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# State of Minnesota Career Families

## APPENDIX A

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This appendix contains an alphabetical list of the Career Families used by the Department of Employee Relations (DOER) as well as DOER's description of each family.<sup>1</sup> It includes a list of the job classifications representing approximately 75 percent of the employees within each family (unless otherwise noted), the number of employees per classification, and the average salary for each classification. Totals for the entire career family are also provided.<sup>2</sup>

### Accounting, Auditing, and Financial Careers

This career family includes work concerned with formulating policies and procedures relating to examining, analyzing, and interpreting financial, budgetary, and investment data. Directs financial activities of the organization. Applies principles of accounting to analyze financial information to prepare reports and forecast estimates of future revenues and expenditures. Conducts audits of financial records to assess effectiveness of controls, accuracy of those records, and efficiency of operations. Examines financial institutions to enforce laws and regulations governing their operations and solvency. Interprets economic information concerning price, yield, stability and future trends of securities, investments, etc.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Account Clerk Senior	257	\$15.12
Account Clerk	222	13.71
Accounting Technician	177	16.44
Accounting Officer Intermediate	97	18.69
Accounting Officer	85	17.47
Accounting Officer Senior	73	20.86
Accounting Supervisor Senior	47	21.80
Local Government Auditor	28	14.91
Accounting Director	27	26.27
Auditor Senior	26	21.51
Total for Career Family	1,363	\$23.50

### Agriculture Careers

This career family includes work concerned with the application of scientific principles to problems related to agriculture and horticulture. Also includes development of improved methods in cultivating, processing, handling, and storing of products; land conservation practices; pest control; etc. Plans and develops coordinated practices for soil erosion, moisture conservation, and sound land use. Inspects agricultural commodities, processing equipment, and facilities to enforce compliance with governmental regulations. Conducts research in nature, cause, and control of plant diseases and decay of plant products. Inspects establishments where agricultural service products, such as livestock feed,

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<sup>1</sup> Descriptions of DOER's Career Families come from the agency's web page: <http://www.doer.state.mn.us/stf-btm/familydef.htm>; accessed December 8, 1999.

<sup>2</sup> Data are from October 6, 1999.

fertilizers, and pesticides, are manufactured, sold, or used, to ensure conformance to laws regulating product quality and labeling.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Grain Sampler 1	44	\$14.90
Food Inspector 2	31	19.30
Agricultural Advisor	25	19.86
Agricultural Potato Sampler	20	8.99
Dairy Inspector 2	20	20.88
Grain Inspector 2	15	18.15
Agricultural Specialist	15	18.21
Agricultural Consultant	10	23.44
Grain Inspector 1	9	17.66
Plant Industry Inspector 1	8	15.24
Total for Career Family	258	\$20.11

## Building and Construction Trades Careers

This career family includes work concerned with building construction occupations. Fabricates, installs, and repairs structures made of wood and materials that can be worked like wood. Installs plumbing systems in buildings according to blueprints. Wires buildings and adjacent yards to provide electricity for power and lighting.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
General Repair Worker	126	\$16.49
Plant Maintenance Engineer	126	18.19
Laborer - Trades and Equipment	80	15.97
Stationary Engineer	73	17.99
Carpenter	59	18.01
Painter	46	18.31
Electrician	44	18.68
Building Utilities Mechanic	35	18.03
Building Maintenance Supervisor	32	22.69
Electrician Master Record	30	19.58
Building Maintenance Foreman	19	21.58
Total for Career Family	882	\$19.09

## Commerce Careers

This career family includes work concerned with the licensure and regulation of a variety of commercial activities such as insurance, securities, real estate, franchising, and banking; investigates and resolves complaints against individual practitioners and the industry; administers policies and procedures for continued formal licensee education.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Investigator Senior	33	\$22.16
Housing Development Officer Senior	27	22.35
Investigator	24	17.87
Financial Institution Examiner	21	20.94
Financial Institution Examiner Senior	19	24.40
Housing Development Officer Intermediate	18	19.77
Housing Program Technician	17	14.44
Housing Development Officer	16	17.85
Commerce Consumer Liaison	15	16.25
Housing Program/Policy Specialist	15	24.95
Commerce Analyst 2	13	20.43
Total for Career Family	292	\$23.44

## Corrections Careers

This career family includes work concerned with the operation of adult and juvenile correctional facilities; administration of probation, supervised release, and parole services; and assistance on a statewide basis in the management of criminal justice programs and facilities. Guards inmates in correctional facilities, following established policies and procedures to protect the public, other inmates, and correctional staff.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Corrections Officer 2	1,224	\$16.13
Corrections Officer 3	331	19.71
Corrections Lieutenant	128	25.28
Total for Career Family	2,245	\$21.82

## Diversity and Equal Opportunity Careers

This career family includes work concerned with the recruitment and retention of a statewide diverse workforce to ensure the state's commitment to equal employment opportunities and to research and resolve charges of discrimination according to established legal and administrative guidelines.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Human Rights Enforcement Officer 1	20	\$18.07
Human Rights Enforcement Officer 1 - Trainee	8	15.19
Human Rights Enforcement Officer 2	7	21.24
Affirmative Action Officer 2	5	18.18
Total for Career Family	55	\$21.33

## Economic Development Careers

This career family includes work concerned with attracting, expanding, and retaining commercial business enterprises in the state; facilitates joint ventures and public/private partnerships to enhance business opportunities; and collaborates with all levels of government to reduce "red tape" for relocation of industries to the state.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Business and Community Development Representative	16	\$21.86
Loan Officer Senior	15	24.94
International Trade Representative	11	23.03
Economic Development Program Specialist	6	24.08
Recreational Facility Marketing Specialist	5	19.98
Total for Career Family	73	\$23.45

## Economic Security Careers

This career family includes work that administers employment service programs; plans and executes policies and procedures to provide statewide employment services under authority of federal and state regulations. Coordinates local office operations with staff services such as counseling, testing, job analysis, farm placement, recruitment and staff training, and human resource development to achieve program objectives. Researches occupations and analyzes and integrates data and provides business, industry, and government with technical information necessary for utilization of work force. Develops

and conducts employment and training programs for employees of industrial, commercial, service, or government establishments.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Economic Security Representative	223	\$17.51
Rehabilitation Counselor Career	154	21.75
Rehabilitation Counselor Senior	50	17.72
Disability Specialist	46	18.50
Reemployment Insurance Program Specialist 1	41	19.67
Reemployment Insurance Operations Analyst	38	17.73
Employment Counselor	32	14.70
Rehabilitation Counselor	31	15.38
Job Service Program Specialist 1	28	19.87
Vocational Rehabilitation Placement Coordinator	27	17.76
Disabled Veterans Outreach Program Representative	25	16.72
Job Service Field Operations Area Manager 2	23	24.56
Disability Program Specialist	22	21.27
Rehabilitation Counselor Supervisor 4	21	27.27
Reemployment Insurance Program Specialist 2	20	21.86
Employment and Training Program Specialist Senior	19	20.22
Total for Career Family	1,059	\$22.29

## Education and Teaching Careers

This career family includes work concerned with research, administration, and teaching at the elementary, secondary, college, and university levels. Researches academic subjects, administers educational programs, and teaches in schools beyond the secondary school level, including technical colleges, community colleges, and state universities. Directs and coordinates activities of teachers and other staff providing school instruction, evaluation services, job placement, or other special education services to physically, mentally, emotionally, or neurologically impaired children; participates in conferences with staff, parents, children, etc. Teaches elementary and secondary subjects to special education students; plans curriculum and prepares lessons and other instructional materials according to grade level of students.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
College Laboratory Assistant 1	319	\$12.89
MnSCU Program Director 1	232	15.85
Customized Training Representative	149	22.08
MnSCU Program Director 2	125	20.48
Education Specialist 2	108	26.85
College Laboratory Assistant 2	96	14.57
MnSCU Program Supervisor 1	56	21.59
MnSCU Program Supervisor 2	44	25.87
Special Teacher: MA/MS/5 years + License	38	26.76
Child Care Center Assistant	23	11.98
Special Teacher: BA/BS + License + 60 Credits	22	27.67
Total for Career Family	1,615	\$22.66

## Electronic Installation Maintenance and Repair Careers

This career family includes work concerned with the installation and repair of data communications lines and equipment for computer systems; tests and repairs radio transmitting and receiving equipment according to wiring diagrams, manufacturers specifications, and testing equipment; and operates system to demonstrate equipment, identify, and repair malfunctions.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Radio Communications Operator	73	\$16.16
Electronics Technician Senior	44	18.44
Electronics Technician	19	16.30
Highway Signal Technician	19	19.86
Radio Technician 3	17	21.90
Radio Technician 2	15	18.92
Audio Visual Technician	15	14.51
Audio Visual Aide	14	12.33
Total for Career Family	280	\$20.29

## Engineering, Architecture, and Appraisal Careers

This career family includes work concerned with architecture; the appraisal and purchase/leasing of real property. Researches, plans, designs, and administers building projects for clients, applying knowledge of design, construction procedures, zoning and building codes, and building materials. Consults with client to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, color, equipment, estimated costs, and construction time. Appraises improved or unimproved real property to determine value for purchase, sale, investment, mortgage, or loan purposes. Inspects property for construction, condition, and functional design and takes property measurements. Considers factors such as depreciation, reproduction costs, value comparison of similar property, and income potential when computing final estimation of property value. Negotiates with property owners and public officials to secure purchase or lease of land and right-of-way for construction projects. Negotiates with landowners for access routes and restoration of roads and surfaces. May examine public records to determine ownership and property rights.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Highway Technician Senior	472	\$19.36
Highway Technician Intermediate	262	16.16
Engineer Senior	237	25.72
Engineer Principal	198	30.45
Engineering Specialist	159	23.33
Engineering Specialist Senior	80	26.25
Total for Career Family	1,850	\$22.52

## Executive Leadership Careers

This career family includes work concerned with managing state governmental agency programs to provide the public or other individuals with designated services, or implements laws, codes, or policies prescribed by legislative bodies; reviews official directives and correspondence to ascertain such data as changes prescribed in agency programs, policies, and procedures, and new assignments or responsibilities. Confers with supervisory personnel and reviews staff reports and records to obtain data, such as status of on-going work or projects, cases and investigations pending, indications of probable conclusions, and projected completion dates. Coordinates activities of various organizational units in order to provide designated functions or services with minimum delay and optimum efficiency and accuracy. Conducts staff meetings for dissemination of pertinent information. Prepares and presents reports on agency activities. Descriptive working title may be designated according to the type or agency, its programs, or by the type of work performed by its staff.

<u>Job Classifications for 40% of Employees<sup>3</sup></u>	<u>Number of Employees</u>	<u>Average Salary</u>
Project Manager	20	\$33.81
Project Functional Manager	19	30.47
Executive Aide	16	22.25
Assistant to Commissioner	12	29.95
Executive Assistant	11	24.37
Chief Executive Officer - Hospital	8	42.18
Chief Executive Officer - Corrections Facility	8	43.09
Assistant Commissioner of Human Services	6	43.44
Executive Assistant Principal	6	27.39
Judge of Workers' Compensation Court of Appeals	5	44.11
Commissioner – Public Utilities	5	41.13
Housing Finance Agency Executive	5	37.88
Assistant Commissioner of Economic Security	5	39.83
Veterans Home Administrator	4	35.22
Deputy Commissioner of Commerce	4	42.39
Assistant Commissioner of Corrections	4	44.63
Assistant Commissioner of Children, Families and Learning	4	40.71
Senior Executive Officer	4	35.81
Assistant Director of Minnesota State Lottery	4	41.95
Assistant Commissioner of Revenue	4	42.06
Total for Career Family	370	\$38.04

## Facilities Operation and Maintenance Careers

This career family includes work concerned with building and grounds services not elsewhere classified. Maintains grounds of public property performing any combination of the following tasks: cuts lawn using power mower; trims and edges walks, flower beds, and walls using weed cutters and edging tools; prunes shrubs and trees; may perform grounds maintenance using tractor equipped with attachments such as mowers, fertilizer spreaders, and snow removal equipment. Cleans buildings, furniture, and equipment: includes sweeping, mopping, polishing floors and walls, and disposing of trash.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
General Maintenance Worker	1,126	\$12.39
Total for Career Family	2,170	\$16.96

## Food and Personal Service Careers

This career family includes work concerned with washing, drying, and ironing fabrics and clothing; preparing, cooking, and serving meals; and personal grooming. Sorts clothing by color and fabric; washes and dries it in automatic machines; sorts, irons, and folds dried clothing. Prepares, seasons, and cooks soups, meats, vegetables, desserts and other food stuffs for consumption; reads menu to estimate requirements and orders food from supplier or procures food from storage. Serves food in dining area; washes and dries dishes and cooking utensils; cleans dining and cooking areas and disposes of trash. Cuts, styles, shapes, and washes hair.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Food Service Worker	314	\$11.71
Cook	81	13.72
Laundry Worker	49	13.61
Cook Coordinator	22	15.61
Total for Career Family	616	\$17.87

<sup>3</sup> Because the Executive Leadership career family is very broad and includes many class titles we only list class titles with four or more employees. This list represents 42 percent of the employees in this career family.

## Human Resources Careers

This career family includes work that applies policies and procedures relating to the efficient and effective administration of the organization's human resources: employee recruitment, selection, training, development, retention, promotion, compensation, and labor relations. Manages compensation program to determine and convert relative job worth into monetary values to be administered according toayscale guidelines. Plans and coordinates personnel and staff training programs through group and individual instruction, manuals, and other methods. Manages the labor relations program to negotiate and administer collective bargaining agreements and resolve employer-employee disputes. Administers staffing functions; collects and analyzes occupational information to facilitate employee recruitment, rewards, and retention.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Examination Monitor 2	207	\$ 9.90
Personnel Aide Senior	66	16.70
Personnel Aide	62	15.04
Personnel Representative	47	24.05
Personnel Officer Senior	45	20.28
Personnel Officer	37	18.25
Employee Development Specialist 2	35	19.03
Examination Monitor 1	28	8.50
Total for Career Family	688	\$21.88

## Human Services and Development Careers

This career family includes work concerned with assisting individuals and groups with problems such as social disabilities/disorders, family adjustment, and economic disadvantages. Plans, organizes, and conducts research in understanding social problems and for planning and carrying out social welfare programs. Counsels and aids individuals and families requiring assistance of social service agency; interviews clients with problems, such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments, to determine nature and degree of problem.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Human Services Technician	1,800	\$12.84
Security Counselor	255	15.29
Income Maintenance Program Advisor	203	19.53
Human Services Support Specialist	106	13.66
Social Work Specialist	91	19.85
Minnesota Care Enrollment Representative	89	14.40
Mental Health Program Assistant	84	15.88
Mental Retardation Residential Program Lead	79	16.77
Income Maintenance Program Consultant	69	23.94
Total for Career Family	3,704	\$20.90

## Industrial Safety and Regulation Careers

This career family includes work concerned with the prevention and investigation of occupationally-related injuries and health problems. Inspects places of employment to detect unsafe or unhealthy working conditions and for conformance with governmental standards according to procedure or in response to complaint or accident. Plans, implements, coordinates, and assesses accident, fire prevention, and occupational safety and health programs. Disseminates information regarding toxic substances, hazards, and other safety topics.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Safety Investigator Senior	27	\$20.04
Safety and Health Officer 2	26	21.70
Dispute Prevention and Resolution Specialist Senior	16	25.18
Building Code Representative	12	26.37
Safety and Health Officer 1	12	18.53
Industrial Hygienist 3	12	24.63
Workers' Compensation Claims Mgmt. Spec. Intermediate	12	19.50
Boiler Inspector 2	11	22.39
Electrical Area Representative	11	24.62
Labor Investigator Senior	10	18.17
Compliance Services Officer Senior	10	22.51
Workers' Compensation Claims Mgmt. Spec. Senior	9	21.77
Industrial Hygienist 2	8	20.31
Building Code Representative Senior	8	28.12
Industrial Hygienist 1	7	17.40
Apprenticeship Training Field Representative Senior	6	21.78
Safety Investigator Principal	6	24.13
Total for Career Family	269	\$23.03

## Information Technology Careers

This career family includes work concerned with the application of computers and computer languages and the utilization of the computer in the design and solution of business, scientific, and other technical problems. This career family excludes professional, technical, and office jobs that use computers to aid them in performing their work. More specifically, this career family includes jobs that analyze and evaluate the procedures and processes to design a sequence of steps for processing data by computer that evaluate data communications and network hardware and software, reception of data, or information sent electronically; that investigate, resolve, and explain computer-related programs to users of computer systems; and that provide technical support for computer systems, rather than to users of computer systems.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Information Technology Specialist 3	498	\$23.48
Information Technology Specialist 2	348	19.21
Information Technology Specialist 4	294	27.89
Information Technology Specialist 1	198	16.05
Total for Career Family	1,816	\$29.48

## Insurance and Benefits Careers

This career family includes work concerned with the administration of benefits programs designed to insure employees against loss of income due to illness or injury; evaluates services, coverage, and options available through insurance and investment companies; and notifies employees and labor representatives of benefits plan changes to ensure compliance with contractual and legal requirements.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Retirement Services Specialist	22	\$16.42
Retirement Services Specialist Intermediate	16	18.20
Retirement Services Specialist Senior	12	20.34
Retirement Services Director	6	26.50
Retirement Services Program Coordinator	5	22.41
Total for Career Family	80	\$22.36



## Laboratory Sciences Careers

This career family includes work concerned with the application of the theoretical and practical aspects of physical and life sciences; analyzes the normal and abnormal chemical processes of living organisms; studies the growth and general characteristics of micro-organisms; and researches the composition, structure, and properties of physical matter.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Agricultural Technician	42	\$10.93
Research Scientist 2	37	22.85
Forensic Scientist 2	29	21.83
Research Scientist 3	27	27.11
Environmental Analyst 3	21	20.99
Bacteriologist 2	19	17.98
Forensic Scientist 3	14	26.97
College Laboratory Services Specialist	13	18.08
Plant Health Specialist 1	13	16.54
Plant Health Specialist 2	9	17.88
Forensic Scientist 1	8	15.88
Chemist 2	8	18.11
Environmental Analyst 2	8	18.87
Environmental Research Scientist	8	25.80
Environmental Analyst 1	7	14.59
Total for Career Family	345	\$20.83

## Law Careers

This career family includes work concerned with the practice of one or more phases of law including representing the government and the preparation of legal documents, protecting the public, maintaining law and order, detecting and preventing crime, directing and controlling motor traffic, and investigating and apprehending suspects in criminal cases. Conducts criminal and civil lawsuits, draws up legal documents, advises clients as to legal rights, and practices other phases of law; gathers evidence in civil, criminal, and other cases to formulate defense or initiate legal action.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Staff Attorney 2 (Attorney General's Office)	72	\$29.18
Staff Attorney 1 (Attorney General's Office)	61	20.69
Staff Attorney 3 (Attorney General's Office)	40	34.93
Compensation Judge	36	39.30
Legal Assistant 5	31	17.80
Legal Assistant 3 (Attorney General's Office)	21	12.79
Legal Assistant 6	21	20.91
Attorney 2	20	27.34
Legal Assistant 3	20	14.56
Legal Assistant 7	19	23.80
Reemployment Insurance Judge	18	26.86
Total for Career Family	467	\$25.57

## Library and Information Resource Careers

This career family includes work concerned with collecting, maintaining, and distributing print and non-print information materials such as books, serial publications, documents stored on a variety of media, and audiovisual; explains and assists clients in their search for information and use of reference sources; recommends acquisition of additional information resources; and completes special research projects on a variety of topics providing bibliographic documentation.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Library Technician	115	\$14.82
Total for Career Family	159	\$21.80

## Loans and Grants Careers<sup>4</sup>

This career family includes work concerned with the administration of a variety of grants and loans to finance government-sponsored programs such as housing, local government initiatives, and direct services to the public; directs and coordinates the evaluation and monitoring of grant-funded programs; and analyzes information on loan documents to ensure that the loan complies with appropriate guidelines such as financial condition, credit, or property valuation.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Grants Specialist Senior	36	\$19.96
Housing Development Officer Senior	34	22.65
Grants Specialist Coordinator	21	23.03
Housing Program Technician	21	15.01
Housing Development Officer Intermediate	20	19.72
Housing Program/Policy Specialist	15	25.55
Loan Officer Senior	12	25.04
Grants Specialist	9	14.81
Total for Career Family	213	\$21.20

## Management Careers (All Managerial Job Classifications Except Executive Leadership)

This career family includes work concerned with determining, securing, and allocating human, financial, and other resources needed to accomplish public administration objectives. Positions in this career family also are accountable for determining overall objectives, priorities, and policies within a public program area. Higher level positions in this career family handle significant and involved organizational relationships with governmental leadership within the executive branch of state government, as well as with the legislative and judicial branches. Incumbents of these positions have the authority to continuously exercise extensive discretionary powers.

<u>Job Classifications for 60% of Employees<sup>5</sup></u>	<u>Number of Employees</u>	<u>Average Salary</u>
Engineer Senior Administrative	63	\$38.12
Administrative Management Director 2	30	31.85
Pollution Control Program Administrator	22	32.91
Engineer Principal Administrative - Transportation	17	41.48
Welfare Strategic Policy Analyst Classified	16	26.12
Health Care Program Manager	15	33.48
Administrative Management Director 1	12	28.76
Executive Budget Officer	10	26.32
Information Director	10	31.01
Residential Program Services Manager	10	31.04
Residential Program Services Manager Senior	10	33.25
Health Program Manager	9	31.52
Health Assistant Division Director	9	35.37
Accounting Manager	8	31.12
Engineer Administrative - Management	8	34.85
Administrative Officer	8	27.19
Personnel Services Manager	8	33.88
Director of Economic and Community Support Strategic Div.	8	35.50

<sup>4</sup> Data for this career family are from December 1999.

<sup>5</sup> Because the Management career family is very broad and includes many class titles, we only list class titles with four or more employees. This list represents 60 percent of the employees in this career family.

<u>Job Classifications for 60% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Business Manager 2	7	30.20
Rehabilitation Program Manager	7	29.79
Legislative Audit Manager	7	35.11
Transportation Planning Director	7	38.21
Natural Resources Fisheries Regional Manager	7	28.22
Corrections Facility Operations Director	7	35.89
Corrections Alternative Program Manager	7	31.76
Director of Nursing	6	34.72
Personnel Director 3	6	36.20
Natural Resources Planning Manager	6	34.09
Financial Management Director	6	36.03
Residential Program Manager	6	29.76
Occupational Safety and Health Team Director	6	30.65
Natural Resources Parks Regional Manager	6	32.29
State Program Administrative Manager	6	29.65
Pollution Control Division Director	5	39.25
Research, Planning, and Evaluation Director	5	30.84
Natural Resources Forestry Regional Manager	5	30.30
Economic Development Manager	5	33.01
Assistant Division Director - Transportation	5	43.80
Health Care Program Manager Senior	5	39.52
Natural Resources Wildlife Regional Manager	5	30.17
Residential Program Services Director 1	5	36.11
Commerce Registration/Analysis Manager	5	29.23
Corrections Facility Administrative Director	5	33.68
Revenue Tax System Director 2	5	37.28
Environmental Health Manager	5	33.25
Director of Workers' Compensation Program	5	32.49
Labor Relations Agency Manager	4	32.04
Research Director	4	32.08
Executive Budget Officer Senior	4	33.04
Transportation Planning Manager	4	34.72
Finance Agency Coordinator	4	36.47
Assistant to Warden	4	26.98
Physical Plant Manager	4	28.48
Revenue Tax System Director 1	4	34.72
Zoo Conservation Manager	4	26.62
Total for Career Family	789	\$34.05

## Manufacturing and Equipment Operation and Maintenance Careers

This career family includes work concerned with operating and maintaining motorized vehicles and manufacturing production equipment; inspects and repairs mechanical and hydraulic components of production machines by following diagrams and service manuals. Drives automobiles, vans, and trucks to transport employees, clients, and materials from one location to another. Repairs engines, etc.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Heavy Equipment Mechanic	135	\$18.64
Delivery Van Driver	69	13.26
Heavy Equipment Field Mechanic	37	19.43
Automotive Mechanic	18	17.56
Corrections Manufacturing Specialist - Wood	18	20.05
Heavy Equipment Mechanic Supervisor	16	23.35
Materials Transfer Driver	13	14.78
Automobile Driver	13	10.88
Heavy Equipment Operator	13	18.34
Corrections Manufacturing Specialist - Light Manufacturing	13	19.75
Total for Career Family	457	\$19.16

## Medical, Dental, and Nursing Careers

This career family includes work concerned with health treatment for humans and animals in the fields of medicine, dentistry, and related patient care areas. Diagnoses, prevents, and treats diseases and injuries and researches the cause, transmission, and control of diseases and other ailments. Examines, diagnoses, and treats ailments or abnormalities of gums, jaws, soft tissue, and teeth (including oral surgery). Compounds, dispenses, and preserves drugs and medicines prescribed by physicians and dentists. Administers nursing care to the ill or injured (licensing or registration is required). Applies the principles of nutrition to plan and supervise the preparation and serving of meals. This career family also extends to the diagnosis, prevention, and treatment of animal disorders.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Registered Nurse	632	\$20.80
Licensed Practical Nurse 2	401	16.72
Licensed Practical Nurse 1	171	13.75
Registered Nurse Senior	150	25.08
Nursing Evaluator 2	83	22.97
Total for Career Family	1,953	\$27.98

## Natural Resource and Environmental Careers

This career family includes work concerned with the application of scientific principles to problems related to fish and wildlife management, forestry, the environment, and other related natural sciences. Manages and develops forest lands and resources for economic and recreational purposes. Plans and directs forestation and reforestation projects; maps forest areas; and estimates standing timber and future growth. Enforces regulations and policies in state parks; registers vehicles and visitors, collects fees, and issues parking and use permits, and provides information pertaining to park use, safety requirements, and points of interest. Conducts studies on hazardous waste management projects and provides information on treatment and containment of hazardous waste; participates in developing hazardous waste rules and regulations. Inspects sites where discharges enter state waters and investigates complaints concerning water pollution problems. Studies interrelationships, life histories, habits, life processes, and distribution of animals; may specialize in study of mammals, birds, fish, etc.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Pollution Control Specialist Senior	177	\$20.34
Parks Worker	169	12.85
Natural Resources Specialist 2 (Conservation Officer)	144	21.90
Natural Resources Forestry Specialist Senior	102	21.01
Hydrologist 2	84	21.77
Natural Resources Technician (Forestry)	78	17.53
Hydrologist 3	76	25.92
Natural Resources Technician (Fisheries)	69	15.84
Sentencing To Service Crew Leader	63	15.85
Natural Resources Specialist (Fisheries Management)	62	16.61
Interpretive Naturalist 1	59	14.66
Pollution Control Specialist Intermediate	55	17.44
Natural Resources Specialist Intermediate (Fisheries Mgmt.)	49	19.00
Pollution Control Specialist Principal	47	27.71
Natural Resources Supervisor 2 - Parks	40	21.65
Natural Resources Specialist Senior (Wildlife Management)	38	21.76
Natural Resources Technician (Wildlife)	37	14.73
Natural Resources Specialist Intermediate (Wildlife Mgmt.)	35	19.19
Pollution Control Specialist	33	14.50
Hydrologist 1	33	16.63
Pollution Control Project Leader	33	23.45
Natural Resources Fisheries Census Clerk	33	11.35
Natural Resources Forestry Area Supervisor	31	24.33

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Natural Resources Fisheries Area Supervisor	24	23.07
Natural Resources Parks Specialist Intermediate	24	17.87
Natural Resources Specialist Sr. (Wildlife Research Biologist)	23	19.89
Natural Resources Forestry Regional Specialist	22	22.55
Natural Resources Supervisor 3 - Parks	22	24.20
Natural Resources Program Coordinator	20	23.96
Natural Resources Specialist/Conservation Office Unit Leader	20	23.97
Total for Career Family	2,273	\$21.34

## Office Administration Careers

This career family includes work concerned with general office duties: making, classifying, and filing records. Includes activities such as transmitting and receiving data by machines equipped with a typewriter-like keyboard, and operating machines to duplicate records, correspondence, and reports. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and administrative detail; reads and routes incoming mail. Composes and types correspondence. Greets visitors, ascertains nature of business, and conducts visitors to appropriate person. Classifies, sorts, and files correspondence, records, and other data. Issues licenses or permits to qualified applicants; questions applicant to obtain information such as name, address, and records data on prescribed forms; evaluates information obtained to determine applicant qualification for licensure. Receives, stores, and issues equipment, material, supplies, merchandise, food-stuffs or tools, and compiles stock records in stockroom, warehouse, or storage yard; counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Office and Administrative Specialist	1,603	\$12.86
Office and Administrative Specialist Intermediate	1,509	14.23
Office Specialist	941	11.12
Office and Administrative Specialist Senior	886	15.65
Customer Services Specialist	531	12.53
Total for Career Family	7,060	\$15.02

## Planning, Research, and Analysis Careers

This career family includes work concerned with reviewing, examining, and evaluating organizational structures, administrative policies, and management systems. Prepares summary reports and recommends changes in organizations, methods, policies, procedures, or practices concerning such management systems as budget forecasting, records management, and information management. Conducts studies and advises program administrators on feasibility, cost-effectiveness, and regulatory conformance of proposals for special projects or ongoing programs. Consults with administrators to discuss overall intent of projects and determines broad guidelines for studies, using knowledge of subject area, research techniques, and regulatory limitations. Reviews and evaluates materials provided with proposals. Organizes data from all sources using statistical methods to ensure validity of materials. Evaluates information to determine feasibility of proposals or to identify factors requiring amendment. Develops alternate plans for programs or projects, incorporating recommendations for review of program administrators. Maintains collection of socioeconomic, environmental, regulatory, etc. data related to agency functions for use in planning and administrative activities.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Planner Principal State	125	\$23.55
Management Analyst 3	117	20.74
Project Consultant	94	19.52
Management Analyst 1	83	16.17
Management Analyst 2	81	18.48
Research Analysis Specialist	74	20.11
Management Analyst 4	68	24.89
Planner Senior State	64	19.94
Research Analysis Specialist Senior	52	23.79
Project Consultant Senior	48	23.16
Project Analyst	47	15.66
Planning Director State	45	28.18
Research Analyst	43	15.06
Project Team Leader	40	22.34
Grants Specialist Senior	38	19.72
Research Analyst Intermediate	37	17.27
Planner Intermediate	32	17.61
Total for Career Family	1,440	\$22.38

## Printing and Graphic Arts Careers

This career family includes work concerned with the printing, photographing, and publishing of materials for the public; photographs people, events, materials, and products with still or video cameras; assembles hand or machine set type, plates, and spacing material to make up pages and forms, reproducing type, illustrations, pages, and forms by photo-engraving, lithographic process, electrotyping, bookbinding, and related graphic arts techniques.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Graphic Arts Specialist	46	\$17.71
Offset Press Operator	12	15.65
Offset Press Operator Senior	12	17.77
Printing Specification and Estimating Coordinator	6	20.57
Print Comm Press Operator Senior	6	15.93
Reprographic Specialist	5	14.04
Photographer	4	14.67
Total for Career Family	121	\$17.51

## Protective Service Careers

This career family includes work concerned with patrolling assigned area to control traffic, prevent crime or disturbance of peace, and to warn or arrest persons violating laws. Guards government property against theft, fire, vandalism and illegal entry. Controls and extinguishes fires, protects life and property and maintains equipment; responds to fire alarms and other emergency calls. Investigates and gathers facts to determine cause of fires and explosions and enforces fire laws.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
State Patrol Corporal	220	\$24.29
State Patrol Trooper	182	19.78
Security Guard	74	12.60
State Patrol Trooper 1	68	23.65
Special Agent	65	26.02
Driver and Vehicle Services Examining Specialist	47	14.03
Deputy State Fire Marshal	41	20.96
State Patrol Lieutenant	39	27.54
Total for Career Family	976	\$20.36

## Psychology and Counseling Careers

This career family includes work concerned with assisting individuals and groups with problems such as physical, emotional, behavioral, social disabilities/disorders, and disadvantages. Diagnoses or evaluates mental and emotional disorders of individuals, and administers programs of treatment; interviews patients in clinics, hospitals, prisons and other institutions, and studies medical and social case histories. Counsels individuals and provides group educational and vocational guidance services; collects, organizes and analyzes information about individuals through records, tests, interviews, and professional sources to appraise their interests, aptitudes, abilities, and personality characteristics.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Psychologist 2	63	\$24.24
Behavior Analyst 2	33	19.25
Behavior Analyst 1	23	17.16
Psychologist 3	21	27.75
Total for Career Family	190	\$22.96

## Public Health Careers

This career family includes work concerned with ascertaining public health needs, the availability of health services, environmental health programs, injuries, and health problems. Plans, organizes, and directs health programs for group and community needs; conducts community surveys and collaborates with other health specialists and civic groups to ascertain health needs, develop desirable health goals, and determine the availability of professional health services; and promotes health discussions in schools, industry, and community agencies. Plans, develops, and executes environmental health program, determines and sets health and sanitation standards, and enforces regulations concerned with food processing and serving, collection and disposal of solid wastes, sewage treatment, plumbing, etc.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Health Program Representative	135	\$15.19
Health Program Representative Intermediate	47	17.93
Health Program Representative Senior	38	20.12
Public Health Sanitarian 2	24	18.80
Total for Career Family	329	\$22.24

## Public Relations and Marketing Careers

This career family includes work concerned with the collection and distribution of information/materials to the public; develops favorable persuasive material and distributes it through personal contact or various communications media in order to promote goodwill, develop credibility, or create a favorable public image.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Information Officer 2	88	\$17.76
Information Officer 3	65	20.74
Information Officer 1	34	15.58
Health Educator 3	19	19.92
Interpretive Guide	15	13.14
Information Program Supervisor	15	23.27
Health Educator 2	13	18.31
Agricultural Marketing Specialist Senior	9	21.53
Total for Career Family	346	\$20.37

## Purchasing and Administrative Service Careers

This career family includes work concerned with negotiating and contracting for the purchase of equipment, products, and supplies. Coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, etc. Examines performance requirements, delivery schedules, and estimates of costs of material equipment and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports and other exhibits that may be required.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Office Services Supervisor 1	90	\$18.09
Automotive Parts Technician	64	15.48
Office Services Supervisor 2	63	19.87
Executive 2	41	19.04
Office Services Supervisor 3	37	21.69
Business Manager 1	26	22.53
Buyer 2	25	19.31
Manager 2 (Attorney Generals Office)	23	35.09
Buyer 1	21	17.24
Total for Career Family	513	\$22.62

## Rehabilitation Therapies Careers

This career family includes work concerned with health treatment for related care areas such as therapy and rehabilitation. Applies the principles of nutrition to plan and supervise the preparation and serving of meals. Rehabilitates persons with physical or mental disabilities or disorders to restore functions, prevent loss of physical capacities, and maintain optimum performance. Assists patients, working under the direction of nursing, medical, and therapeutic staff in psychiatric, chemical dependency, developmental disabilities, or similar settings, in social, medical, and therapeutic treatment and care.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Recreation Therapist Senior	67	\$18.64
Recreation Program Assistant	22	14.20
Recreation Therapist	21	16.18
Skills Development Specialist	17	18.90
Rehabilitation Therapist Supervisor	11	23.80
Occupational Therapist Senior	7	21.84
Physical Therapy Aide	7	13.24
Rehabilitation Therapies Director	6	27.30
Total for Career Family	210	\$21.48

## Revenue and Gaming Regulation Careers

This career family includes work concerned with generating revenue to finance state operations through taxation, fee collection, and promotion of lotteries and charitable gambling. Conducts audits and examination of taxpayer returns to verify or amend tax liabilities: analyzes accounting records to determine the appropriateness of accounting methods employed and compliance with statutory provisions. Investigates and collects delinquent taxes and secures delinquent tax returns from individuals and business firms according to prescribed laws. Plans and coordinates promotional campaigns for new lottery games; monitors charitable gambling clients and lottery retailers to ensure legal, efficient, and effective operations.



<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Revenue Tax Specialist Senior	137	\$23.22
Revenue Tax Specialist Intermediate	85	19.10
Revenue Examiner 1	55	15.24
Revenue Collections Officer 3	53	19.00
Lottery Sales Representative	42	18.93
Revenue Tax Specialist	40	16.12
Revenue Tax Specialist Principal	39	27.44
Revenue Collections Officer 4	35	20.15
Revenue Collections Officer 2	32	16.71
Total for Career Family	674	\$22.69

## Transportation Operations and Regulation Careers

This career family includes work concerned with all modes of transportation (land, water, and air). Operates a variety of vehicles and heavy equipment in the removal of ice and snow from road surfaces and in laying concrete and other hard-surface paving materials in highway and related maintenance and construction.

<u>Job Classifications for 75% of Employees</u>	<u>Number of Employees</u>	<u>Average Salary</u>
Transportation Generalist	735	\$16.10
Highway Maintenance Worker	507	15.98
Bridge Worker	91	18.03
Transportation Specialist	89	18.62
Total for Career Family	1,925	\$21.55

## Undesignated/All Other Careers

This career family includes work not elsewhere classified such as Supported Employment, Student Workers, etc. Other jobs in this career family perform a wide variety of services to support state programs. There are 12,843 employees in this career family.<sup>6</sup>

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<sup>6</sup> Data on average salaries for this career family are not comparable and therefore not included in this appendix.