

2017 Illinois Manufacturers' Association Compensation Survey Job Descriptions

Job Code	Job Title	Description
BOARD OF DIRECTORS		
A-01	Board of Directors- President/Chairman	This position is a member of the organization's board of directors if incorporated.
A-02	Board of Directors- Vice President	This position is a member of the organization's board of directors if incorporated.
A-03	Board of Directors- Treasurer	This position is a member of the organization's board of directors if incorporated.
A-04	Board of Directors- Secretary	This position is a member of the organization's board of directors if incorporated.
A-05	Board of Directors- Director	This position is a member of the organization's board of directors if incorporated.
SENIOR MANAGEMENT		
B-01	Chief Executive Officer	Determines the short and long term range objectives of the organization, formulates plans and policies, and allocates resources for the achievement of these objectives. Interprets and applies policies established by the owners of the enterprise or their representatives (Board of Directors, Trustees, etc.). Establishes an organizational hierarchy and determines allocation of duties to subordinates. Exercises controls to see that objectives are achieved in accordance with basic organizational policy. Fully accountable for the results of the activity of the organization. This is usually a single incumbent position. May report to Board of Directors.
B-02	Chief Operating Officer	Directs, coordinates, and administers all activities of the line and staff components of the organization toward the achievement of established policies, goals, and objectives. Maintains accountability for the full range of operations of the organization, providing operational guidance and analyzing and appraising the effectiveness of all operations. Frequently reports to Chief Executive Officer and is a single incumbent position.
B-03	Chief Financial Officer/Vice President of Finance	Directs and controls the organization's overall financial activity, including functions such as treasury, budgeting, tax, accounting, information systems, real estate, insurance activities, and various administrative functions for the organization. Responsible for the development of standard accounting, analysis, and reporting procedures and for exercise of overall financial control. Frequently reports to Chief Executive Officer and is a single incumbent position.
B-04	Chief Information Officer	Directs and controls all systems, including hardware, software, third party relationships, integration and support. Oversees all IS infrastructure, telecommunication infrastructure, and cost management. Develops project plans, application test plans, and provides guidance and analysis of the effectiveness of all system software issues. Ensures integrity of organization-wide data, proprietary information, and intellectual property through information security and access management. Frequently reports to Chief Executive Officer and is a single incumbent position.
B-05	Vice President of Sales and Marketing	Maintains responsibility for the direction and management of the marketing, sales, and promotion of the organization's products and services. Directs the efforts of the marketing and advertising executives and works with them to develop business plans and strategies to attain corporate sales and profit objectives. This is generally a single incumbent position and may report to Chief Executive Officer or Chief Operating Officer.
B-06	Vice President of Engineering	Maintains responsibility for the direction and management of the engineering and associated project activities of the organization. Works with manufacturing and research managers to design, develop, and modify the products and facilities of the organization. Coordinates implementation of product and facilities equipment. Assesses manufacturing processes and environmental conditions to ensure compliance with state and federal regulatory agencies and organizational safety standards. Frequently reports to a Chief Executive Officer or Chief Operating Officer and is a single incumbent position.
B-07	Vice President of Manufacturing	Responsible for formulating policies, programs, and objectives affecting the schedule, quality, and cost of manufactured products. Directs and coordinates production according to quality and quantity specifications within cost objectives. Ensures all groups within the manufacturing area are properly staffed and coordinated to perform duties effectively. Promotes the development of favorable employee relations to further the organization's production of quality goods. This is generally a single incumbent position and frequently reports to Chief Executive Officer or Chief Operating Officer.
B-08	Vice President of Human Resources	Responsible for the direction and management of all phases of human resources (e.g., employment, benefits program, safety, training, wage and salary administration and medical activities). Ensures quality operations of human resources process. Handles grievances at upper levels. In a union organized plant, prepares for and participates in labor contract negotiations. May have plant security and community relations responsibility. This is generally a single incumbent position and frequently reports to Chief Executive Officer or Chief Operating Officer.

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ACCOUNTING/FINANCIAL		
C-01	Accountant	Under general supervision, performs a variety of accounting activities, including the day to day maintenance of an accurate general ledger as well as more complex activities associated with developing financial statements and reports. Typically requires a Bachelor's degree in accounting or the equivalent in education plus experience, and frequently reports to Accounting Manager.
C-03	Accounting Clerk	Under direct supervision, performs entry-level bookkeeping and accounting tasks such as posting and entering simple vouchers, making distributions, and posting labor, overheads, and related functions to summaries and subsidiary control records. Reviews materials for accuracy and completeness and makes adjustments following general accounting principles. Typically requires a high school education or equivalent and knowledge of accounting procedures. May report to Accounting Manager.
C-05	Accounting Manager	Under general direction, is responsible for all day-to-day accounting functions. Supervises accounting department including cost accounting, accounting analysis, payroll time keeping, and occasional data processing. Typically requires a Bachelor's degree in accounting and five to eight years experience. May report to Chief Financial Officer.
C-06	Assistant Credit Manager	Under general direction compiles credit information and investigates and verifies the financial status and reputation of current and prospective customers. Contacts customers regarding collection on delinquent accounts and prepares reports reflecting the status of account activity. Suggests rejection or approval of credit limitations but typically does not make decisions. May maintain contact with attorneys or outside agencies regarding the status of delinquent accounts referred for collections. Typically requires a Bachelor's degree and two to four years of experience. Frequently reports to Credit Manager or Accounting Manager.
C-07	Bookkeeper	Under direct supervision, posts and maintains books of related accounts and records in the general accounting department. Makes trial balances of general ledger accounts and assists in preparing profit and loss statements and other accounting reports. Requires general knowledge of the accounting practice and one to three years of experience. May report to Accountant or Accounting Manager.
C-08	Billing Clerk	Under direct supervision, prepares customer invoices following established procedures. Performs duties for preparing bills, invoices, statements, and vouchers for payment. Has some discretion in making deductions and/or additions for shipping charges, regular discounts, or any other special allowances or charges as indicated. Analyzes and verifies documents for accuracy and completeness. Typically requires some college or equivalent experience. May report to Accounting Manager.
C-09	Controller	Responsible for directing the organizations accounting functions. Specific areas normally include the preparation of reports, audits and statements relative to financial transactions, operations, costs, inventories, sales, taxes, depreciation, and property values. Also may direct the preparation of consolidated operating statements and analyze and evaluate the financial status of the company. Prepares recommendations concerning future financial plans, objectives, policies, and goals to senior management. Conducts all confidential transactions relative to stocks, bonds, investments, loans, etc. Evaluates and implements programs deemed adequate to achieve cost reductions. Typically reports to Chief Financial Officer and is a single incumbent position.
C-10	Cost Accountant	Under general supervision, devises, installs, or controls systems for determining unit cost of products or services. Distributes costs between the various divisions of management and production. Classifies production costs into wages, material, and overhead. Assists in the preparation of budgets. Typically requires a degree in accounting or the equivalent in education plus experience and frequently reports to Cost Accounting Manager.
C-11	Cost Analyst	Under general supervision, performs cost analysis and evaluations, conducts special cost studies and surveys. Assists in preparation and analysis of current financial data and future financial plans with special emphasis on cost data and capital programs. Typically requires a Bachelor's degree and may report to Cost Accounting Manager.
C-12	Credit Manager	Under general direction, is responsible for and supervises the credit and collections department. Determines customer credit capacity and supervises compiling of credit information. Takes action in collection of past due accounts. Prepares or supervises preparation of figures, charts, etc. showing credit activities and status of accounts. Assists in the formulation and administration of credit and collection policies, methods, and procedures. Typically requires a Bachelor's degree plus five to eight years of experience. May report to Accounting Manager.
C-13	Payroll Clerk	Under direct supervision, prepares payroll input and assists in preparing payroll checks. Calculates earnings and determines withholdings and other deductions. Posts payroll records and assists in the preparation of reports such as vacation time, sick leave, and W-2s. Typically requires some college or the equivalent in education plus experience. Frequently reports to Accounting Manager, Human Resources Manager, or Payroll Supervisor.
C-14	Cost Accounting Manager	Under general direction, is responsible for managing the operations of the cost accounting function. Reviews cost analyses for completeness and accuracy. May assist in the formulation and administration of cost policies, methods, and procedures. Oversees the more complex cost analyses and audits associated with the cost accounting function. Typically requires a Bachelor's degree plus five to eight years of experience. May report to Accounting Manager.
C-15	Payroll Supervisor	Under general direction, is responsible for developing procedures for and supervising the preparation, documentation, and disbursement of all payroll checks, taxes, and employee benefit payments. Ensures governmental compliance and oversees any irregular payments. Typically requires a Bachelor's degree or equivalent experience. Frequently reports to Accounting or Human Resource's Manager.

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PURCHASING		
D-01	Buyer	Under general supervision, administers the purchasing of materials, components, equipment, supplies, and services according to approved specifications at the most favorable cost consistent with quality, quantity, and availability. Analyzes market trends to determine timing and extent of purchasing commitments. Higher level buyers may supervise or assist others in buying, developing specifications, approving requisitions, selecting sources, expediting deliveries and maintaining contact with vendors. Typically requires a Bachelor's degree and frequently reports to Purchasing Manager.
D-03	Purchasing/Expediter/Procurement Clerk	Under direct supervision, follows up purchase orders for delivery with established vendors by mail, wire, telephone, and personal contacts. Advises vendors of desired delivery dates and keeps abreast of changes in production requirements and delivery promises through Purchasing Agent. Acts as a liaison between supplier and using department. Visits vendor's plants and warehouses. Checks specific delivery information and availability of materials and substitute items. Typically requires a high school education and two to four years of experience. Frequently reports to Purchasing Manager.
D-04	Purchasing Manager	Under general direction, responsible for supervising all activities related to purchasing, assuring compliance with established company purchasing policies and procedures, reviewing and approving material sources, purchase requisitions, quotes and bids, and negotiating purchase agreements. Oversees expediting of deliveries, movement and storage of incoming material, and processing of invoices and department records. Typically requires a Bachelor's degree and three to five years of experience. May report to Manufacturing Executive.
D-05	Purchasing Director	Responsible for developing objectives, policies, and procedures for the purchasing of goods and services encompassing all purchasing functions in the organization. Responsible for formulating and communicating the organization's purchasing programs. May also direct the purchase of supplies and services for non-production departments.
OFFICER/CLERICAL- ADMINISTRATIVE		
E-01	Administrative Assistant	Under general supervision, provides general administrative support to a department or group of professionals. Administers office operations or specialized business functions and may perform personal executive secretarial services. Collects, compiles, and analyzes data and information. Responsible for the administration of programs or services and a percentage of time may be devoted to secretarial services. Typically requires a high school education and two to four years of experience. Frequently reports to Department Manager.
E-04	General Clerk	Under direct supervision, performs simple, routine, clerical duties such as copying, distributing mail, arranging data, maintaining records and data, and performing simple calculations. Typically requires a high school education or equivalent. May report to Office Manager/Administrator.
E-06	Legal Secretary	Under general supervision, prepares legal papers and correspondence such as summonses, complaints, motions, and subpoenas. Organizes and maintains all files relating to litigation and administrative matters. Reviews law journals and other legal publications to identify court decisions pertinent to pending cases and submits articles to company officials. Typically requires a high school education and two to four years of experience and frequently reports to an Attorney.
E-07	File/Mail Clerk/ Messenger	Under general supervision, collects and distributes mail, light packages, and interoffice papers. Runs errands and may occasionally make trips to other companies. Performs other simple, routine assignments under defined direction. May also open and sort incoming mail, prepare outgoing material for mailing, and operate mail and duplicating machine. Typically requires a high school education or equivalent. Frequently reports to Office Manager/Administrator.
E-08	Office Manager/Administrator	Under general direction, coordinates activities of clerical personnel. Analyzes and organizes office preparations and procedures, evaluates office production, revises procedures, and prepares activity reports for management. May direct services of outside vendors and service companies regarding maintenance, repair, and supplies. Typically requires some college or equivalent and three to five years of experience. Frequently reports to an Executive.
E-09	Secretary	Under direct supervision, is responsible for confidential files, dictation and/or transcription, mail, locating information from files, and preparing various reports for superiors. Composes routine correspondence, corrects grammar and formatting, makes appointments, sorts work, updates office supplies, and makes minor decisions for superior. Does not include executive secretaries to top policy-making officials. Typically requires a high school education or equivalent and one to three years of experience. May report to Office Manager/Administrator.
E-10	Secretary - Executive	Under general direction, provides secretarial and administrative support to a major executive such as the President, Vice President, Treasurer, etc. Makes minor administrative decisions based on knowledge of company's organization, policies, and personnel. Prepares correspondence and reports, requests data from various sources, maintains confidential files, screens telephone calls and visitors, and schedules appointments, meetings, and travel itineraries. May instruct and assign work to other clerical employees. Typically requires an Associate's degree and several years of secretarial experience. Frequently reports to CEO or other top ranking Executive.
E-12	Telephone Operator/Receptionist	Under direct supervision, operates company switchboard, locates persons called, and maintains record of calls. Receives, interviews, registers and directs salespeople and visitors. Locates the proper company representatives by means of telephone, auto call, or loudspeaker system. Typically requires less than one year of experience or equivalent training. May report to Office Manager/Administrator.
E-13	Word Processor	Under direct supervision, inputs, formats, and prints texts. Edits, transmits, stores (files), and retrieves those texts. Maintains knowledge of keyboard skills, basic office operations, English language skills, and general math. Typically requires a high school education or equivalent and one year of experience. May report to Office Manager/Administrator.
E-14	Paralegal	Under general supervision, provides professional legal support service to attorneys in the form of research, drafting of legal and business correspondence, and file management. Keeps abreast of recorded judicial decisions and legal articles. May assist with depositions and investigate facts to determine causes of action for case preparation. Typically requires a Bachelor's degree or paralegal certification and frequently reports to an Attorney.

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DATA PROCESSING/INFORMATION SERVICES		
F-01	Computer Operations Supervisor	Under general direction, is accountable for the supervision of the efficient operation of all computer equipment. Reviews schedules and program instructions. Supervises, assigns and instructs computer and equipment operators to obtain optimum operating efficiency, equipment utilization and accuracy of results. Reviews equipment malfunctions and takes corrective action to insure compliance with required methods and procedures. Assists in the planning and scheduling of EDP operations. Maintains operating records and reference files and prepares operating reports. Typically requires a Bachelor's degree and three to five years of experience.
F-02	Computer Operator	Under general supervision, sets up, monitors, and controls one or more types of computers for established programs. Operates auxiliary input-output equipment. Does not program or alter existing procedures. Typically requires some college or equivalent experience and one to three years of experience.
F-03	Data Processing Clerk	Under direct supervision, performs routine data entry through a data entry device. Responsible for clerical duties in accordance with established procedures. Maintains records and prepares basic reports. Typically requires a high school education or equivalent.
F-04	Data Processing Manager	Under general direction, supervises the operations of key entry devices and personnel. Responsible for the planning, developing, and directing of the systems analysis, programming, and operation of an electronic data processing installation. Typically requires some college and five to eight years of experience.
F-05	Help Desk Technician	Under general supervision, is accountable for ensuring continuity of computer system services for computer users by providing the technical expertise, assistance, and project coordination necessary to install computer software products, modify/repair hardware and resolve technical problems. Typically requires some college or related computer experience.
F-06	Information Systems Manager	Under general direction, provides on-going analysis and planning of LAN/WAN and makes decisions for changes, upgrades, and new projects to facilitate meeting the dynamic needs of the organization. Typically requires a Bachelor's degree and experience in systems technology.
F-08	Network Administrator	Under general direction, provides technical and administrative support for WAN (wide area network) or LAN (local area network), using company operating systems and a variety of application software. Maintains adequate knowledge of existing hardware and software in use to maximize efficiency of the network and users' utilization of them. Provides reports that evaluate WAN/LAN information on periodic intervals. Typically requires a Bachelor's degree and one to three years of experience in systems technology.
F-09	Applications Programmer	Under general supervision, modifies applications programs from detailed specifications. Codes, tests, debugs, documents, and maintains those programs. Assists programmer/analyst working with more technical phases of programming. Includes development and maintenance programmers. Note: This position does not solely perform system analysis functions. Typically requires some college or equivalent experience in applications programming.
F-11	Project Leader- Systems	Under general direction, directs systems and programming staff in functions including problem definition, systems analysis and design, programming, documentation, and design innovations to improve or extend capabilities of system. Maintains functional control and final review of all assigned projects. Typically requires a Bachelor's degree and one to three years of experience in systems technology.
F-12	Software Engineer	Under general supervision, performs the analysis, design, modification, and programming of computer programs for software products and/or customer applications. Writes code, completes programming, tests, and debugs the applications. Responsible for procedures, forms and other documentation necessary for installation and maintenance of programs. Typically requires degree in engineering or software and one to three years of experience.
F-13	Applications Systems Analyst	Under general supervision, devises computer system requirements and layouts. Uses functional process charts to plot existing and proposed operations. Prepares detailed specifications from which programs are to be written. Analyzes, revises, and documents existing system logic difficulties. May use CASE tools. Typically requires a Bachelor's degree or equivalent experience in applications systems technology.
F-14	Webmaster	Under general direction, responsible for continually enhancing and maintaining company website. Provides ongoing analysis and monitoring of Internet and Intranet sites. Handles design issues, upgrades, and security relating to Internet and Intranet presence. Provides for stable and high-speed connectivity to existing network. Typically requires a Bachelor's degree in computer science or related field.

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ENGINEERING		
G-01	Chemical Engineer	Under general supervision, conducts original and continuing research to develop new and improved chemical manufacturing processes or products. Designs chemical plant equipment and devises processes for manufacturing chemicals and products. Designs and plans layouts and oversees personnel engaged in constructing, controlling, and improving equipment for carrying out chemical processes. Typically requires a Bachelor's degree in chemical engineering.
G-02	Chemist	Under general supervision, responsible for performing a variety of chemical analyses, tests, and investigations on organic and inorganic compounds and materials. Determines the properties and reactions of raw materials, chemical intermediates, and finished products in conjunction with research and development for pilot production of new or improved products or in conjunction with an analytical laboratory responsible for level of product quality. Conducts critical research chemistries to develop and standardize materials. Analyzes product failures, conducts tests on competitive product components, and prepares reports and recommendations as required. Typically requires a Bachelor's degree in chemistry plus experience.
G-03	Applications Engineer	Under general supervision, guides application engineering teams in providing technical solutions to customers, identifies customers' purchasing requirements and technical specifications, and assists in design changes to equipment. Trains and communicates with customers on systems applications as well as trains and guides other engineers. Typically requires a Bachelor's degree.
G-04	CAD Drafter- Detailer	Under direct supervision, provides simple drafting services by preparing and maintaining blueprints, maps, charts, and graphs. Prepares detailed drawings of simple to average parts and assemblies from detailed notes and specifications. Typically requires a high school education or equivalent with technical training.
G-05	CAD Drafter- Layout	Under direct supervision, provides advanced drafting and design services by preparing and maintaining blueprints, maps, and engineering, architectural, or electrical drawings. Prepares designs and layouts from complex detail drawings. Makes calculations for strength of materials, speeds, weights, forces, and stresses. Typically requires a high school education or equivalent with technical training.
G-07	Electrical Engineer	Under general supervision, performs an assortment of engineering duties such as the planning of manufacturing and the installation, operation, and maintenance of electrical apparatus. Areas of application typically include research, development and design of analog, digital or hybrid electronic devices, controls, circuits, or systems. Typically requires a Bachelor's degree and one to three years of experience.
G-08	Electronic Technician	Under direct supervision, provides basic electrical or mechanical technical support in the development, analysis, and maintenance of processes, products, or equipment. Performs basic tests and diagnoses of systems, production processes, controls, test procedures, instruments, equipment, products, or product performance. Assists in the development of electronic units and systems and performs related non-routine production work to include trouble-shooting and repair. Typically requires an Associate's degree or electronic technical training.
G-10	Engineer	Under general supervision, responsible for professional engineering work in research, development, design, testing, analysis, production, construction, etc. Performs complex engineering assignments requiring the application of standard techniques and procedures. Executes engineering tests to determine quality, durability, and overall product satisfaction and use. Typically requires a Bachelor's degree.
G-11	Design Engineer	Under general supervision, responsible for creating original styling designs for company products that relate to product function and use and generates sales appeal through consumer appeal. Creates new design concepts or modifies accepted designs incorporating such changes in shape, color, etc., as may be required. Examines and studies engineering designs and prototypes of new or modified products to visualize creative design concepts and originates artistic sketches in perspective to illustrate views. Evaluates and selects appropriate designs and prepares final drawings. Typically requires a Bachelor's degree or equivalent experience.
G-12	Chief Engineering Manager	Under general direction, directs all aspects of the engineering function within an organization. Provides technical guidance and ensures sound engineering procedures, effective use of facilities, and maintains organizational standards. Leads engineering team in design, development, production launch, and maintenance. Approves costs for engineering department. Typically in larger organizations this is a senior level manager that requires a Bachelor's degree and eight plus years of experience.
G-14	Cost Estimator	Under general supervision, assesses cost effectiveness of products and operations in cooperation with processing methods, plant layout personnel, and other departments for new or changed products or processes. Analyzes blueprints and other documentation to prepare time, cost, labor, and materials estimates. Prepares cost and expenditure statements and sets up cost monitoring and reporting systems and procedures. Typically requires a Bachelor's degree or equivalent experience.
G-15	Facilities Engineer	Under general supervision, responsible for carrying out major assignments involving design and layout of existing as well as new company facilities and equipment. May also include the design and operation of boiler systems, waste and water treatment plants, auxiliary power generation, heating, air conditioning, and compressed air delivery systems. Maintains knowledge of facilities and equipment requirements, applicable building and safety regulations, and applies these in efficient space and equipment arrangement. Typically requires a Bachelor's degree or equivalent experience.
G-16	Industrial Engineer	Under general supervision, responsible for complex planning activities related to equipment layouts in plant, office, and production facilities. Conducts studies that determine the most efficient sequence of operations and workflow and recommends methods for maximum utilization of production facilities and personnel. Typically requires a Bachelor's degree in industrial engineering.
G-17	Industrial Engineering Manager	Under general direction, exercises direct managerial authority over all industrial engineering activities to ensure quality products are produced efficiently. Coordinates quality control objectives and activities to resolve production problems, maximize product reliability, and minimize costs. May develop and administer work measurement and incentive pay programs. Typically requires a Bachelor's degree in industrial engineering and five to eight years of experience.
G-18	Laboratory Technician	Under direct supervision, performs a variety of routine laboratory operations in a quality assurance or research setting. Sets up test procedures from oral and written instructions using standard laboratory equipment for the type of laboratory (metallurgical, chemical, electronic, physical testing, etc.) and records data necessary for analysis. Typically requires one to two years specialized education plus experience.
G-19	Manufacturing Engineer	Under general supervision, evaluates opportunities for major reductions in manufacturing costs through the introduction and use of current technologies and implements new technologies as approved. Typically requires a Bachelor's degree or equivalent experience.

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G-20	Mechanical Engineer	Under general supervision, performs complex activities relating to the research, design, testing, and evaluation of mechanical and electro-mechanical devices or systems. Performs product development activities including drawing board layout, interpretation, and implementation as well as provides existing product line support in design activities and/or modification of hardware in production. May prepare studies, specifications, and cost estimates. Typically requires a Bachelor's degree.
G-21	Methods and Process Engineer	Under general supervision, works from drawings and other engineering data and analyzes existing operating methods to initiate and develop new methods to improve economy and quality. Plans sequence of operations, estimates time required for each step, and writes operation sheets. Typically requires a Bachelor's degree or equivalent experience.
G-22	NC/CNC Programmer	Under general supervision, analyzes engineering detail drawings for standardization, material, heat treatment, and elements of design in relation to programming and production. Prepares detailed numerical control programs for use in production on NC/CNC machinery. Develops original operation sequences and recommends changes in machining processes to enhance efficiency and/or quality. Revises and/or updates programs to reflect shipping, engineering, or program changes. Assists others to make sure the proper program time, tape punching, and programming is correct. Typically requires an Associate's degree and two to four years of experience or relevant training.
G-23	Product Designer- Junior	Under direct supervision, prepares sketches of ideas, detailed drawings, illustrations, artwork, or blueprints, using drafting instruments, paints and brushes, or computer aided design equipment. Modifies and refines designs to conform to customer specifications, production limitations, or changes in design trends. Maintains knowledge of manufacturing methods and processes, quality standards, cost factors, and drafting room practice. Typically requires a Bachelor's degree and one to three years of experience.
G-24	Product Designer- Senior	Under general supervision, prepares sketches of ideas, detailed drawings, illustrations, artwork, or blueprints using drafting instruments, paints and brushes, or computer aided design equipment. Modifies and refines designs to conform to customer specifications, production limitations, or changes in design trends. Maintains broad experience and knowledge of manufacturing methods and processes, quality standards, cost factors, and drafting room practice. Supervises and approves supplementary designs prepared by others. Typically requires a Bachelor's degree and three to five years of experience.
G-25	Project Engineer	Under general supervision, responsible for various engineering assignments starting from the basic idea and carrying through to the completion of plans or of prototype tests. Activities may include developing a new product model or investigating the benefits of a new process. Works with other engineering groups and coordinates their specialized contributions to the development of the project. Typically requires a Bachelor's degree or equivalent experience.
G-27	Research and Development Engineer	Under general supervision, performs work in research and development including the design, product characteristics, and the documentation necessary to produce the design in quantity. Uses tools to aid in the design and production of new tools, new products, and modification and updating of existing products. Typically requires a Bachelor's degree and three to five years of experience.
G-29	Sales Engineer	Under general supervision, performs engineering and customer liaison/sales duties related to developing, estimating cost/price, and bidding for new and repeat customer orders. Acts as project leader to set up shop order and establishes material needs. Coordinates with methods engineering to provide finished drawing and with production control to establish machine and delivery schedules. Monitors orders throughout the manufacturing process, handling any unusual or difficult problems. Typically requires a college degree or equivalent experience.
G-30	Tool Designer	Under general supervision, designs complex dies, tools, jigs, fixtures, gauges, and machine attachments for manufacture of parts, devices, and products. May design new items or alterations and improvements in present items. Responsible for accuracy including all calculations pertaining to strength of parts, correctness of proportions, and other details. Maintains knowledge of manufacturing processes and methods, tool design, and drafting mathematics. Typically requires some college or equivalent experience.
G-31	Associate Engineer	Under direct supervision, responsible for professional engineering work in research, development, design, testing, analysis, production, construction, etc. Performs simple to moderate engineering assignments requiring the application of standard techniques and procedures. May execute engineering tests to determine quality, durability, and overall product satisfaction and use. Typically requires a Bachelor's degree.
G-32	Head Engineer	Under general direction, responsible for implementing product strategies that fulfill product leadership proposition. Assesses market and technology trends and recommends changes for growth and development. Leads engineering team in design, development, production launch and maintenance. Typically requires a Bachelor's degree in an engineering field and five to eight years of experience.
G-33	Civil Engineer	Under general supervision, plans, designs, and directs the construction of structures and facilities. Provides resources and schedules in response to specified completion dates and technical applications. Approves and prepares proposals and cost estimates and evaluates all project progress. Maintains proper knowledge of legal codes and ordinances. Typically requires a Bachelor's degree in civil engineering.
G-34	Head Product Development Engineer	Under general direction, responsible for the design, development, and application of new or existing products. Determines and plans manufacturing or processing sequence, tooling requirements, and the analysis of methods to reduce operating time and costs, prior to release to manufacturing. This is generally a single incumbent position held by the most senior individual in product development engineering. Typically requires a Bachelor's or Master's degree and five to eight years of experience.
G-35	Head Manufacturing Engineer	Under general direction, responsible for providing technical expertise, leadership and direction to manufacturing engineering team. Coordinates resources and continuous process improvement. This is generally a single incumbent position held by the most senior individual in manufacturing engineering. Typically requires a Bachelor's or Master's degree and five to eight years of experience.
G-36	Manufacturing Engineering Manager	Under general direction, serves as liaison between the engineering department and other departments of the manufacturing division to ensure that the manufacture or purchase of products meets functional requirements at the lowest possible cost. Maintains a constant surveillance over product design and manufacturing processes for cost reduction and control. Oversees the design of all special production machinery necessary to maintain manufacturing operations. Typically requires a Bachelor's Degree in engineering and six to eight years of experience.

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HUMAN RESOURCES/SAFETY/TRAINING		
H-02	Human Resources Assistant	Under direct supervision, has responsibility for insurance, unemployment, workers' compensation, and other personnel forms. Maintains records on sick leave, vacation, and other absences. Handles all personnel-related inquiries and checks references. May handle paper flow for periodic reviews and be responsible for basic employee file maintenance. Typically reports to Human Resources Manager and requires one to three years of experience.
H-03	Recruiter	Under general supervision, interviews prospective employees and recommends placement of candidates for entry-level and experienced technical positions from internal and external sources. Refers applicants for particular job openings, administers pre-employment test, checks references, and conducts exit interviews. May orient new employees, explain company policies, and initiate on-boarding activities. Typically requires a Bachelor's degree or equivalent experience. Frequently reports to Human Resources Manager or Director.
H-04	Industrial Nurse	Under general supervision, responsible for and engages in professional registered nursing activities for administering first aid treatment and prescribed medication to injured employees or who become ill at work. Arranges for required medical treatment and is responsible for adequate supplies, medication and clinical equipment. Prepares and maintains accident reports, logs and records. May visit disabled employees at their home. May administer record-keeping and claim administration of company group health insurance program. Typically requires LPN or RN certification. May report to Human Resources Manager or Director.
H-06	Human Resources/Industrial Relations Manager	Under general direction, assists top management in planning, directing, coordinating and administering the many phases of the company's labor and human resources program including collective bargaining, wage and salary administration, benefits, employment, recruitment, training, health, safety and services. Plans, formulates, and recommends long and short range objectives and goals, operating, and employee relations policies and programs. Typically reports to Human Resources Director or Corporate Executive and generally requires a Bachelor's degree and three to five years of experience.
H-12	Safety Director/Manager	Primary responsibilities include the development and administration of plant wide safety and occupational health programs including policy statement, formal operation of safety committees, safety surveys, supervisory and employee safety training programs, and accident investigation procedures. Coordinates with outside safety and health agencies and maintains compliance with local, state, and federal safety and health requirements. Typically requires a Bachelor's degree in Occupational Safety and Health or a related degree and five to eight years of experience. Frequently reports to Top Facilities Management Executive or Top Human Resources Management Executive.
H-13	Training Director/Manager	Primary responsibilities include assessing employee training and development needs, setting learning objectives for training programs, and the development of programs which enable individuals to perform current or future jobs. Manages and evaluates trainer's performance and the infrastructure of the training department. May supervise or conduct training programs for employees and follow-up with suitable evaluation techniques to insure that the training produces the desired results. In larger organizations, this is a senior level manager. Typically requires a Bachelor's degree and five to eight years of experience. Frequently reports to Corporate Executive.
H-14	Safety Engineer	Under general supervision, implements corporate safety policies to comply with OSHA and other safety and health requirements. Inspects factory operations and physical conditions of plant and initiates action to eliminate industrial hazards and reduce accident frequency. Investigates accidents and prepares reports. Organizes safety committees and directs programs to educate workers in safety. Typically requires a Bachelor's degree or equivalent experience. Frequently reports to Safety Director/Manager.
H-15	Human Resources Generalist	Under general supervision, responsible for day-to-day administration of policies and programs covering several or all of the following: recruiting, compensation, benefits, training, labor relations, safety, and personnel research. May have some supervisory responsibility and may assist in policy development. Typically requires a Bachelor's degree or equivalent years of experience and frequently reports to Human Resources Manager or Director.
H-16	Human Resources Benefits Analyst/Specialist	Under general supervision, analyzes and develops policies and benefit plans covering accident and health insurance, retirement and pension plans, income continuance, holidays, and vacations. Evaluates services, coverage, and options available from vendors and determines the best possible program for both the employee and the organization. Typically requires a Bachelor's degree and one to three years of experience. Frequently reports to Human Resources Manager or Director.
H-17	Security Guard	Under general supervision, guards property against damage, fire, theft, trespassing, and illegal entry. Makes periodic tours about buildings and grounds, examining doors, windows, and gates to ensure they are properly locked. Ensures identification of employees or visitors by fingerprinting, photographing, interviewing, and/or preparing badges. Investigates disturbances and in case of emergency, maintains order and safety of personnel. Typically requires a high school education or equivalent. Frequently reports to Safety Manager or Director.
H-18	Training Coordinator	Under general supervision, responsible for purchase, design, delivery, and implementation of various training programs for employees such as safety, communications, management, on-the-job programs, and employee orientation. Maintains records of training activities and employee progress and monitors effectiveness of programs. Typically requires a Bachelor's degree and frequently reports to Training Director or Human Resources Director.

2017 Illinois Manufacturers' Association Compensation Survey Job Descriptions		
Job Code	Job Title	Description
MANAGEMENT/SUPERVISORY		
I-01	Assembly Supervisor	Under general direction, oversees the day-to-day operations of assemblers who follow average to complex blueprints and specifications in performing a variety of sub or final assembly operations of major mechanisms such as machine tools. Typically requires three to five years of experience. May report to Assistant Plant Manager or Plant Manager.
I-02	Die Cast/Plastic Molding Supervisor	Under general direction, supervises and coordinates on a daily basis the activities and work schedules of skilled operators who set up and operate die cast and/or plastic molding machines. Typically requires four to six years of experience. May report to Assistant Plant Manager.
I-03	Drill Press/Punch Press Supervisor	Under general direction, supervises on a daily basis drill press and/or punch press operators on repetitive small or average size work. Typically requires three to five years of experience. May report to Assistant Plant Manager or Plant Manager.
I-04	General/First Line Supervisor	Under general direction, on a daily basis is responsible for directing, supervising, and coordinating the activities of all departments involved in the production process. Administers contract provisions for hourly employees, guaranteeing an uninterrupted workflow. Assists in setting policies, controls, and manufacturing schedules to fulfill long-range commitments and to meet overall operational goals and objectives. Typically requires three to five years of experience. May report to Assistant Plant Manager or Plant Manager.
I-05	Team Leader	Under general direction, coordinates, monitors, and supervises the activities of the team on a daily basis, ensuring individual member goals are achieved in support of assigned team goals. Interprets and communicates overall organizational directives and applies them to team and individual objectives. Acts as a liaison by representing the team and interfacing with the rest of the organization. Assigns work, establishes priorities of jobs, meets schedules, ensures material accountability of work in process, and organizes production area. Typically requires three to five years of experience. May report to Department Supervisor or Assistant Plant Manager.
I-06	Maintenance Manager	Under general direction, supervises and coordinates activities of workers engaged in maintaining and repairing utility systems and physical structures of buildings on a daily basis. Directs workers engaged in painting and making structural repairs to masonry, woodwork, and furnishings of buildings and similar structures. Directs workers engaged in maintaining and repairing building utility systems, such as electric wiring controls, heating ventilating, and steam generating systems. May also be responsible for machine maintenance. Typically requires three to five years of experience and may require technical training. May report to Plant Manager.
I-07	Manufacturing Manager	Under general direction, responsible for effective planning, coordinating and directing of all manufacturing activities to achieve maximum profit, growth, and investment return goals at the lowest cost consistent with quality standards, volume requirements, production schedules and delivery dates. Responsible for methods, engineering, cost and quality control and for the welfare and safety of personnel. May manage warehousing, shipping, and receiving. Typically requires a Bachelor's degree and five to eight years of experience. Typically reports to Top Manufacturing Executive.
I-08	Materials Manager	Under general direction, manages the overall control and movement of materials in and out of plants on a daily basis. Directs and administers some or all of the following: purchasing, production scheduling and control, inventory and warehouse stock control, warehousing, sales order entry, customer service, traffic, and shipping. Typically requires five to eight years of experience and may require technical training. Frequently reports to Top Manufacturing Executive.
I-09	Plating Supervisor	Under general direction, supervises platers and entry-level personnel engaged in performing all types of standard plating activities. Maintains production records and may test to ensure machinery is working properly. Typically requires three to five years of experience and may require technical training. May report to Assistant Plant Manager or Plant Manager.
I-10	Production Manager	Under general direction, responsible for production planning, expediting, and inventory control. Controls various load factors to ensure maximum utilization of available capacity taking into account available labor, tools, and equipment. Coordinates production operations with the requirements for finished products and the needs for materials and labor. Typically requires a Bachelor's degree or equivalent in experience and five to eight years of experience. Frequently reports to Top Manufacturing Executive.
I-11	Plant Manager	Under general direction, directs and coordinates overall plant operations. Ensures that objectives are achieved at the lowest cost consistent with quality requirements. Delegates authority to key supervisors in production, production control, methods, cost accounting, maintenance, and related operations. Typically requires a Bachelor's degree and five to eight years of experience. Frequently reports to Top Manufacturing Executive.
I-12	Production Supervisor	Under general direction, supervises and coordinates activities of workers in metal manufacturing processes. Trains employees in work methods and procedures. Inspects products and directs set up and adjustment of machines. Typically requires three to five years of experience. May report to Production Manager.
I-13	Inventory Control Manager	Under general direction, plans, directs, controls, coordinates, and evaluates all or most inventory planning and control activities (such as master scheduling, stocking, inventory palling/turnover, materials handling, and forecasting) of the organization. Manages inventory replenishment based on production schedules, current inventory, customer orders, and forecasts. Ensures accurate and current inventory records. Typically requires a Bachelor's degree and five to eight years of experience. Frequently reports to Top Manufacturing Executive or Division General Manager.
I-14	Shipping/Receiving/Stockroom Supervisor	Under general direction, supervises and coordinates activities or workers engaged in verifying and keeping records on incoming and outgoing shipments, and preparing items for shipment. Studies shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes and rates. Typically requires three to five years of experience. May report to Warehouse Manager or Assistant Plant Manager.
I-15	Tool and Die Supervisor	Under general direction, supervises employees who construct, repair, and modify tools and dies and maintains and calibrates machine shop tools, jigs, fixtures, instruments and dies. Supervises the operation of various machine tools. Participates in development work, including skilled fitting, timing, adjustment, and construction of tools. Typically requires three to five years of experience. May report to Assistant Plant Manager or Plant Manager.
I-16	Traffic/Transportation Manager	Under general direction, develops and maintains economical and efficient transportation service for the organization and its customers including the rating and routing of inbound and outbound shipments where the organization bears the cost of transportation. Typically requires five to eight years of experience and may require technical training. May report to Top Manufacturing Executive.

2017 Illinois Manufacturers' Association Compensation Survey Job Descriptions

Job Code	Job Title	Description
I-17	Warehouse Manager	Under general direction, responsible for the management of storage and distribution facilities. Directs the receiving, warehousing, and shipping of materials, components, and/or products. Supervises the inspection of incoming items to detect deviations from order specification and for the return of defective materials. Directs the taking of periodic inventories and reconciles book inventories with physical counts. Plans and coordinates movement of products and/or materials within the facility and for storage and/or shipments. Typically requires five to eight years of experience and may require technical training. May report to Plant Manager or Purchasing Manager.
I-18	Weld Shop Supervisor	Under general direction, supervises and coordinates on a daily basis the activities of workers engaged in welding and cutting products and structures, applying knowledge of welding and cutting techniques, materials, equipment, and fabrication requirements. Typically requires three to five years of experience. May report to Assistant Plant Manager or Plant Manager.
I-20	Assistant Plant Manager	Under general direction, assists the plant or facilities manager in all aspects of production, quality, materials, and administration. May have direct impact on overall company policy. Typically requires some college or equivalent experience. Frequently reports to Plant Manager.
I-21	Regulatory Manager	Develops, coordinates, and implements regulatory strategies for products that require government approval. Prepares marketing applications required by the government to obtain approval for regulated products. Coordinates government interactions and compliance activities and interacts with regulatory agencies. Supervises the development of procedures and controls to ensure organizational compliance.
I-22	Director of Research & Development	Directs, coordinates, and administers the planning, research and development function improving existing or creating new products, services, and/or development of new ventures for an organization. Plans and develops aspects of research and development proposals, such as objective of project, applications can be utilized from findings, cost of project, and equipment.

2017 Illinois Manufacturers' Association Compensation Survey Job Descriptions

Job Code	Job Title	Description
MANUFACTURING/TECHNICAL AND FACTORY		
J-01	Assembler- General	Under direct supervision, performs routine and repetitive assembly operations and processes. May do small bench precision work requiring mechanical ability. Performs accurate fitting, adjusting, and straightening of parts. Requires use of a few simple hand tools and works to close tolerances on intricate small assembly work including cams, levers, etc. Typically requires a high school education or equivalent and may require some technical training.
J-03	Assembler- Electronic	Under direct supervision, wires, solders, and assembles fabricated components to make subassemblies or assemblies for electrical or electronic systems including the assembly of electrical appliances, electronic communication systems, consumer electronics and related items. Typically requires a high school education or equivalent and may require some technical training.
J-04	Assembler- Mechanical	Under direct supervision, performs large floor precision assembly work, (such as complicated machine tools) using all types of hand and special tools. Maintains a wide mechanical ability and a good working knowledge of the machine. Works to close tolerances that require extreme accuracy. Typically requires a high school education or equivalent and may require some technical training.
J-06	Automatic Screw Machine Set-Up Operator	Under direct supervision, sets up diversified and complicated work in single or multiple automatic screw machines and operates machine as required. Selects proper cams, feeds, and speeds as necessary for the intricate tooling. Typically requires a high school education or equivalent and may require some technical training.
J-09	Chemical Production Operator	Under direct supervision, pumps, mixes, and blends both dry and liquid chemicals. Maintains knowledge of and the ability to operate all types of chemical equipment including presses, evaporators, dryers, kilns, etc. Interprets instruments and recordings and makes required adjustments to product. Maintains accurate production records. Typically requires a high school education or equivalent and may require one to three years of technical training.
J-10	NC/CNC Machining Center Operator	Under direct supervision, sets up, operates, controls, adjusts, and performs work on CNC machining center (i.e. Mazak Machining Center, G & L NumeriCenter, Toshiba UMC-8, or other 3 or 4 axis CNC centers with automatic tool changer). Performs highly diversified and complex contour milling, drilling, boring, tapping, or machining of the company's products either manually, under tape, or computer control. Typically requires a high school education or equivalent and may require two to four years of technical training.
J-11	Drill Press Operator	Under direct supervision, drills, reams, taps, bores, etc. layout for product. Maintains close tolerances. May set-up parts of irregular shapes requiring blocking, clamping, or aligning. Determines feeds, speeds, tooling, and/or operation sequence. Typically requires a high school education or equivalent and may require some technical training.
J-13	Assembler- Fabricator	Under direct supervision, fabricates and assembles metal products as specified by work orders, diagrams and templates. Operates machines to cut and shape components to specified dimensions. Typically requires a high school education or equivalent and may require some technical training.
J-14	Fork Lift Operator	Under direct supervision, operates fork lift and/or power trucks for handling and moving material within plant. Typically requires a high school education or equivalent and may require some technical training.
J-15	Grinder/Sandblaster Machine Operator	Under direct supervision, sets up, operates, and tends machine to grind or crush materials. Works to close limitations. Selects wheels and feeds. Reads work orders and/or blue prints to determine product specifications and information. Typically requires a high school education or equivalent and may require some technical training.
J-16	Inspector/Tester	Under direct supervision, makes detailed inspections (incoming and outgoing) of complicated metal parts, dies, gauges, etc. Inspects close limits and grade of work. Maintains familiarity with various measuring instruments. Reads complicated blueprints and understands the use of various gauges. Typically requires a high school education or equivalent and may require some technical training.
J-19	Labor- Production	Under direct supervision, performs miscellaneous simple labor operations such as cleaning, wiping, and moving light materials. Assists machine operators, platers, machine feeders, etc. Typically requires a high school education or equivalent and may require some technical training.
J-21	Lathe Operator- (Engine or Turret)	Under direct supervision, sets up and operates engine or turret lathes performing complex, close tolerance operations in turning, facing, boring, chamfering, recessing, and form turning on a wide variety of experimental and/or production parts. Works from blue prints, operations sheets, and verbal orders and occasionally makes fixtures and hold-downs. Typically requires a high school education or equivalent and may require some technical training.
J-23	Machine Operator	Under direct supervision, operates or tends any variety of machine tools such as lathes, drill presses, milling machines, grinders, or special purpose equipment to machine work according to production specifications. Typically requires a high school education or equivalent and may require some technical training.
J-24	Machinist- All Around	Under direct supervision, sets up and operates various types of machines and performs progressive machining operations for apparatus or equipment with close tolerances. Produces replacement and new parts in making repairs to metal parts in mechanical equipment. Typically requires a high school education or equivalent and may require some technical training.
J-25	Machinist- Maintenance	Under direct supervision, repairs and maintains standard and special machinery and mechanical equipment such as lathes, milling machinery and radial drills. Maintains knowledge of machinery, mechanical equipment, tools, measuring instruments and metals. Lays out and performs machining operations from drawings or instructions. Typically requires a high school education or equivalent and may require some technical training.
J-27	Material Handler/Hand Trucker	Under direct supervision, handles and maintains flow of material and products in manufacturing areas by hand or hand truck. Records movement of incoming and outgoing materials. May fill orders from customers. Typically requires a high school education or equivalent and may require some technical training.
J-29	Milling Machine Operator/Millwright	Under direct supervision, installs, dismantles, or moves machinery and heavy equipment according to layout plans, blueprints, or other drawings. Sets up and performs milling operations on an assortment of components. Typically requires a high school education or equivalent and may require some technical training.
J-31	Model Maker	Under direct supervision, plans, lays out, and builds experimental subassemblies and prototype models requiring a high degree of accuracy. Reviews engineering specifications, drawings and sketches and creates special tools or fittings to build models. Inspects complex components from vendors and production to ensure conformance to engineering schematics, standards, and specifications. Typically requires some college or equivalent experience.
J-32	Molder	Under direct supervision, sets up, operates, or tends metal or plastic molding, casting, or core making machines to mold or cast metal or thermoplastic parts or products. Performs machine, bench, and floor molding of a wide variety of small and average size castings. Makes molds and reinforces as required. Typically requires a high school education or equivalent and may require some technical training.

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Job Code	Job Title	Description
J-34	Packer and Boxer	Under direct supervision, performs standard packing operations to fill, mark, label, band, tie, pack, and/or wrap containers with products and materials. Tallies, weighs, transports, stacks, and arranges products and packed containers. May obtain and sort items to be packaged and replenish packaging supplies. Typically requires a high school education or equivalent and may require some technical training.
J-35	Painter- Production	Under direct supervision, sets up and operates machinery to cover a variety of surfaces with lacquers, enamels, paints, varnish, or other special commercial finishers. Mixes finishes as required and cleans and adjusts paint flow to product. Performs all work in accordance with established safety procedures. Typically requires a high school education or equivalent and may require some technical training.
J-36	Plastic Extrusion Operator	Under direct supervision, sets up and operates extrusion equipment including all auxiliary equipment and dies. Maintains knowledge of the extrusion process and ability to make machine control and die adjustments to produce quality extruded parts. Diagnoses machine problems and assists in machine repair. Typically requires a high school education or equivalent and may require some technical training.
J-37	Plater	Under direct supervision, performs a wide range of electroplating processes to obtain finishes on a variety of parts and completed devices of one or more metals. Follows standardized methods and procedures to produce optimum plating results. Cleans, strips, etches, bright dips, electro polishes, and oxidizes parts. Makes up and replenishes solutions according to formulas. Works from drawings, specifications, work orders, and instructions. Typically requires a high school education or equivalent and may require some technical training.
J-38	Polisher and Buffer	Under direct supervision, buffs, polishes and grinds work of varying shapes or designs requiring care to maintain contour, edges and dimensions. Sets up and adjusts machine controls according to product specifications utilizing knowledge of machine operation. Studies blueprints, work orders, or machining instructions to determine product specifications, tool requirements, and operational sequences. Typically requires a high school education or equivalent and may require some technical training.
J-39	Printing Press Operator	Under direct supervision, sets up and operates printing press for diversified printing jobs. Adjusts form sizes, ink foundations, rollers, paper feeds, changing packing, etc. Performs minor maintenance work on presses. Typically requires a high school education or equivalent and may require some technical training.
J-40	Production Expediter	Under direct supervision, follows progress of orders through plant in accordance with requirements of production schedules. Checks to see that orders leave departments as scheduled and expedites delivery when necessary. Typically requires a high school education or equivalent and may require some technical training.
J-41	Production/Master Scheduler	Under direct supervision, prepares and follows up production schedules. Allocates orders to departments in proper sequence. Maintains contact with factory departments to determine completion of parts. Typically requires some college or equivalent experience.
J-42	Punch Press Operator	Under direct supervision, performs a range of blanking, piercing, and forming operations on a variety of parts. Adjusts air or mechanical knock-out devices, automatic roll, dial feed mechanisms, length of ram stroke, and operates press. Typically requires a high school education or equivalent and may require some technical training.
J-44	Set-Up Person	Under direct supervision, performs set-up on a wide variety of jobs including drill presses, milling machines, post drills, power presses, machines for blank, etc. Maintains thorough knowledge of machines and products plus a high degree of skill in setting up any job within capacity of machines. Responsible for proper set-up and maintenance of all safety devices. Typically requires a high school education or equivalent and may require some technical training.
J-45	Sheet Metal Worker	Under direct supervision, sets up and operates fabricating machines such as shears, brakes, bending rolls, and punch and drill presses to cut, bend, and straighten sheet metal. Sets up and operates soldering and welding equipment to join sheet metal parts. Inspects assemblies and installations for conformance with specifications using measuring instruments such as calipers, scales, and micrometers. Works from blueprints, sketches, or verbal instructions. Typically requires a high school education or equivalent and may require some technical training.
J-46	Shipping and Receiving Clerk	Under direct supervision, responsible for the receipt and shipment of incoming materials, supplies, and products. Receives goods, verifies items against the record of shipment, and inspects condition. Counts, weighs and measures items to verify against bills of lading, invoices, etc. Packs or unpacks items and routes to departments. Typically requires a high school education or equivalent and may require some technical training.
J-47	Stockperson	Under direct supervision, receives, fills, and delivers office supplies to departments. Maintains inventory levels by checking shelves and preparing purchase orders. Checks order forms for coding, quantities, and approvals. Stocks deliveries in warehouse or stockroom. Contacts vendors for ordering supplies. Typically requires a high school education or equivalent and may require some technical training.
J-48	Tool Crib Attendant	Under direct supervision, maintains tool crib in large production machine department or in tool or maintenance department. Receives, stores, and issues hand tools, machine tools, dies, measuring devices, and other equipment. Keeps adequate records of withdrawals of a large number of expensive tools. Typically requires a high school education or equivalent and may require some technical training.
J-49	Tool, Die, or Gauge Maker, Class A	Under direct supervision, constructs and repairs machine shop tools, gauges, fixtures, jigs or dies for use within the organization. Maintains close limits and adheres to specifications. Typically requires a high school education or equivalent and may require some technical training.
J-50	Truck Driver- Local	Under direct supervision, drives a truck or tractor-trailer truck to transport materials, merchandise, machinery, or equipment usually within a city or suburban area. May load or unload truck, makes minor mechanical repairs and keeps the truck in good working order. Excludes interstate and "line" drivers on long-distance runs, local store or service delivery and pick-up drivers, and all drivers whose rate of pay includes subsistence or differentials for long-haul or "away from home" work. Typically requires a high school education or equivalent and may require some technical training.
J-51	Truck Driver- Long Distance	Under direct supervision, drives a truck or tractor-trailer truck to transport materials, merchandise, machinery, or equipment on interstate or long-distance runs. May load or unload truck, makes minor mechanical repairs and keeps the truck in good working order. Typically requires a high school education or equivalent and may require some technical training.
J-54	Welder/Braizer (Spot)	Under direct supervision, performs difficult and unusual hand welding operations (MIG, TIG, arc, etc.) on a wide range of metals and alloys for complex precision assemblies. Selects and regulates equipment for proper penetration and fusion of metals. Maintains knowledge required to fuse dissimilar metals, obtain maximum weld strength, and avoid distortion. May require one or more certifications and technical experience.

2017 Illinois Manufacturers' Association Compensation Survey Job Descriptions

Job Code	Job Title	Description
J-55	Wirer and Solderer	Under direct supervision, assembles parts using wiring and soldering techniques from prints, parts lists, schematics, diagrams, and/or instructions using small tools. Maintains knowledge of all components, solders, color codes, and product familiarity. Typically requires a high school education or equivalent and may require some technical training.
J-56	Crane Operator	Under direct supervision, operates electric bridge or mobile crane to lift, rig, move, or position material, work in progress, equipment, or finished products. Typically requires a high school education or equivalent and may require some technical training.
J-57	Crafter	Under direct supervision, responsible for building crates and boxes. May wrap materials and apply protective coating. Works with power tools, various hand tools, and supplies. Typically requires a high school education or equivalent and may require some technical training.
J-58	Inventory Control Clerk/Cycle Counter	Under direct supervision, responsible for counting and maintaining counts of various resources, products, etc. throughout the facility. May organize and match products and resources to assist with maintaining inventory records. Typically requires a high school education or equivalent and may require some technical training.
J-59	Welding Machine Operator (Automatic)	Under direct supervision, responsible for operating the automatic welding machine. Sets up, operates, and tends to weld machine to maintain it in good working order. Reads blueprints, work orders, and production schedules to determine product or job instructions and specifications. Typically requires technical training or certification.
J-60	Regulatory Affairs Specialist	Writes regulatory submissions, supplements, and amendments. Registers domestic and international products. Provides aid for product development, manufacturing, and pre/post market studies. Develops and maintains regulatory compliance program to include training.

2017 Illinois Manufacturers' Association Compensation Survey Job Descriptions		
Job Code	Job Title	Description
MARKETING/SALES/SERVICE		
L-01	Customer Service/Inside Sales Representative	Under general supervision, processes incoming orders and receives, evaluates, and answers customer inquiries (through phone or correspondence) in a timely manner. Responsible for direct customer contact in all areas relating to inquiries, orders, order entry, pricing, scheduling, delivery dates, packaging, traffic, and disposing of customer complaints and questions. May have a sales role that is responsible for generating revenue and/or profit margins. Informs customers of current promotions and specials, maintains records of all sales promotions, and keeps up-to-date customer records including invoice copies, credit information, and customer profiles. Typically requires one to three years of experience and may report to Customer Service/Insales Sales Supervisor or Manager.
L-02	Customer Service/Inside Sales Manager/Supervisor	Under general direction, supervises and coordinates the activity of customer service representatives, inside sales representatives, and clerks. Assists in the development of customer service policies that promote customer relations. Investigates and resolves non-routine customer complaints. Handles major problems concerning service orders, adjustments or exchanges. Typically requires three to five years of experience and may report to Sales Manager.
L-03	Direct Sales Representative	Under general supervision, sells products or services to businesses, industrial establishments, or individuals at sales office, customer's place of business or by telephone, utilizing knowledge of product or service to be sold. Compiles lists of prospective customers from newspapers, business directories, and other sources. Quotes prices and credit terms and prepares sales contracts for orders obtained. Prepares reports of business transactions and keeps expense accounts. Typically requires a Bachelor's degree or equivalent experience. May report to Sales Manager.
L-04	Field Service Representative/Technician	Under general direction, performs moderately complex customer support activities for equipment and systems products such as wiring, cabling, and relatively complex equipment. Using detailed company guidelines, performs on-site preventative maintenance, routine repair, and calibration after installation. Typically requires formal technical training beyond high school and one to three years of experience. Frequently reports to Field Service Manager or Supervisor.
L-04.1	Field Service Engineer	Under general direction, performs highly complex customer support activities involving the installation, modification, and repair of equipment and systems. Performs on-site preventative maintenance, complex repairs, and advanced calibration and testing. Typically requires a technical degree and three to five years of experience. Frequently reports to a Field Service Manager or Supervisor.
L-05	Field Service Manager/Supervisor	Under general direction, responsible for supervising the field service staff in customer support activities involving installation, modification, and repair of equipment and systems. Directs subordinates' work and develops work schedules and assignments. Oversees that appropriate documentation and records are kept. Communicates with other departments and customers. Typically requires a Bachelor's degree and three to five years of experience. May report to Regional or District Manager.
L-06	National Sales Manager	Under general direction, responsible for national field sales operations and for the products and personnel under his/her control. Establishes territories and sales expenses, budgets, and targets consistent with company objectives. Develops and maintains appropriate channels of sales including the approval of distributors. Travels the territory and maintains contact with key accounts. Monitors sales activity, competitor activity and overall market condition. Typically requires a Bachelor's degree and eight plus years of experience. May report to Top Sales Director or Executive.
L-07	Product Manager	Under general direction, plans, develops, designs, and implements domestic marketing programs for assigned product(s). Makes recommendations to marketing on all issues pertinent to the product, such as sales brochures, technical bulletins, product design, etc. Conducts direct sales negotiations with customers and renders training and sales assistance to area sales representatives. Serves as a contact between marketing and manufacturing on the assigned products. May work within an assigned territory. Typically requires a Bachelor's degree and three to five years of experience. May report to Corporate Executive.
L-08	Regional/District Sales Manager	Under general direction, responsible for all activities within a designated geographical area. Serves as liaison between company and sales/service representatives within the territory. Implements approved sales/promotion plans and monitors sales expenses and budgets. Conducts sales meetings with distributors. Evaluates market conditions and competitor activity. Maintains contact with key accounts and negotiates on a personal basis when necessary. Typically requires at least five to eight years of sales experience and may report to National Sales Manager.
L-09	Sales Manager	Under general direction, manages sales activities of business. Directs staffing, training and performance evaluations to develop and control sales program. Coordinates sales distribution by establishing sales quotas and goals. May advise dealers and distributors concerning sales and advertising techniques. Reviews market analyses to determine customer needs, volume potential, price schedules, and discount rates. Develops sales campaigns to accommodate goals of company. Prepares periodic reports showing sales volume and potential sales. Typically requires a Bachelor's degree and three to five years of experience. May report to Regional or District Sales Manager.
L-10	Order Clerk	Under general supervision, processes orders for materials, merchandise, and services received by mail, telephone, and fax or personally from customer or company employee. Edits orders received for price and nomenclature. Informs customer of unit prices, discounts, shipping charges, delivery date, anticipated delays, and any additional information. May ascertain customer credit rating. May confer with inventory control, production, sales, shipping, and warehouse common carrier personnel to confirm delivery date or trace missing or delayed shipments. Typically requires a high school education and one to three years of experience. Frequently reports to Customer Service/Inside Sales Supervisor or Sales Manager.
L-11	Technical Writer/Illustrator	Under general supervision, responsible for writing technical copy for all product documentation for customers to facilitate product implementation and use. Documents product features and enhancements by including text, pictures, graphs, etc. Provides recommendations for interface with other company products. Typically requires a Bachelor's degree and one to three years of experience. May report to Product Manager.
L-12	Telemarketing Representative	Under direct supervision, responsible for selling organization products and/or services by telephone. Uses a furnished list of telephone numbers and following an established sales script, informs potential customers about company's products/services. May take orders, ensuring that the order form is complete as to addressee, type and quantity of products/services ordered, and that invoice information is correct. Keeps records of all calls made or received, number and dollar of orders taken, and number of negative responses. Typically requires minimal experience. Frequently reports to Customer Service/Inside Sales Supervisor or Sales Manager.
L-13	Advertising Manager	Under general direction, promotes the sale of the organization's products and/or services through various advertising media. Coordinates functions with Sales, Marketing, and other departments. Oversees advertising staff and provides direction and development of advertising campaigns. Typically requires a Bachelor's degree and five to eight years of experience. May report to Corporate Executive.

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Job Code	Job Title	Description
L-14	Desk-Top Publishing Operator	Under general supervision, responsible for producing computer generated graphic-design for communication materials. Creates graphic images and integrates with text. Requires in-depth knowledge and training of desktop publishing applications. Typically requires a high school education or equivalent with specialized training in desktop publishing software and two to four years of experience. May report to Product Manager.
L-15	Graphic Artist	Under general supervision, responsible for the layout, design, and production activities to produce graphic-design artwork. Coordinates in-house and outside vendor services. May supervise the activities of lower level employees. Maintains in-depth knowledge of graphic-design equipment, tools, and techniques. Typically requires a Bachelor's degree or certificate in graphic design with one to three years of experience. May report to Product Manager.
L-16	Market Research Analyst	Under general supervision, responsible for researching and analyzing customer activities, preferences, needs, and buying habits to identify potential markets and factors affecting product demand. May interview, facilitate focus groups, conduct surveys, and mine various databases. Typically requires a Bachelor's degree and one to three years of experience. May report to Product Manager.
L-17	Marketing Manager	Oversees the marketing department. Manages and supports the development of communication for product and service information. Designs and implements marketing plans and product promotions. Guides marketing research projects. Assists with the development of marketing strategic plans to improve market penetration and monitors effectiveness.
L-18	Customer/Supplier Support Coordinator	Provides customers and suppliers with the best possible service in relation to billing inquiries, service requests, suggestions and complaints.
QUALITY ASSURANCE		
M-01	Environmental Compliance Manager	Under general direction, responsible for analyzing processes and activities to achieve compliance with local, state, and natural environmental rules and laws. May obtain necessary permits. Participates in capital budgeting and advises senior management on potential environmental liabilities. Typically requires a Bachelor's degree and significant experience. Frequently reports to Corporate or Division Executive.
M-02	Quality Assurance Engineer	Under general supervision, designs and installs quality control process sampling systems, procedures, and statistical techniques. Designs or specifies inspection and testing mechanisms and equipment. Analyzes production limitations and standards. Recommends revision of specifications when indicated. Formulates or assists in formulating quality control policies and procedures. Typically requires a Bachelor's degree in quality engineering and one to three years of experience. May report to Quality Assurance Manager.
M-03	Quality Assurance Inspection Supervisor	Under general direction, supervises and coordinates activities of workers engaged in inspecting materials, tools, work pieces, and products such as metal stock, cutting tools, gauges, machine parts, and assembled units for conformance to specifications, products, inspection instruments, and procedures. Researches product defects, recommending modifications in products or standards and prepares necessary reports. Typically requires a Bachelor's degree and three to five years of experience. Frequently reports to Quality Assurance Manager.
M-04	Quality Assurance Auditor	Under general supervision, performs internal and/or external quality system audits. Compiles detailed reports on audit findings. Confers with company on regulatory matters. Typically requires a Bachelor's degree and technical certifications and may report to Quality Assurance Manager.
M-05	Quality Assurance Inspector	Under general supervision, inspects audits, reports on materials, processes, and products using variable or attribute measuring instruments and techniques to ensure conformance with the company's quality standards. Typically requires a high school education and one to three years of experience. Frequently reports to Quality Assurance Inspection Supervisor.
M-06	Quality Assurance Specialist	Under general supervision, performs a specific quality related functions within the company's quality program (e.g., management representative, statistician, or testing expert). Prepares reports on findings and may recommend action steps. Typically requires a Bachelor's degree or equivalent technical training and considerable experience. May report to Quality Assurance Manager.
M-07	Quality Assurance Manager	Under general direction, responsible for establishing, implementing, and directing quality control efforts to ensure that requirements for processing components and other materials into finished goods and products conform to quality standards. Establishes and maintains quality assurance standards, procedures, and controls. Works directly with manufacturing to schedule and control inspection activities and to enforce requirements as specified by raw materials, ingredients, products, package specifications, and regulatory agencies. Typically requires a Bachelor's degree and five to eight years of experience. Frequently reports to Corporate or Division Executive.
M-08	Quality Assurance Technician	Under general supervision, performs quality comparisons of manufactured and purchased parts to established applicable standards, noting all items of nonconformance with quality and reliability standards. Recommends modifications to existing, or suggests new, standards, methods, and procedures. Typically requires one to three years of experience and technical training. Frequently reports to Quality Assurance Supervisor or Manager.
M-09	Process Improvement Coordinator	Analyzes the effectiveness of existing business processes and develops sustainable, repeatable and measurable business process improvements. Researches best business practices within and outside the organization to establish benchmark data. Collects and analyzes process data to initiate, develop and make recommendations on business practices and procedures that focus on enhanced safety, increased productivity, and reduced cost.
M-10	Process Improvement Manager	Partners with research, development, and manufacturing management to ensure that short and long-term organization production and quality goals are met. Directs the activities of the process and quality engineers, administers process improvement tests, and directs the growth, interpretation and documentation of the improvements.

2017 Illinois Manufacturers' Association Compensation Survey Job Descriptions

Job Code	Job Title	Description
FACILITIES		
N-01	General Maintenance Repair Worker	Under general supervision, performs maintenance service or repairs in two or more skill areas including plumbing, carpentry, painting and plastering, machine servicing, electrical repairs or installations, or vehicle servicing. Performs all work in accordance with established safety procedures. Estimates time and materials costs and requisitions new supplies and equipment. Excludes employees who specialize in one trade or one type of maintenance work and employees who principally do janitorial work. Typically requires a high school education or equivalent and may require some technical training.
N-02	Carpenter	Under general supervision, performs the carpentry duties necessary to construct and maintain building woodwork such as bins, counters, shelves, benches, stairs, doors, and windows. Works from drawings or verbal instructions and uses a variety of carpentry hand and power tools. Repairs articles of furniture and loose or broken joints. Performs all work in accordance with established safety procedures. Typically requires a high school education or equivalent and may require some technical training.
N-03	Electrician	Under general supervision, repairs, installs, replaces, and tests electrical circuits, equipment, and appliances. Uses hand tools and testing instruments. Inspects and tests electrical equipment, lighting, signal, communication, and power circuits. Replaces faulty switches, sockets, and other elements of electrical systems. Performs all work in accordance with established safety procedures. Inspects completed work for conformance with requirements of local building and safety codes. Typically requires an electrician's license.
N-04	Janitor	Under general supervision, cleans and services building, offices, shop areas, furniture, fixtures, and lavatories. Sweeps, mops, and polishes floors and removes trash and litter. May maintain grounds and premises. Typically requires a high school education or equivalent and may require some technical training.
N-07	Welder	Under general supervision, applies appropriate welding processes to join, surface, fabricate or repair parts of metal or other weldable materials as specified by work orders, blueprints, sketches or charts. May lay out and mark weld points on parts or subassemblies using rule, square, scribe, or templates. May position pieces to be welded into jigs, holding fixtures, guides, and steps using measuring instruments and hand tools. Inspects completed work for conformance to specifications. Performs all work in accordance with established safety procedures. Typically requires a high school education or equivalent and may require some technical training.
N-08	Pipe Fitter/Plumber	Under general supervision, inspects, installs, repairs, and replaces pipes, fittings, and plumbing fixtures to maintain the heating, water, gas, and drainage systems. Cuts, bends, threads, and fits pipes with adjoining pipe assemblies. Caulks leaks and opens clogged drains. Interprets blueprints and works from sketches or verbal instructions. Performs all work in accordance with established safety procedures. Inspects completed work to ensure compliance with engineering specifications and local buildings codes. Typically requires a plumber's license.