage-life stations, flushing storm and sanitary sewers, cleaning storm catch basins and raising and lowering manholes to street grade.
	Sewer and Water Maintenance Wkr. PES Benchmark Rating	176	173-183	Performs skilled work in the maintenance and repair of municipal water or sewer systems. Repairs the more complex pumps, motors and related equipment in water-pumping and sewage-lift stations. Several years' experience in municipal water or sewer maintenance required.
• **Water/ Wastewater Plant Operator**	Water/Wastewater Plant Operator PES Benchmark Rating	171	167-180	Skilled work in operation of a water pumping and treatment plant, and/or sewage treatment, sludge processing and disposal equipment at a sewage treatment plant. Responsibilities may include operation and maintenance of wells, pumps, filters, aerators, lagoons, chemical treatment operations, testing of water quality, and related operations.
• **Wastewater Plant Supv.**	Wastewater Plant Supv. PES Benchmark Rating	291	282-291	This is technical supervisory and some administrative work in directing the operations of a sewage treatment plant. Responsible for supervising the work of wastewater plant personnel engaged in the operation, maintenance, repair, and laboratory testing work conducted at the wastewater treatment plant.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Water Plant Supervisor**	Water Plant Supervisor PES Benchmark Rating	291	282-291	This is technical supervisory and some administrative work in the construction, operation, maintenance, and repair of the municipal water system. Supervision is exercised over shift operators and maintenance personnel. Work is performed under the general supervision of an administrative superior and is reviewed through discussion and occasional inspections.
• **Electric Plant Operator**	Electric Plant Operator PES Benchmark Rating	172	162-181	Performs work in the operation of a municipal power plant. Involves operation of boilers, turbines, engines, generators, and other related machinery. Work may also involve general plant maintenance.
• **Power Plant Operator, Chief Engineer-Grade A or Grade B**	Power Plant Operator PES Benchmark Rating	172	172-215	Persons holding this class license as defined in M.S. 183.51, subd. 4.
• **Power Plant Supervisor**	Power Plant Supervisor PES Benchmark Rating	291	282-298	This is supervisory and skilled operating and maintenance work in the production of electricity for a municipal utility system. Work involves assigning, supervising and evaluating skilled operators in production of electricity, maintenance of accurate records and preparation of reports. Work includes overall management of the power plant and sub-stations, control of supplies and materials, training of operators, and operating the plant and its components on a relief basis.
• **Lineworker**	Lineworker PES Benchmark Rating	225	213-238	This is skilled work in the construction, maintenance and repair of electrical transmission wires and cables. Work involves the performance of skilled tasks in accordance with standard trade practices in the construction, maintenance and repair of electrical transmissions and distribution systems. Work is normally performed under supervision and is subject to inspection for qualifying of work by superiors.
• **Line Supervisor**	Line Supervisor PES Benchmark Rating	266	268-289	This is supervisory work of a small crew of skilled and semi-skilled workers engaged in the construction, maintenance, and repair of underground and overhead electrical systems.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Electric Distrib. Supv.**	Electric Distribution Supv. PES Benchmark Rating	363	342-363	This is technical supervisory and administrative work in supervising the construction, operation, maintenance and repair of the municipal electric distribution system. Work involves planning and supervising the work of electrical distribution system construction and maintenance workers, electrician and meter service work. Work also includes maintenance of necessary records, preparation of periodic reports, and preparing and administering the department budget.
• **Utilities Superintendent**	Utilities Superintendent PES Benchmark Rating	353	332-353	This is technical supervisory and some administrative work in the conduction, operation, maintenance, and repair of the municipal utilities system which includes electrical distribution, water treatment and distribution, and sewage treatment. Work involves the responsibility for planning, organizing, directing, and reviewing the construction, operation, maintenance and repair of the municipal utilities system. Although responsibility for many operations is assigned to subordinates, surveillance over all field activities is required through inspection, consultation and review of reports, and involves assisting in the solution of difficult work problems. Work is reviewed through reports, conferences and evaluation of the efficiency of operations. Supervision is exercised over large number of lead, skilled, limited skilled and unskilled employees.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Electric Superintendent**	Electric Superintendent PES Benchmark Rating	353	342-363	Supervises and administers an electrical generating and distribution system. Employees in this - category usually do not participate in the electrical work as laborers. This is technical supervisory and some administrative work in the construction, operation, maintenance and repair of the municipal electric utility system. Work involves the responsibility for planning, organizing, directing and reviewing the construction, operation, maintenance and repair of the municipal electric system. Although responsibility for some operations is assigned to subordinate supervisors, surveillance over all field activities is required through inspection, consultation and review of reports, and involves assisting in the solution of difficult work problems. Supervision is exercised over a number of skilled, limited skilled and unskilled employees.

Section 17
Various Services

Various Services

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Cashier** • **Retail Clerk** • **Supply Technician**	Office Specialist	102	94-105	Variety of administrative work supporting customer service, central services and office and administrative services. Under immediate supervision, performs a wide range of office support functions. Work is guided by well-defined procedures and work rules. Problems are solved by following well defined directions or they are referred to a higher level position. Work at this level typically supports incumbents in the Customer Service Specialist, Central Services Administrative Specialist or the Office and Administrative Specialist class series. Directs callers and visitors to the appropriate person(s) and /or writes down messages. Stocks shelves in store room and issues supplies as requested.
	Customer Service Spec.	124	113-125	Administrative support work providing information and services to external customers such as citizens and private and public organizations in person or over the phone. (Employees in this class will spend at least 60% of their time working directly with external customers). Under general supervision provides general information about agency programs and services to external customers. Helps customers locate and obtain services. Provides general office support which may include completing money transactions, issuing passes or permits, distributing agency information.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Central Services Administrative Specialist	127	125-131	Administrative work providing inventory/stores or mail services. (Employees in this class spend at least 60% of their time doing inventory/stores or mail work. Under general supervision, orders, stores and issues supplies to support an agency's operations; or sorts and distributes incoming Federal and state mail and prepares outgoing mail. The Specialist typically provides services for a smaller agency, division or local service center and works under clearly defined processes or receives assistance from higher level inventory/stores or mail staff. At this level, incumbents may provide training, technical assistance and work direction to students, inmates, volunteers and/or residents.
	Clerk PES Benchmark Rating	153	150-160	Handles retail sales transactions with the general public at a municipal liquor store on a full-time basis. Duties may also include stocking shelves, handling cash and balancing receipts at the end of the day.
	Cashier	170	162-181	An employee in this class is responsible for the receipt, record keeping and disbursement of large sums of money where there is considerable complexity and variety of accounts or consequence of error. Duties are performed within the framework of established procedures and under general supervision by a higher level cashier or accounting employee.
• **Bus Driver**	Delivery Van Driver	112	104-115	Under general supervision, drives a van, pick-up, or truck not exceeding three tons rated capacity, to convey passengers and/or materials and equipment not transportable by automobile; performs minor preventive maintenance and emergency repairs.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	PES Benchmark	126	122-126	Drives bus to transport pupils between pickup points and school over specified routes to local or distant points according to time schedule. Regulates heating, lighting and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. May clean and inspect and bus and check gas, oil and water before departure.
• **Transportation Coordinator**	Veterans Home Transportation Supv.	180	173-180	Under limited supervision, supervises a Veterans Home's transportation section involving the provision of delivery services primarily to and for residents. Responsibility also extends to supervising the Veterans Home security and grounds work functions and performing related work as required. Commercial driver's license required.
• **Extension Director**	Agronomy Services Supv.	353	323-353	Employees in this class provide technical assistance in enforcement of laws relating to feed, fertilizer, pesticides, and herbicides. Responsibility includes supervising inspection activities of district agronomy services inspectors. May direct and supervise activities of the State Seed Laboratory, including final responsibility for accuracy of determinations made.
• **Laundry Worker**	Laundry Assistant	105	103-107	Under immediate supervision, performs routine laundry tasks including flat work ironing, pressing, ironing, and/or washing for an institution.
• **Laundry Manager**	Laundry Manager PES Benchmark	301	291-308	Supervises laundry workers, regulates flow of work within department, and maintain records and requisitions supplies.
• **Painter**	Painter	185	181-191	Under general supervision, uses standard practices procedures, materials and tools to paint buildings, fixtures, machinery and other equipment; may provide technical advice and work guidance to unskilled assistants.
• **Recreation Supv. 1**	Recreation Supervisor PES Benchmark Rating	238	233-242	Supervises a certain segment of the recreation program or assists others in the overall implementation of the recreation program.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
• **Recreation Supv. 2**	Recreation Supervisor PES Benchmark Rating	289	282-291	Specializes in heading up a certain segment of the recreation program or assists Director of Parks and Recreation in the overall implementation of the recreation program.
• **Restoration Specialist**	Natural Resources Specialist Intermediate – Ecological Services	282	282-291	Not an entry level position. Professional ecological work. Under limited supervision, design and conduct assessments of aquatic and terrestrial ecosystems, communicate results and make recommendations. Design research studies, surveys and special investigations. Conduct field studies or surveys by securing permission from landowners. Prepare forms, plan and coordinate field schedules and sampling procedures. Prepare and disseminate reports, articles and presentations. Recommend, implement, monitor, and evaluate the success of habitat management.
• **Watershed Technician 1**	Water and Soil Conservationist	382	382-464	Under limited supervision, this position promotes the District and coordinates programs with other agencies. Works with landowners to implement work plans. Identify and apply for additional funding sources.

Alphabetical Listing of Local Government & State Government Job Titles

Alphabetical Listing of Local Government Job Titles

Local Jobs	Sec.
Account Clerk	1
Accountant	1
Accounting Manager	1
Admin	13
Administrative Asst.	2
Administrative Asst.	4
Administrative Secretary	4
Administrator	2
Admissions Clerk	1
Admissions Manager	13
Appraiser	3
Assessor	3
Assistant Principal	7
Assistant Supt.	7
Attorney	11
Auto Serviceworker	12
Baker	9
Bartender	9
Bookkeeper	1
Building & Grounds Director	12
Building Inspector	3
Building Official	3
Bus Driver	17
Business Manager	1,11
Cable Television Coord.	5
Cafeteria Helper	9
Case Aide	15
Cashier	17
Cemetery Worker	12
Chemical Dep. Counselor	13
Chief Cook	9
Chief of Police	14
Chief of Service	13
Chief Pharmacist	13
Child Support Officer	15
City Clerk	2
City Clerk - Treasurer	2
Civil Defense Director	14
Civil Engineer	8
Clerical Supervisor	4
Clerk	4
Clerk of Court	11
Clinic Manager	1
Community Development Director	3
Comp. Op. Experienced	6
Computer Op. Entry Level	6
Computer Programmer	6
Cook	9
Counselor	15
County Assessor	3
County Engineer	8
Cultural Center Assistant	7
Custodian	12

Local Jobs	Sec.
Customer Service Spec.	4
Data Entry Operator	4
Data Entry Operator, Sr.	4
Dental Asst.	13
Dental Hygienist	13
Dentist	13
Deputy Clerk	4
Deputy Clerk of Court	11
Deputy Sheriff	14
Dietitian	9
Dir	13
Dir. of Nurses/Admin. Patient Care	13
Dishwasher	9
Dispatcher	14
Duplicating Eq. Operator	4
Economic Dev. Coord.	5
Education Aide	7
Education Coordinator	7
Electric Distribution Supv.	16
Electric Plant Operator	16
Electric Superintendent	16
Employee Assistance Clerk	10
Engineer Hwy. Tech.	8
Engineering Aide	8
Engineering Aide II	8
Engineering Aide III	8
Engineering Aide IV	8
Engineering Technician	8
Environmental Education Coord.	7
Executive Director	2
Executive Housekeeper	12
Extension Director	17
File Clerk	4
Finance Director	1
Financial Asst. Specialist	15
Financial Specialist	15
Financial Worker I/II	15
Fire Inspector	3
Food Service Manger	9
Food Service Worker	9
Grant Project Director	9
Groundskeeper	12
Head Cook	9
Head Custodian	12
Heavy Equip. Op.	12
Highway Maintenance	12
Highway Maintenance Supv.	12
Home Health Aide	13
Housekeeper	12
Housing Code Enforce. Inspector	3
Information Specialist	6
Information Tech. Spec.	6
Interpreter	7

Local Jobs	Sec.
Inspector (Bldg. Plbg.)	3
Instructional Assistants	7
Janitor	12
Laborer	12
Laundry Manager	17
Laundry Worker	17
Lead Cook	9
Lead Custodian	12
Legal Secretary	4
Librarian	7
Library Aide/Technician	7
Line Supervisor	16
Lineworker	16
Liquor Store Clerk	9
Liquor Store Manager	9
Maintenance Supervisor	12
Maintenance Worker	12
Manager	2
Marketing Coord./Mgr.	5
Mechanic	12
Media Aide	7
Medical Director	13
Medical Lab. Technician	13
Medical Lab. Technologist	13
Medical Records	13
Medical Records Librarian	13
Medical Records Sec.	13
Medical Records Tech.	13
Nurse (Head)	13
Nurse (LPN)	13
Nurse (RN)	13
Nurse Anesthetist	13
Nursing Assistant	13
Nursing Supervisor	13
Occupational Therapist	13
Occupational Therapy Tech.	13
Office Assistant	4
Office Manager	4
Park Worker	12
Painter	17
Parking Meter Monitor	14
Payroll Clerk	1
Personnel Coordinator	10
Personnel Director	10
Personnel Manager	10
Personnel Officer	10
Personnel Specialist	10
Pharmacist	13
Physical Therapist	13
Physical Therapy Tech.	13
Physician's Assistant	13
Physician	13
Planner	3
Planning Associate	3
Police Captain	14
Police Detective	14
Police Dispatcher	14

Local Jobs	Sec.
Police Lieutenant	14
Police Officer	14
Police Sergeant	14
Power Plant Operator, Chief	16
Power Plant Supervisor	16
Principal	7
Program Administrator	2
Program Coordinator	2
Property Appraiser, Sr.	3
Psychiatric Technician	13
Psychologist	13
Public Health Nurse	13
Public Service Officer	14
Public Works Worker	12
Purchasing Director	1
Radiological Technologist	13
Receptionist	4
Recreation Supv. 1	17
Recreation Therapy Asst. Dir.	13
Recreation Therapy Tech.	13
Recreation Supv. 2	17
Restoration Specialist	17
Retail Clerk	17
Sanitation Worker	12
Secretary	4
Sewer & Water Maint. Wrkr.	16
Sewer & Water Maint. Wrkr., Sr.	16
Social Services Director	15
Social Worker	15
Social Worker Sup.	15
Speech Pathologist	13
Staff Dev. Coordinator	10
Stationary Engineer	12
Stock Clerk	9
Superintendent	7
Supervisor of Food Service	9
Supply Clerk	9
Supply Technician	9,17
Surgical Technician	13
Teacher	7
Teacher Aide	7
Transportation Coordinator	17
Treasurer	1
Truck Driver	12
Typist	4
Utilities Meter Service Worker	16
Utilities Superintendent	16
Veterans Service Officer	15
Volunteer Services Director	15
Ward Clerk	4
Wastewater Plant Supervisor	16
Water Plant Supervisor	16
Watershed Technician I	17
Water/Wastewater Plant Operator	16
Welfare Director	15
Word Processing Operator	4

Alphabetical Listing of State Jobs

State Jobs	Sec.
Account Clerk	1
Account Clerk Sr.	1
Accounting Director	1
Accounting Officer	1
Accounting Officer, Sr.	1
Accounting Supervisor, Prin.	1
Accounting Supervisor, Sr.	1
Accounting Technician	1
Administrator	2
Administrator/Manager	2
Agronomy Services Supv.	17
Appraiser	3
Attorney 1	11
Attorney 2	11
Audio-Visual Aide	7
Audio-Visual Tech.	7
Auto Service Attendant	12
Automotive Maintenance	12
Baker	9
Building Code Representative	3
Building Code Section Chief	3
Building Code Inspector	3
Building Ser. Manger	12
Building Services Supv.	12
Business Manager 1	1, 11
Business Manager 2	1,2,11
Buyer 2	1
Campus Security Officer	14
Cashier	17
Central Ser. Admin. Spec., Int.	9
Central Services Admin Spec.	9,17
Cert. Occup Therapy Assistant 1	13
Cert. Occup Therapy Assistant 2	13
Chemical Dep. Counselor Sr.	13
Chemical Dep. Supv.	13
Chief Cook	9
Chief Dietitian	9
Chief Exec. Off. Corr. Facility	7
Chief Exec. Off. Juvenile	7
Chief of Service	13
Child Care Aide	7
Child Care Ctr. Asst.	7
Child Support Payment Spec.	15
Children's Services Division Director	15
Community College Bus. Officer	11
Community Development Rep.	5
Cook	9
Cook Coordinator	9
Cook Supervisor	9
Corr. Inst. Ed. Advisor	7
Corr. Facilities Ed. Spec.	7
Corr. Supt. Youth Camp	7

State Jobs	Sec.
Corrections Agent	14
Cost of Care Program Officer	13
Customer Service Specialist	17
Delivery Van Driver	12,17
Dental Assistant	13
Dental Assistant, Reg.	13
Dental Hygiene Program Supv.	13
Dental Hygienist	13
Dentist	13
Dietitian	9
Director of Nurses	13
Diversity Specialist	7
Economic Security Tech. 3	15
EDP Operations Tech. 1	6
EDP Operations Tech. 2	6
Educ. Dir.- Spec. Education	7
Educ. Program Supv.	7
Educ. Specialist 2	7
Educ. Specialist 3	7
Emergency Ser. Regional Prog. Coord	14
Employee Dev. Spec. 1	10
Employee Dev. Spec. 2	10
Employment Counselor	15
Employment Counselor, Sr.	15
Engineer 1 Graduate	8
Engineer 2 Graduate	8
Engineer Senior	9
Engineering Aide	8
Engineering Aide, Sr.	8
Engineering Specialist	8
Executive 2	2,4
Executive Housekeeper	12
Family Support Program Supv.	15
Food Service Dir. of Nutrition	9
Food Service Supervisor	9
Food Service Worker	9
General Maint. Worker	12
General Maint. Wrkr., Lead/Janitor Sr.	12
Grants Specialist Coordinator	9
Groundskeeper	12
Groundskeeper, Int	12
Heavy Equip. Mechanic	12
Highway Maintenance Supervisor	12
Hospital/Nursing Home Admin	13
Housekeeper/Custodial Worker	12
Human Services Support Spec.	15
Human Services Technician	13
Income Maint. Prog. Rep.	15
Information Officer 1	5
Information Officer 2	5
Information Tech. Spec. 1	6

State Jobs	Sec.
Information Tech. Spec. 2	6
Information Tech. Spec. 3	6
Information Tech. Spec. 4	6
Information Tech. Spec. 5	6
Institution Community Rel. Coord.	5
Institutional Ed. Admin.	7
Kitchen Helper/Tray Server	9
Laborer, General	12
Laundry Assistant	17
Library Info. Resource Ser. Spec.	7,13
Library Info Res. Serv. Prog. Director	7
Library Technician	7
Licensed Practical Nurse	13
Management Analyst 2	2
Management Analyst 4	2
Medical Director	13
Medical Lab. Tech. 1	13
Medical Lab. Tech. 2	13
Medical Records Officer	13
Medical Technologist	13
Natural Resources Spec Int-Eco Serv	17
Nurse Anesthetist	13
Nursing Assistant	13
Office & Admin Specialist Sr.	4,11,15
Office & Admin Specialist	1,4,7,17
Office & Admin Specialist Int.	1,4,7,15
Office & Administrative Spec. Prin	4,11
Office Services Supv. 1	4
Office Services Supv. 2	4
Office Services Supv. 3	4
Office Specialist	4
Painter	17
Paralegal	11
Personnel Director	10
Personnel Officer, Sr.	10
Physical Therapist	13
Planner	3
Planner Senior-Community	3
Planner, Intermediate	3,7
Planning Director State	3
Plant Maint. Eng.	12
Police Detective	14
Psychologist 1	13
Psychologist 2	13
Public Health Nursing Advisor	13
Radio Communications Op.	14
Radiological Technologist	13
Real Estate Representative	3
Recreation Program Assistant	13
Recreation Therapist	13
Recreation Therapist, Sr.	13
Registered Nurse Supervisor	13
Registered Nurse	13
Registered Nurse Admin. Supv.	13
Registered Nurse, Prin.	13

State Jobs	Sec.
Registered Nurse, Sr.	13
Rehabilitation Counselor	13
Rehabilitation Counselor, Career	13
Rehabilitation Counselor, Sr.	13
Sign Language Interpreter	7
Social Services Supv.	15
Social Work Specialist	15
Social Worker	15
Social Worker, Sr.	15
Spec. Ed. Program Asst.	7
Special Agent	14
Special Teacher	7
Speech Pathologist	13
Speech Pathology Specialist	13
Staff Physician	13
Staff Physician, Sr.	13
State Patrol Major	14
State Program Administrator	2
State Program Administrator, Int.	2
State Program Administrator, Prin.	2
State Program Administrator, Sr.	2
Steamfitter	12
Therapy Technician	13
Transportation Associate	12
Transportation Generalist	8,12
Transportation Generalist, Sr.	8
Transportation Specialist	8
Veterans Employment Rep. Sr.	15
Veterans Home Transportation Supv	17
Volunteer Services Supv.	15
Water & Soil Conservationist	17

Class in Your Jurisdiction	Matching Class From Job Match List