Salary Administration Manual

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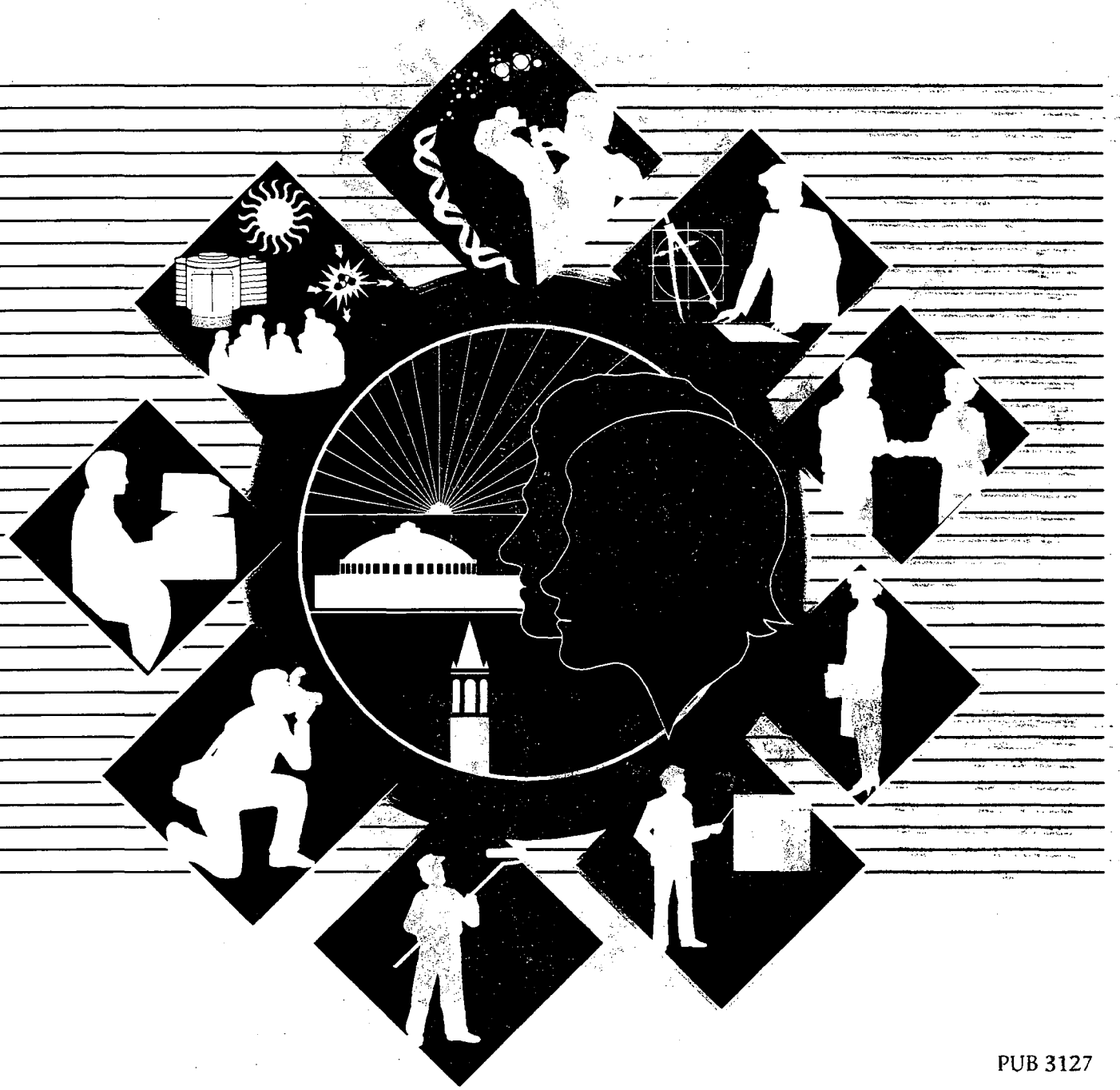

PUB 3127

DISCLAIMER

Salary Administration Manual

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LAWRENCE BERKELEY LABORATORY

SALARY ADMINISTRATION MANUAL

I. Introduction

Purpose of Salary Administration Manual

The Salary Administration Manual provides managers, supervisors, and unit leaders with an understanding of the way in which salary administration is conducted at Lawrence Berkeley Laboratory (herein referred to as LBL or Laboratory).

Managers, supervisors, and unit leaders are expected to have a solid understanding of the Laboratory's salary administration program and to be able to explain to their employees how individual salaries are determined. For these reasons, the manual focuses on explaining the compensation policies that provide a framework within which equitable and consistent pay decisions are made.

Contents of the Manual

The manual is divided into five sections. Sections two and three describe the salary administration policies and provide guidance for LBL employees in general. Salary Administration for Scientist/Engineer Appointment Levels are covered in section four. The fifth section deals with the Laboratory's lump-sum award program, the Outstanding Performance Award (OPA).

Appendices A through C are classification references and identification documents. Appendix D is glossary which provides a brief description of terms used in this manual. Attachment 1 is the Non Represented and Represented Salary Review Guidelines.

II. LBL's Compensation Program

Goal

The goal of Lawrence Berkeley Laboratory's Compensation Program is to attract, motivate, and retain outstanding employees who will contribute to the Laboratory's long term success as a premier, multiprogram research, and development organization with an international reputation for conducting research of the highest scientific quality.

Objectives

The objectives of LBL's Compensation Program are:

- To pay salaries that are competitive in our labor market and are within our ability to fund.
- To pay salaries that are fair and equitable across the Laboratory.
- To pay salaries to employees on the basis of their performance and contributions as they relate to the mission of the Laboratory.
- To pay salaries that are consistent with the Laboratory's policy of equal opportunity as well as applicable government laws and statues.
- To keep employees informed about the way in which salary management works at the Laboratory and how their individual salaries are determined.
- To reward and recognize the outstanding achievements of employees who contribute to the success of the Laboratory.

III. LBL Pay Program

A. Overview of the LBL Pay Program

Strategic Basis of Job Classification

The LBL Pay Program has been designed to support the overall human resources management needs of the Laboratory. Specifically, these needs relate to the Laboratory's ability to hire, motivate, and retain qualified personnel at competitive salary levels.

Strategically, LBL management considers the financial resources available when making pay decisions. Such considerations include:

- Staffing levels, both in numbers and levels of jobs, that are appropriate and efficient in the context of the Laboratory's contracted work goals.
- Salaries that reflect market rates for similar jobs in organizations with whom we compete for employees.

The compensation program focuses on the values of the jobs as a necessary first step in making pay decisions. Job values, as defined by the salary grades, represent the range of pay that the Laboratory is willing to pay for the accomplishment of the job's defined tasks. They do not represent the value of any individual employee.

The classification of jobs into salary grades is an ongoing process that requires continuous attention, both by Human Resources and managers. It is a highly participative process which demands input from both groups to maintain the plan's effectiveness.

Position Descriptions

In order to ensure a well managed Laboratory, it is essential, both from an employee relations and a legal standpoint, to document all information relating to an employee's position on a position description. Position descriptions provide reference material on job documentation to guide future decision-making relative to specific jobs, serve as the foundation of a variety of Human Resources programs (i.e. career development and training, succession planning), and form the basis on which performance standards and expectations are established and communicated to employees.

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Position Descriptions (continued)

Supervisors are responsible for initiating both salary and classification changes (with the appropriate documentation) and forwarding these requests to their managers and/or Division Director for final approval. Human Resources reviews classification and salary change requests, and is charged with the responsibility for ensuring that new jobs and organizational changes are consistent with the Laboratory's overall staffing plan.

Communication

LBL's pay program represents an integrated approach to compensation management. That is, the department, division and central administrative organizations all share responsibility for the achievement of the program's goals with Human Resources. This requires effective communication at all levels.

Laboratory management supports the full disclosure of general information regarding the pay programs, including descriptive materials regarding the concepts, methods and criteria used to determine both classifications and individual pay decisions. Salary information at LBL is public information and is available at the main library (Bldg. 50, Room 134).

It is critical to the success of this program that supervisors take full responsibility for understanding the principles and specific criteria of the pay program as they relate to the employees under their supervision. It is also a supervisor's responsibility to explain the program to their employees and to take ownership of the particular pay decisions made. In this way, the communication of pay-related matters becomes an integral part of the process of managing staff.

Role of Laboratory Compensation Committee (LCC)

The Laboratory Compensation Committee (LCC) is chartered by the Deputy Laboratory Director for Operations to foster the generation and implementation of the goals of the LBL Compensation Program. The LCC serves in an advisory capacity to make recommendations for policy and implementation as well as communication of policy changes.

B. Program Elements

Jobs and Position Descriptions

Because jobs are the foundation of a pay program, the first step in salary determination is always to establish and/or confirm the value of the job itself. A *job / classification description* summarizes the typical duties, responsibilities, and qualifications that apply to all positions within the same classification (e.g., Technical Editor & Writer III, 191.3). A listing of all classification descriptions is found in Appendix A of this manual. A *position description* summarizes the duties and responsibilities performed by an individual employee (e.g., employee XXX in Division YYY). An example of the position description form is included at the end of the Pay Program section.

Usually, a supervisor prepares a draft of the position description, and then the supervisor and employee discuss it, making changes and additions as necessary. The communication process is useful because it is a way to resolve any ambiguity or misconceptions that may exist between supervisor and employee concerning the purpose of the position.

The content of the position description is not intended as a detailed record of every aspect of the position. Nor is it intended to reflect the personal characteristics of the incumbent employee, such as performance results or individual work instructions. Instead, it is intended as a summary document that identifies the key position functions and indicates the general level of responsibility.

As an ongoing process, the LBL Pay Program will require updated or new position descriptions to be completed when positions change, when new positions are added, and when organizational structure changes alter the key responsibilities of jobs. It is important to remember that job changes are determined by the department's or division's functional requirements, not an individual employee's personal characteristics, skills, or accomplishments.

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Job Titles and Job Families

Human Resources is responsible for developing job titles and job families. The *job titles* used in the Pay Program are being developed with knowledge of several aspects of the job including:

- Basic function/responsibility.
- Level in the structure (i.e., manager, specialist, etc.).
- Level in a job family (if applicable).

The titles are brief where possible, make use of consistent qualifiers (i.e. descriptive words that identify the level in the job family as do other similar jobs at the same salary level Laboratory-wide), and reflect the basic function performed (e.g., Computer Systems Engineer II).

The *job families* in the program are made of all jobs involving work of the same nature, but requiring different skill and responsibility levels. For example, *Accounting* is a job family; *Senior Accountant* is the title of a job within that family. (A listing of the job families and job titles will be included in the appendix section for future reference.)

Job titles vary widely from one company or organization to another. Therefore, when LBL jobs are compared to jobs in other organizations, as is done when analyzing salary survey and labor market data, comparisons are based solely on job content and scope of responsibility, and <u>not</u> job title.

Pay Grades - How Determined and Used

Pay grades are specific salary ranges. Each job is classified into a pay grade with an associated salary range as a part of the job evaluation process. The widths of each salary range and the percentage differences between the grades at their midpoints are graduated from lowest to highest to accommodate the usual patterns of salary movement within them. Midpoint refers to the salary midway between the minimum and maximum rates of a salary range.

The series of overlapping pay grades, as illustrated on the following page, is designed from bottom to top in accordance with a regular periodic analysis of labor market salary rates. The salary structure is reviewed at least once annually, during the Salary Increase Authorization Review (SIAR) process, and is adjusted in response to overall labor market movement as it applies to jobs at LBL.

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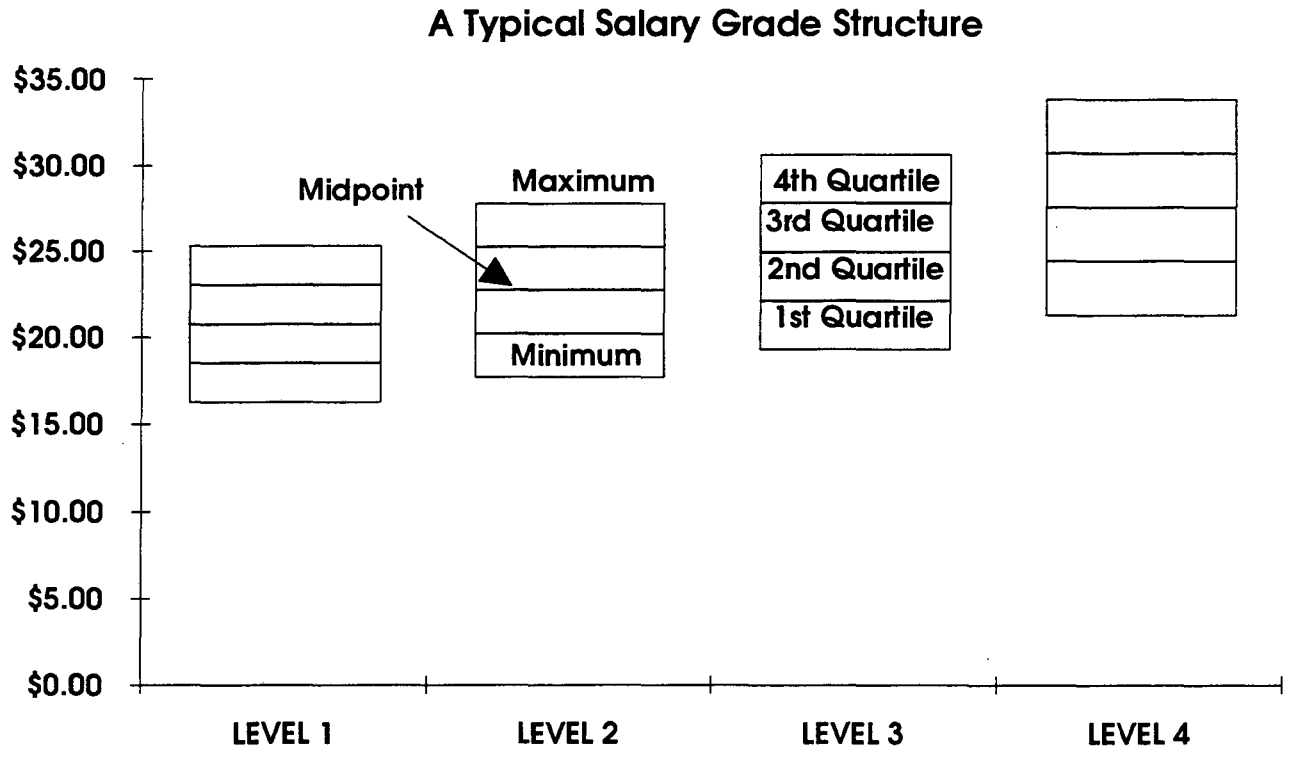

Exemption Status

The exemption status of each job is evaluated as a part of the job evaluation process. Exemption status is determined based on legal definitions described in the Fair Labor Standards Act (FLSA), and relates primarily to whether or not an employee is exempt from being paid overtime for hours worked in excess of forty per week.

Employees in jobs that do not meet the exemption requirements of FLSA are classified as *non-exempt*, and employees in those jobs are paid overtime. Jobs that pass the exemption tests outlined in the FLSA are classified as *exempt*, and overtime pay is not a legal requirement. A copy of the FLSA Worksheet for LBL Supervisors and Managers is located at the end of the Pay Program section. The exemption status of each job is indicated in Appendix B as 'NE' for non-exempt and 'E' for exempt.

C. Job Evaluation Process

Overview

Jobs are evaluated using two primary indicators:

- Relative internal value.
- External labor market value.

The determination and consolidation of these factors constitutes the job evaluation process. The job evaluation process is primarily the role of Human Resources, with significant input from managers and supervisors.

Internal Job Analysis

Determination of internal job values is accomplished through the application of a *factor ranking* job evaluation process. Department and/or division managers are guided through a job ranking process that results in a rank ordering (hierarchy) of the jobs under their direction. This ranking process involves the objective consideration of five key factors:

- Knowledge and skill required by the job.
- Supervision and direction of other employees.
- Contacts and working relationships.
- Independent decision-making and problem solving responsibility.
- Overall potential impact of action.

The job hierarchies resulting from the ranking process are carefully reviewed to ensure that they reflect the internal values of the jobs themselves, **not** the employees who hold the jobs. As the internal hierarchy is developed by comparing the jobs to each other, it is accurate to say these values are relative; the factor ranking process is not absolute.

Once agreed upon by department or divisional management, these job rankings become the basic framework of the classifications for the department or division.

External Job Market Analysis

The external market is also considered in our job evaluation process. A number of different wage and salary surveys are used to identify the labor market rates currently paid for jobs that are similar in scope, responsibility, and required qualifications to those at LBL. These include surveys of other national research laboratories, Bay Area companies, and other organizations with which LBL competes for administrative and technical personnel.

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External Job Market Analysis (continued)

There are some unique jobs at LBL for which comparable survey data cannot be found. In such cases, the internal job relationships (determined during the internal job ranking process) provide adequate information to classify the jobs in the salary structure.

The use of salary surveys to determine external market comparability is an important part of the job evaluation process. A high percentage of jobs at LBL can be matched in the market place. Care is taken to compare job duties, rather than making assumptions based on job titles alone. The Human Resources staff also requests that supervisors and managers help in the matching process by comparing survey descriptions with the content of the jobs that report to them.

Market data provides the basis for aligning the individual departmental job hierarchies developed as a part of the internal job ranking process into a unified structure for the Laboratory.

Approvals

Job evaluation at LBL is intended to be a cooperative, highly participative process. There should be no surprises as a result of any job classification review.

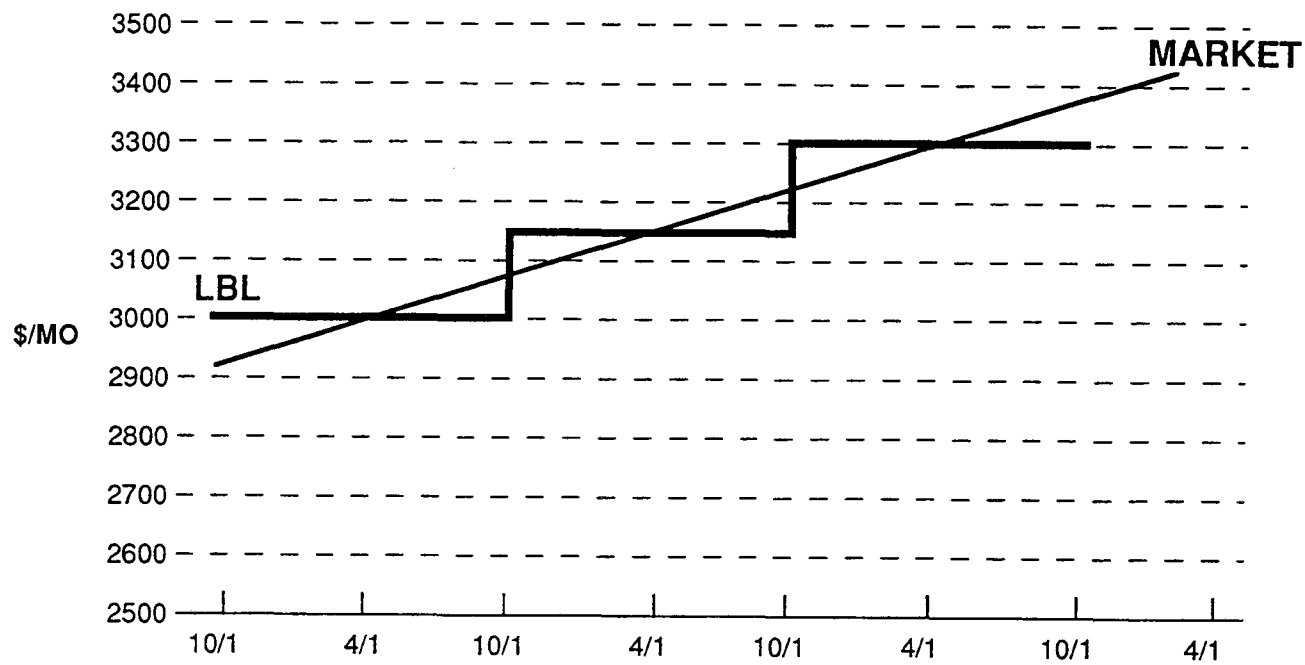
Approvals for classifications and pay grade changes must be obtained from UC prior to any notification to employees. Hiring, both internally and externally, may not take place until all job classification issues have been resolved and approved.

Both Division management and Human Resources must approve all job evaluation decisions. Disputes between Division Management and Human Resources regarding classification determinations will be resolved by the Deputy Laboratory Director, Operations and/or the Laboratory Director.

D. Maintaining the Classification System

Structure Adjustments

Over a period of time, the market values of jobs usually increase as a result of inflation in the labor market. Therefore, survey data are analyzed annually and used to determine salary structure increases. Updated salary grades are issued effective each October 1 for the new fiscal year. Data are adjusted by the estimated overall rate of labor market inflation and applied to the structure so that the Laboratory can pay "on-market-on-average" in accordance to UC policy. In other words, the structure adjustments are based on the estimated market at the midpoint of the fiscal year (April 1). This allows the Laboratory to "lead" on the market during the first half of the year (October through March) and "lag" during the second half of the year (April through September). (See illustration below.)



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D. Maintaining the Classification System, Continued

Position Reclassification

Maintenance of the job classification system requires periodic review of positions in response to significant changes in level of responsibility, functional content, or reporting relationships. Such changes relate solely to the positions themselves, not to changes in levels of performance or personal skill development defined or perceived by the incumbents and their supervisors.

When significant changes in positions occur, the supervisor or manager is responsible for the completion of an updated position description as well as submission to Human Resources with a request for reclassification. If the change is the result of a departmental reorganization, or if the changes affect more than one position, it may be necessary to reevaluate the jobs to assess the changes in the overall hierarchy. As appropriate, an additional analysis of the market values of the affected jobs will also be conducted in support of recommendations from Human Resources.

Supervisors may not announce any changes to employees holding positions for which reclassification requests have been made until all approvals have been obtained. In explaining the process to employees, emphasis must be placed on the fact that the position is being reclassified, not the employee in the position.

Recognition for individual performance is not appropriately made through the reclassification of positions. However, there are times when an individual's performance of a position actually results in a gradual change of duties and responsibilities. When this occurs, the supervisor may request a position reclassification under the following conditions:

- There is a clear need for the higher (or lower) level of ongoing work in the organization, either in addition to or in lieu of the work previously being done.

- The change in duties is significant enough to warrant a reclassification, particularly as measured by the internal hierarchy of job levels.

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D. Maintaining the Classification System, Continued

Organizational Changes

Supervisors or managers who are considering major organizational changes should consult with Human Resources early in the process. Human Resources will assist you by providing guidance on developing position content, reporting relationships, problem solving and decision making, and budgeting considerations using the anticipated job values. New or changed jobs can be formally evaluated or reevaluated prior to making any actual staffing changes or new hires. Following these steps will assure an orderly and logical transition within the context of the overall job classification system.

New Jobs/ Positions

In this context, a *job* is a defined category of work for which there may be more than one position. For example, there may be three secretarial positions in a given department, and if at the same level, they are all the same job. Only one employee can hold a particular position, but many employees may hold a particular job.

When a new position is established, usually as a part of a reorganization, it must be classified to a proper salary grade, title, and exemption status. The process is the same as that for a reclassification. Prior to initiating a recruitment process, the supervisor must complete a position description, Human Resources must evaluate the position, and funding approval must be obtained.

As with creating a new job, addition of a new position for a job that is already classified constitutes a staff addition and must be authorized by both Division management and Human Resources to assure adherence to staffing plans and budgets.

E. Salary Administration

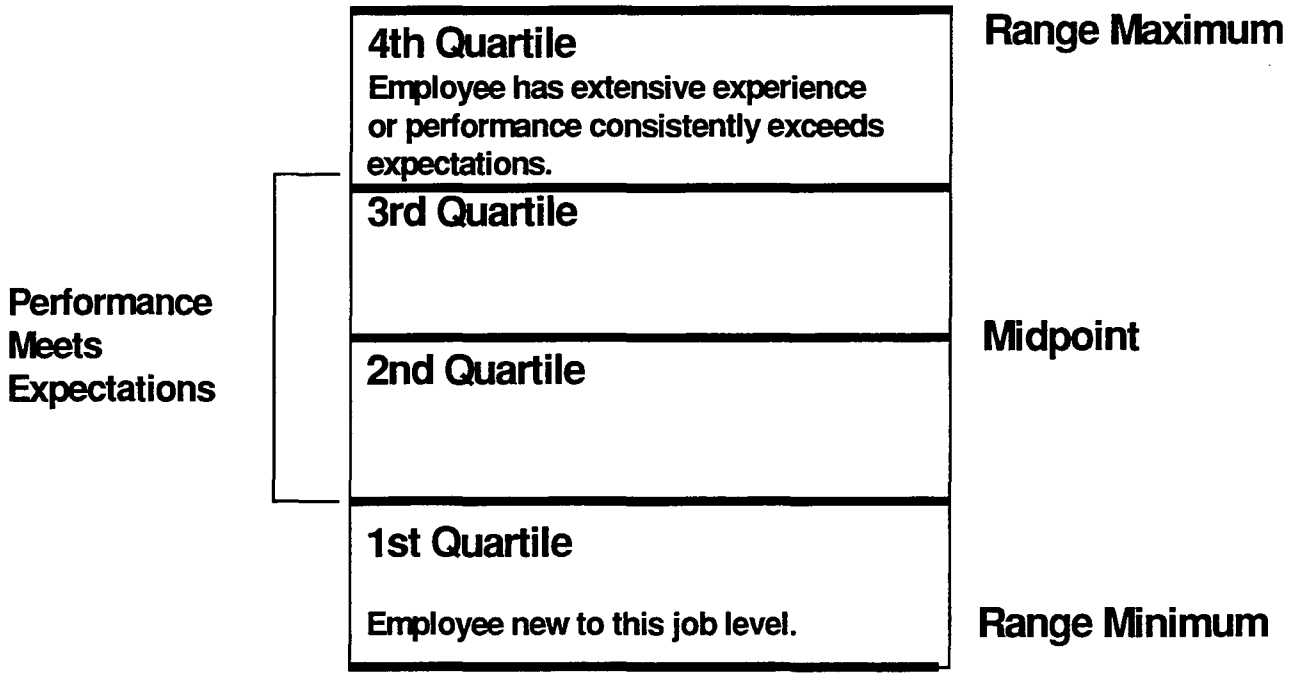
Overview

The prior sections of this manual concerning the Pay Program dealt with the classification process. This section addresses the determination of actual pay levels for employees. (For further details see the Salary Offer Worksheet, included at the end of the Pay Program section.)

Salary Offers

Offers to new hires should be determined only after verifying that the position is properly classified and recruitment activities have been completed.

The reason for having salary ranges (as opposed to single rates) for jobs is to be able to vary actual salaries for individuals in recognition of performance and experience levels. For example, the upper part of the range is intended for individuals who are outstanding performers who consistently exceed expectations or who have extensive experience. The middle part of the range is for fully competent, trained staff with average experience. The lower part of the range is intended for individuals who have little experience performing at that job level. (See illustration below.)



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Salary Offers (continued)

In developing a salary offer, consideration must be given to the candidate's background and skill level (the time it is presumed it will take the individual to learn the job), the current competitiveness of the market for the particular job, and any other factors that may be pertinent.

When hiring a new employee either from inside or from outside LBL, consideration should be given to internal equity within the department or unit. Salaries earned by other individuals in the same or similar jobs should be analyzed to assure that the salary of the new employee is neither too high nor too low in consideration of the relative experience levels of existing employees.

Posted Promotions

A posted promotion is the acceptance of a posted position with a higher pay grade by a current Laboratory employee. If a position is reclassified to a higher pay grade (See paragraph entitled Job Reclassification in Article D, Maintaining the Classification System), and the same employee remains in the position, it is a reclassification. The same salary administration guidelines apply to both posted promotions and reclassifications.

The salary ranges for jobs represent what the Lab is willing to pay for the performance of the assigned duties and responsibilities. The first goal in establishing an appropriate salary is to be within the salary range. Movement through the range should be based on actual performance after being in the position for a reasonable period of time (six months or greater). For a promotional increase, a general rule of thumb is an increase of 5% for a single grade level promotion.

The second goal is to minimize internal inequity. Movement through the range is based on performance. Therefore, making a decision to set salaries higher than current employees may be difficult to defend.

Transfers

A transfer is a move from one position to another. If the new position is classified at a higher salary grade than the old position, the transfer is a posted promotion. Salary actions should be treated in the same manner as for a posted promotion (see above paragraph).

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Transfers (continued)

If the new position is classified at a lower salary grade than the old position, the transfer is a demotion, and salary actions should be treated in the same manner as for a demotion (see paragraph below).

Most other transfers are lateral moves. In the case of lateral moves in which no change of job grade is indicated, there is no provision for a salary change.

There are some transfers that require special salary treatment; these include developmental assignments and temporary assignments.

A *developmental assignment* may relegate an employee to the same, higher, or lower salary grade. A change in salary is inappropriate in such cases. Developmental assignments must be designated as such and must have specific time limits, usually less than one year.

Temporary assignments are usually the result of a department's need to place an individual in a position being temporarily vacated by another employee. Temporary assignments must have specified duration and should not exceed six months.

An *out-of-classification assignment* occurs when an American Federation of State, County, and Municipal Employees (AFSCME) is temporarily assigned to perform the duties of a position in a higher classification on a full-time basis. Please refer to pages 62 - 63 of the University of California and AFSCME Agreement for the Clerical and Allied Services Unit for further information.

Demotions

When an individual is moved to a position with a lower salary grade, a salary action may or may not be appropriate. If, by mutual consent, the employee requests or agrees to the demotion, the current salary should be assessed relative to its position in the new pay range.

If the employee's current salary is over the maximum of the new range, consideration will be given to a salary decrease to an appropriate place in the new range, particularly if there are other employees in the new job who may be more experienced and/or better performers than the individual being demoted. Determination of the most appropriate salary rate will be the responsibility of Division Management and Human Resources.

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Demotions (continued)

If the demotion is the result of a position reclassification and results in an over-pay situation, the salary will be *red-circled* until such time as the salary falls within the range, and a compa-ratio level exists that would justify a merit increase. (See section below for more information on Compa-Ratio.) Pay decreases are seldom recommended in these situations.

Merit Increase for Non-Represented Employees

Specific guidelines to help supervisors recommend annual merit salary increases are a part of the LBL Pay Program. The specific guidelines vary from year to year and appear as an attachment to this document.

The merit increase guidelines provide a range of percentages to apply to existing salaries to determine new salaries. These percentages vary depending on two criteria:

- current position of salary in range for job
- performance rating.

Inflationary Impact. When using a true merit increase program, it is important to apply variable percentage increases that depend on level of individual performance. Because the ranges themselves are adjusted regularly to reflect labor market movement, there is no need to incorporate a separate inflationary factor into the determination of salary increases, nor is it necessary to grant across-the-board or cost-of-living general increases.

Position in Range (*Compa-Ratio*). The percentage amount of a salary increase is not as important as the actual salary that results from the increase. The *ideal* position of the salary relative to the range should be the key determinant of the increase amount. For example, an individual whose performance is outstanding but whose salary is low in the range should receive a higher percentage increase than someone whose performance is just adequate but who is currently paid above the midpoint. The percentages indicated on the merit increase guidelines reflect this intent.

Supervisors should apply judgment to the process of making salary increase recommendations. It is important to acknowledge that not all employees should necessarily receive salary increases annually. Employees who are already paid considerably more than the value of the job they hold should receive increases only as a result of truly exceptional performance.

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Merit Increase for Non-Represented Employees (continued)

Generally, all merit increases are recommended and approved on a focal review date in the fall of each year. The effective date of such increases is October 1. To be eligible for an October 1 increase, an employee must be hired on or before April 1 of that year. New employees hired after April 1 can receive a merit increase after October 1 if final probationary review and internal salary relationships justify an increase.

The Merit Plan Matrix is based on performance and position in range. The matrix guidelines will vary annually depending on the Salary Increase Authorization. A sample performance matrix is illustrated below.

	1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
Performance				
Exceeds	up to 8.0%	up to 7.0%	up to 6.0%	up to 5.0%
Meets	up to 5.0%	up to 4.0%	up to 3.0%	Up to 2.0%
Improvement Needed	0%	0%	0%	0%
	Minimum		Midpoint	Maximum

Merit Increases for Represented Employees

As with the non-represented employee group, pay practices for most LBNL represented employees are based on merit principles. The one exception is the Skilled Crafts (Alameda Building Trades) unit where flat salary rates have been negotiated for each covered classification. In evaluating the overall contribution of an employee, a manager should take into account performance, salary relationship among employees performing comparable jobs, and, when appropriate, classification change during the review cycle (called reclassification).

Based on an analysis of LBNL's comparative position to the market for similar positions, the Compensation Unit determines and recommends the salary range adjustment and salary increase allocations necessary to maintain a competitive position to the applicable labor market. This recommendation is incorporated into the collective bargaining process for each respective unit, and if a settlement can be reached, the recommended percentage determines the Lab's merit authorization for that bargaining group.

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Merit Increase for Represented Employees (continued)

The annual salary review/merit increase process for AFSCME bargaining units (Clerical and Service) typically occurs during the same time period as the non-represented group, with salary increases effective October 1st of the year provided a contract is ratified. The timing for annual salary review for members of the California Nurse Association (CNA) differs from the majority of the Laboratory, with merit increases effective in November. During early summer, the Compensation Unit disseminates Salary Review Guidelines, which sets the merit increase parameters and "ideal compa-ratio" for the bargaining group.

As with the non-represented group, position in range (compa-ratio) as a function of the performance rating will determine the actual merit increase percentage recommended. Included in the Salary Review Guidelines will be a performance matrix (based on performance and position in range), which will vary year-to-year due to the change in the merit percentage negotiated.

Actions Requiring UC and DOE Approval

DOE approval is required for any salary action that results in an annual salary at or above $115,000 (including those resulting from a new hire, promotion, or merit increase). University of California Regents approval is required for any salary at or above $136,700 or for any salary adjustment(s) greater than or equal to 25% in a fiscal year.

LBL POSITION DESCRIPTION

Employee Name	**Employee Number**
Classification	**Working Title**
Immediate Supervisor	**Div./Dept.**
Written By	**Date**

POSITION SUMMARY: Briefly summarize the primary purpose of the position.

DUTIES/RESPONSIBILITIES: List in order of importance (first **Essential**, then **Marginal**), the specific duties performed on a regular basis. (For Non-Scientist/Engineer positions, include the percentage of time devoted to each duty.) Omit duties which typically take less than 5% of time. Summarize responsibilities by grouping similar tasks.

Essential

Marginal

LBL POSITION DESCRIPTION

INSTITUTIONAL DUTIES AND RESPONSIBILITIES

Environment, Health and Safety: Describe duties and responsibilities associated with both classification level and specific position.

Supervisory positions: Describe duties and responsibilities associated with Affirmative Action and Equal Opportunity in Personnel Actions.

POSITION QUALIFICATIONS: Identify specific knowledge, skills, abilities, certifications or licenses required to perform the job, as well as physical and/or environmental factors under which the job must be performed. Identify **Essential** (required) and **Marginal** (preferred).

Essential

Marginal

FLSA Worksheet

Employee Name: _____

Classification: _____

Division / Department: _____

Date: _____

Instructions: After reviewing the current position description, please determine the type of exempt position. There are three categories of exemption: Professional, Administrative and Executive.

PROFESSIONAL: Those where the primary activities *(80% of the time or more)* consist of predominately varied and intellectual assignments requiring the consistent exercise of discretion and judgment based upon advanced knowledge normally acquired through a prolonged course of specialized intellectual instruction or, work that is original and creative and whose result is dependent upon the invention, imagination or talent of the individual. Some typical examples of professional positions include: Computer Systems Engineer, Buyer, Contract Administrator, Budget Analyst, and Accountant.

ADMINISTRATIVE: Those whose primary duty is the nonmanual or office work related to the management of business. Work involves exercising discretion and independent judgment related to matters of consequence. Administrative positions must help set policy. The key phrase is that the position performs work related to the management of the business or general business operations. Some typical examples of administrative positions include: Division Administrator, Staff Specialists who advise management such as Financial Consultants, and Grant Coordinators.

EXECUTIVE: Those whose primary duties consist of managing or supervising the work of two or more subordinate employees within an "enterprise or customarily recognized department or subdivision thereof." Some typical examples of executive positions include: Supervisor Administrative Services 3, Technical Supervisors, and Management I.

PROFESSIONAL EXEMPTION TEST	YES	NO	?	COMMENTS/REFERENCE
1. Is the employee's primary duty*:				
a. Work requiring an advanced knowledge normally acquired through a prolonged course of study? Or	☐	☐	☐	_____
b. Original or creative work of an artistic type? Or	☐	☐	☐	_____
c. Work as a certified teacher in an educational establishment?	☐	☐	☐	_____
2. Does the work require the consistent exercise of discretion and independent judgment?	☐	☐	☐	_____
3. Is the work intellectual and varied and of a nature that the output cannot be standardized with regard to time?	☐	☐	☐	_____
4. Does the employee perform at this level at least 80% of the time?	☐	☐	☐	_____

NOTE: This worksheet excludes the earnings test.

* Primary duty is at least 50% of the employee's time.

11/30/94

FLSA Worksheet

ADMINISTRATIVE EXEMPTION TEST	YES	NO	?	COMMENTS/REFERE
1. Do the employee's primary duties* consist of either:				
a. The performance of office or nonmanual work directly related to management policies or general business operations? Or	☐	☐	☐	
b. The performance of administrative functions in an educational establishment in work related to academic instruction or training?	☐	☐	☐	
2. Does the employee customarily and regularly exercise discretion and independent judgment on matter of significance?	☐	☐	☐	
3. Does the employee do any one of the following:				
a. Regularly assist an exempt executive or administrative employee? Or	☐	☐	☐	
b. Perform work under only general supervision, along specialized or technical lines? Or	☐	☐	☐	
c. Perform under only general supervision special assignments and tasks?	☐	☐	☐	
4. Does the employee perform at this level at least 80% of the time?	☐	☐	☐	

EXECUTIVE EXEMPTION TEST				
1. Is the employee's primary duty* the management of a customarily recognized department or subdivision?	☐	☐	☐	
2. Is the employee's primary duty* the customary and regular direction of two or more full-time employees or the equivalent (e.g., four half-time employees)?	☐	☐	☐	
3. a. Does the employee have the authority to hire or fire other employees? Or	☐	☐	☐	
b. Are the employee's recommendations as to hiring or firing and as to the advancement and promotion or other Human Resources changes given particular weight?	☐	☐	☐	
4. Does the employee customarily and regularly exercise discretionary power? (Discretion involves the comparison and evaluation of possible courses of conduct in acting or making decisions after various possibilities have been considered.)	☐	☐	☐	
5. Does the employee perform at this level at least 80% of the time?	☐	☐	☐	

FLSA Status ☐ Exempt ☐ Non Exempt

Reviewer Signature: _____ **HR Representative:** _____

Please attach the position description.

* Primary duty is at least 50% of the employee's time.

11/30/94

INSTRUCTIONS TO COMPLETE THE SALARY OFFER WORKSHEET FOR CAREER, TEMPORARY OR TERM POSITIONS

(see Salary Offer Worksheet)

Step 1: Provide the information for candidate and position in **SECTIONS 1 through 3.**

Step 2: Provide the information for **SECTION 4.** This relates to internal equity/pay comparator data. In order to ensure salaries are equitable Laboratory-wide, the candidate's years of relevant experience, skills, level/scope of responsibility of the new position and expected contribution level are compared to division employees (e.g., pay or peer comparators) in the same appointment level or classification performing similar types of work and making contributions that can be measured by similar evaluative criteria. Pay comparators are listed in descending salary order—including the candidate's proposed salary. Highlight the candidate's information for easy reference.

Factors that help to determine the most appropriate salary offer for a new hire (or current employee in case of promotions), includes current salary, the candidate's background and special skills, the time expected to learn the job and the competitiveness of the market for the particular job as reflected by the salary range midpoint.

The key is to use sound judgment in establishing the initial salary (with consideration always given to internal equity within the department/division). In accordance with compensation policy, the majority of salary offer(s) should be between the range minimum and range midpoint (with exceptions requiring HR Compensation Unit review and approval).

The salary range represents what the Laboratory is willing to pay for the performance of the specific duties and responsibilities of a position. Movement through the range should be based on actual performance after being in the job for a reasonable period of time (six months or greater). For promotional increases, a general rule of thumb is an increase up to 5.0% or to range minimum. Movement through the range is based on demonstrated performance. Therefore, salary offers that exceed the salaries of current employees may create salary relationship problems.

For S&E Salary Offers:

To complete the comparison between the proposed salary and internal comparators, the proposed salary is plotted on the Davis-Division Distribution Curve for the hiring division. The curves display LBL against market salaries with comparable degrees (see attached curves.)

Step 3: **"Type of Salary Offer" SECTION 5.** This section lists information about the requirements for both "Standard" or "Exceptional" salary offers.

Standard Offers — Must meet the following criteria:

- For new employees,* up to a 10% increase; up to a 15% increase for out-of-the-Bay area.
- For posted promotional cases, increases less than or equal to 5.0% or to range minimum.
- Less than $100,000 per year or $8,333 per month.
- For S&E cases, salary between 0.8 and 1.2 Davis lines (use division curve plots).
- For all other exempt and non-exempt cases, salary between the range minimum and midpoint.

* Not applicable for student employees

Exceptional Offers — Include the following criteria:

- Exceeding any of the "standard criteria" as shown above.
- Requires supporting documentation on reverse side of worksheet.

Step 4: Justification and Approval Signatures — Provide the information for **SECTION 6.** Any supporting justification can be prepared on the reverse side of the worksheet or provided on a separate sheet. The approval signature boxes require:

Division Director or Alternate — Standard Salary Offers.

Staffing/Compensation Manager — Senior Staff Scientists/Engineers and Division Fellows, appeal for all S&E positions, require UC/DOE approval, exceptions to the Post-Doc rate schedule.

Deputy Director of Operations — Management I level and above and offers on appeal for non-S&E positions.

Scientist/Engineer Salary Committee Chair (SESC) — S&E salary offers on appeal, Senior Staff Scientists/Engineers and Division Fellows, recommends S&E salary offers that require UC/DOE approval, exceptions to the Post-Doc rate schedule.

UC Approval —

- If total fiscal year increase is greater than or equal to 25% (not applicable for students).
- Requires supporting documentation on reverse side of worksheet (this should include critical skills, unique program requirements, relocation to higher cost of living area, peer comparisons etc.).

DOE Approval —

- Salaries greater than or equal to $100,000 per year of $8,333 per month regardless of percentage.
- All cases require a five-year salary history.
- Requires supporting documentation on reverse side of worksheet. This should include critical skills, unique program requirements, managerial duties, peer comparisons relocation to higher cost of living area, organization chart (if supervisory).
- Requires Human Resources and SESC review if (S&E).

Salary Offer Worksheet

1. Candidate _____, _____
Current Salary _____
Minimum Salary Requirement _____
Proposed Salary _____
Proposed % Increase _____
☐ Internal Candidate
Current Employer Name _____
Location _____

2. Job Number _____
Title Code _____
Classification _____
Division _____
Department _____
Supervisor _____
Supervisor's Salary _____

3. Position Type ○ career ○ non-career indefinite ○ term ○ temporary
Supervisor ○ Yes ○ No

Internal Candidates Only: LBL FY%	Salary Range	Salary Data	# of Incumbents	Average Salary	Actual Low	Actual High
	Min.: $					
	Midpt: $	Division				
	Max: $	Laboratory				

4. Candidate and selected comparators in descending salary order.

Scientists & Engineers Only

Name	Job Code	Discipline/ Expertise	Total Years Rel. Exp	Current Salary	S&E YSBS	Highest Degree

Division Distribution Curves
Between 0.8 & 1.2 Davis Lines
☐ Yes ☐ No

5. Type of Salary Offer:

☐ Standard

- For new employees: up to 10% increase; up to 15% for out-of-the-Bay-area (not applicable for student employees)
- For posted promotions: up to a 5% increase or increase to range minimum
- For S&E cases, between 0.8 & 1.2 Davis lines (use division curve plots)
- A proposed salary under the salary range midpoint
- Less than $100K/year. ($8,333/month)

☐ Exceptional

- Greater than 10% increase; greater than 15% increase for out-of-the-Bay-area.
- A proposed salary greater than the classification salary midpoint.
- For S&E cases, less than 0.8 or greater than 1.2 Davis lines (use division curve plots).
- Requires Staffing/Compensation Manager approval.
- Requires SESC approval for Senior Staff Scientists/Engineers or Deputy Director, Operations approval for Management 1 and above.
  UC Approval: If Total FY increase(s) is greater than or equal to 25%.
  DOE Approval: Greater than or equal to $100K/year ($8,333/month) regardless of percentage. All cases require a five-year salary history.

Provide supporting justification on reverse side.

6.

Division _____ Date _____
SESC Chair or Deputy Director, Operations _____ Date _____
Staffing Specialist _____ Date _____
Staffing/Compensation Manager _____ Date _____
Hire Date _____ Approved Salary: $ _____

Revised January 15, 1995

Salary Offer Worksheet

Supporting Justification

IV. Scientist and Engineer Appointment Levels

A. Introduction

Overview

The Scientist and Engineer (S&E) appointment levels:

- Define both staff appointment levels and scientific management positions.
- Provide a consistent performance and salary management system that links pay to performance and to market.
- Formalize management accountabilities, provide for greater recognition of leadership talent, and allow succession planning within Divisions.

Contrast with Job-Content Approach

The S&E appointment levels (classification codes 102.X - 148.X) apply to all professionals who use their special skills and training in the conduct of research activities or in the scientific direction at LBL. They are covered under the provisions found in the Regulations and Procedures Manual (RPM) 2.07, Professional Research Staff. Excluded from this category are Research Associates (classification codes 381.1 - 381.4) and Graduate Student Research Assistants (classification codes 214.1 - 214.6).

In this environment where scientists and engineers in similar fields of endeavor are performing work that is different in degree only, four appointment levels are created within one job. The appointment levels are separated by level of performance, knowledge, and experience of the individual. The pay program makes use of experience curves, where salary information is based on related experience or years since obtaining a Bachelor's degree, and pay bands rather than salary ranges. There is a marked contrast between S&E appointment levels and other LBL job classifications. For example, the focus of a Technical Editor & Writer III (classification code 191.3) is on job content, where varying levels of work can be defined by focusing on differences in assigned duties and responsibilities. Market data is reflected by the midpoint of the classification's pay range.

B. Staff and Leadership Appointment Levels

Introduction

The S&E series addresses professional employees engaged in the formulation, planning, execution, and evaluation of projects related to the scientific program needs of the Laboratory. S&Es are expected to work independently, usually in the investigation of an original approach to a research or an engineering problem.

Definition of Staff Appointment Levels

The use of appointment levels, rather than traditional job classification distinctions, reflects the singularity of S&E jobs. Appointment levels define differences in contribution based on performance, knowledge, and experience. (See Attachment A at the end of this section for descriptions.) The four appointment levels are briefly defined as follows:

Level	Description
Scientist/Engineer	Entry-to-intermediate level.
Staff Scientist/Engineer	Fully qualified level.
Senior Staff Scientist/Engineer	Senior level for an advanced practitioner with significant achievements and contributions to the Laboratory.
Distinguished Staff Scientist/Engineer	Most exceptional S&E who has had a notable history of achievements, and whose impact in the field has contributed directly to LBL's preeminence.

Advancement to Next Level

Progression from Scientist/Engineer to Staff Scientist/Engineer is generally considered to be the norm, with advancement based on performance. However, Staff Scientist/Engineer is the level to which the majority of S&Es at the Laboratory will advance. Progression to the higher two levels requires significant achievement.

Appointment Level Recommendations

Appointment to and advancement between levels requires formal Division and Directorate Level review. The qualifications of an S&E for an appointment level are subject to the review and recommendation of the Division's leadership, including Group Leaders and Heads. The candidate's or employee's qualifications and experience are compared to the appointment level criteria, and a recommendation for advancement is made to the Division Staff Committee. All recommendations require the concurrence of the Division Director.

Continued on next page

B. Staff and Leadership Appointment Levels, Continued

Documentation Required

All appointment levels require a Personnel Action Form (PAF) and an Annual Supplement to the Professional Resume (ASPR). In addition, appointment levels require the following documentation:

LEVEL	DOCUMENTATION REQUIRED
Scientist/Engineer	• Position Description
Staff Scientist/Engineer	• Position Description • Two letters of recommendation.
Senior Staff Scientist/Engineer	• A minimum of three letters of recommendation from recognized leaders in appropriate field. • Documentary evidence of creative ability.
Distinguished Staff Scientist/Engineer	• A minimum of three letters of recommendation from nationally / internationally recognized leaders in appropriate field. • Documentary evidence of creative ability.

For additional information please consult the RPM 2.07, Professional Research Staff.

Review and Approvals

Appointment levels require the following approvals:

LEVEL	APPROVAL REQUIRED
Scientist/Engineer	Human Resources Department
Staff Scientist/Engineer	Laboratory Director or Chair - SESC
Senior Staff Scientist/Engineer	Laboratory Staff Committee recommends & Laboratory Director approves
Distinguished Staff Scientist/Engineer	Laboratory Staff Committee recommends & Laboratory Director approves

Leadership Appointments

A formal scientific and technical management organization structure has been developed below the existing Division Director levels to assure greater uniformity in the use of leadership titles and to provide Labwide recognition of associated roles and responsibilities. Leadership appointments are held concurrently with appointments in the S&E series.

Continued on next page

Leadership Appointments (continued)

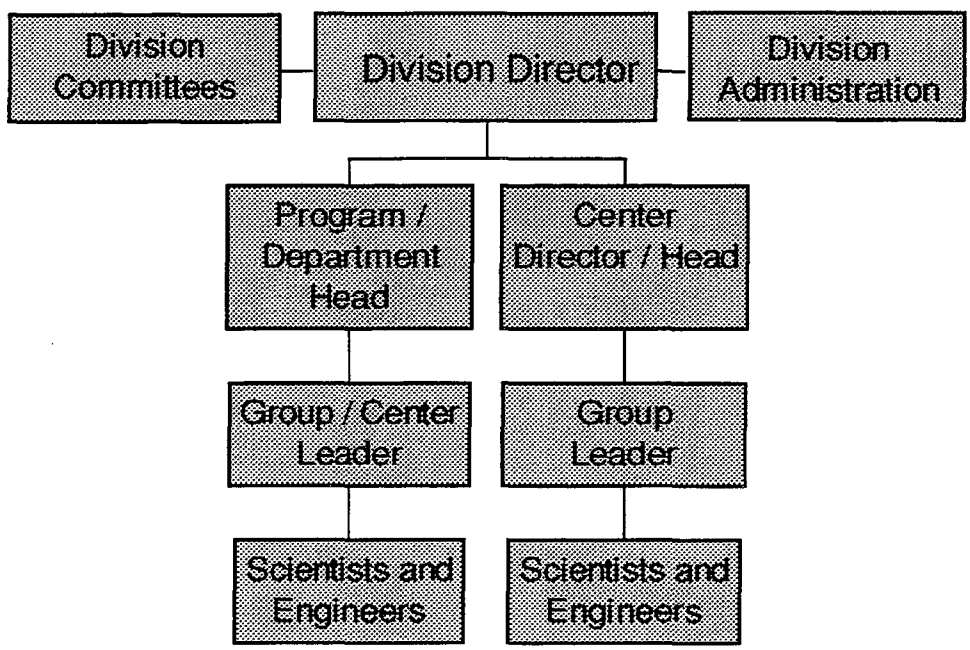
Division Directors appoint all Group Leader-level positions within their Division. For all Head-level positions, Division Directors submit recommendations to the Scientist/Engineer Salary Committee (SESC), which, in turn, makes a recommendation to the Laboratory Director for approval. Information on submitting a Head-level recommendation to the SESC for review is available upon request from the Human Resources Department.

Leadership Levels

The three leadership positions consist of two levels (Leader and Head) and three titles. See diagram below for illustration.

LEVEL	TITLE
Head	**Program/Department/Center Head or LBL Center Director**
Group Leader	**Group/Center Leader**

Leadership Structure



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B. Staff and Leadership Appointment Levels, Continued

Leadership Responsibilities

Each level is defined by specific duties and responsibilities (see Attachment B at the end of this section for complete description), and leadership positions are held concurrently with appointments in the S&E series. Divisions have the flexibility to use leadership levels consistent with their size, organization structure, and program diversity.

Temporary Promotional Increase (TPI)

The purpose of a Temporary Promotional Increase is to recognize the additional administrative responsibilities undertaken by individual contributors temporarily filling Head-level positions. A TPI is a non-base building, fixed dollar supplement with no associated built-in additional costs. A TPI must be at least three months but should not exceed three years. TPIs should be recommended by Division Directors or Associate Laboratory Directors with approval of the Chair, SESC and Laboratory Director.

The TPI is removed when an individual no longer has additional administrative responsibilities. Head-level leaders with up to 30 employees and work considered to be of a moderate level of complexity receive a TPI allocation of $400 to $600 per month. Head-level leaders with more than 30 employees and work considered to be critical to the Laboratory or to have a high level of complexity receive a TPI allocation of $600 to $800 per month.

Discipline Coding System

The revised S&E discipline coding system encompasses four major functional areas with 18 separate disciplines. The Functional Areas include the Life & Medical Sciences, Physical Sciences, Engineering & Computer Sciences, and Other Professional Disciplines. Coding is based on a "working as" occupation rather than academic degree. For example, a Senior Staff Scientist/Engineer working as a chemist would have a discipline code of 111 and an appointment-level code of 6 (111.6) and if there were also an appointment as a Group Leader, the code would be 111L6.

Discipline codes for S&Es are shown on the following page:

Continued on next page

B. Staff and Leadership Appointment Levels, Continued

Discipline	Functional Area
102 Medical Scientist 103 Biochemist 105 Biologist (Cell & Molecular) 107 Biophysicist 109 Physiologist	Life and Medical Sciences (100-109)
111 Chemist 113 Physicist 114 Materials Scientist/Engineer 115 Geological Scientist 128 Geological Engineer 134 Chemical Engineer	Physical Sciences (110-134)
135 Electronic Engineer 136 Mechanical Engineer 137 Mathematician/Statistician 138 Computer Scientist	Engineering & Computer Sciences (135 - 144)
146 Physician 147 Architect 148 Energy/Env. Policy Analyst	Other Professional Disciplines (145-150)

Appointment Level Codes

Appointment Level codes for S&Es are shown below:

Code	Appointment Level
0XX.X	Special Scientist
1XX.1	Post Doctoral Fellow
1XXV1	Visiting Post Doctoral Fellow
1XX.2	Divisional Fellow
1XX.4	Scientist/Engineer
1XX.5	Staff Scientist/Engineer
1XX.6	Senior Staff Scientist/Engineer
1XX.7	Distinguished Staff Scientist/Engineer
1XX.8	Faculty Scientist/Engineer
1XX.9	Senior Faculty Scientist/Engineer

Code	Leadership
1XXLX	Group Leader or Center Leader
1XXHX	Program, Department, or Center Head
1XXCX	Center Director

C. Determining Merit Increases

Salary Review Program

Each year, as part of the Laboratory's annual salary review program, Divisions review the performance of S&E employees and determine appropriate merit increases. Procedures for the annual review are found in the "Salary Review Guidelines" developed by Human Resources, revised annually, and distributed to Divisions at the beginning of the review period.

The Salary Review Process

Throughout the course of the annual salary review for S&Es, Divisions follow prescribed procedures in determining appropriate merit increases:

- Completing the Performance/Progress Review.
- Determining peer groups.
- Determining Relative Movement Indicators.
- Applying Relative Movement Factors.
- Participating in Management Review meetings.
- Communicating to employees.

Performance Progress Review (P^2R)

As the first step in the salary review program, Human Resources notifies Divisions about the merit review process for each S&E employee by providing management with a schedule, performance review (P^2R) forms, and instructions about the forms. The P^2R covers the performance period from July 1 through June 30.

Peer Group

After completing the performance reviews, Divisions then separate S&Es into *peer groups*. A peer group at LBL is defined as those S&Es performing similar types of work and making contributions that can be measured by similar evaluative criteria. Peer groups are based on valid, job-related criteria, such as being at the same S&E appointment level, having a common functional discipline, working on a particular program or project, or having supervisory status. Peer groups should be configured with consideration for optimum size, since using groupings with too many or too few individuals makes the review process difficult.

An example of a peer-group listing is shown on the following page. Note that the employees are at different appointment levels. Also, it can be assumed they are either working on the same project or are in the same functional discipline. The example illustrates the information needed to begin the salary review process: employee name, job code showing appointment level, year since Bachelor's degree, and current salary.

Continued on next page

C. Determining Merit Increases, Continued

Peer Group (Continued)

PEER GROUP

1	2	3	4
EMPLOYEE NAME	CLASS CODE	YSBS	CURRENT SALARY
AA	XXX.6	41	8026
BB	XXX.6	30	7862
CC	XXX.6	26	7098
DD	XXX.6	40	7079
EE	XXX.6	25	6700
FF	XXX.6	30	5970
GG	XXX.5	30	5813
HH	XXX.5	16	5268
II	XXX.5	14	5136
JJ	XXX.5	23	5124
KK	XXX.5	25	5047
LL	XXX.5	25	4903
MM	XXX.5	19	4774
NN	XXX.5	12	4611
OO	XXX.5	13	4430
PP	XXX.5	14	4140
QQ	XXX.5	15	4100
RR	XXX.5	15	4035

Relative Movement Indicator (RMI)

After defining peer groups, Group Leaders and Heads compare the relative contribution and performance level of each S&E within the peer group with relative salary level. Keeping in mind that higher sustained performance over time equates to higher pay, Group Leaders and Heads determine a target salary aligned with relative contribution level within a peer group. It is also important to consider salary position with respect to the market, as measured by the Davis or Wyatt salary surveys, to target salaries toward proper alignment with internal and external comparisons. The Relative Movement Indicator (RMI), shown below, suggests the extent to which there should be a salary adjustment.

RMI	DEFINITION
A3	Very significant upward adjustment of salary with respect to peers
A2	Significant upward adjustment of salary with respect to peers
A1	Upward adjustment of salary with respect to peers
- -	Maintain salary with respect to peers
V1	Downward adjustment of salary with respect to peer
V2	Significant downward adjustment with respect to peers
V3	Very significant downward adjustment with respect to peers and indicates need for personnel action

Continued on next page

C. Determining Merit Increases, Continued

Merit Allocations

Before the review process can progress further, it is important to describe the manner in which merit allocations, combined with Relative Movement Indicators, are part of the process by which salary adjustments are made.

Merit Allocation Methodology

Individual allotments are calculated using the growth or experience factor associated with typical S&E salary progression, as reflected in the slope of the Davis curve (survey data), and a market factor related to external market conditions, limited by the amount of DOE's Salary Increase Authorization. Combined, they determine individual S&E allotments. *The sum of a Division's individual allotments determines the Division's total S&E merit allocation.*

With S&E allocations being market-based and individual merit increases performance-based, the compensation program links both market and performance to final pay decisions. The effect of the new allocation methodology, over time, will be to change the shape of LBL's salary curve so that it more closely approximates the shape of the market curve.

Relative Movement Factors

After identifying the most appropriate RMI and obtaining the appropriate merit allocation amount for each S&E, the next step is to use the indicator to model appropriate salary increases. Since each RMI has a numerical equivalent-a Relative Movement Factor (RMF)- multiplying an individual's allotment by an RMF will provide an appropriate salary increase to reach the target salary (the salary that best aligns pay with performance within the peer group). The RMF is the amount of increase directly associated with the RMI, as illustrated below.

Degree of Salary Adjustment Compared to Peers	RMI	RMF
Upward		
Very significant upward	A3	>1.5
Significant upward	A2	>1.25
Upward	A1	>1.15
Maintain	- -	≥.85 to ≤1.15
Downward		
Downward	V1	<.85
Significant downward	V2	<.75
Very significant downward	V3	Pass

Continued on next page

C. Determining Merit Increases, Continued, Continued

Relative Movement Factors (continued)

The Relative Movement Factor in a sample Salary Increase Worksheet is shown in column 8 below:

1	2	3	4	5	6	7	8	9	10
	Class	YS	Current	Allot-	Peer	Rel Mvt	Rel Mvt	Proposed	Proposed
Employee Name	Code	BS	Salary $	ment $	Group	Indicator	Factor	Increase $	Salary $
AA	XXX.6	41	8026	259	A	--	0.97	251	8277
BB	XXX.6	30	7862	260	A	--	0.97	252	8114
CC	XXX.6	26	7098	254	A	V2	0.60	152	7250
DD	XXX.6	40	7079	207	A	--	1.06	219	7298
EE	XXX.6	25	6700	245	A	--	1.00	245	6945
FF	XXX.6	30	5970	197	A	V2	0.61	120	6090
GG	XXX.5	30	5813	192	A	--	1.00	192	6005
HH	XXX.5	16	5268	248	A	--	0.85	211	5479
II	XXX.5	14	5136	260	A	A3	1.70	442	5578
JJ	XXX.5	23	5124	196	A	--	0.85	167	5291
KK	XXX.5	25	5047	185	A	V1	0.76	141	5188
LL	XXX.5	25	4903	179	A	--	0.90	161	5064
MM	XXX.5	19	4774	204	A	A2	1.48	302	5076
NN	XXX.5	12	4611	253	A	A2	1.25	316	4927
OO	XXX.5	13	4430	233	A	A2	1.25	291	4721
PP	XXX.5	14	4140	210	A	--	0.85	179	4319
QQ	XXX.5	15	4100	200	A	--	0.85	170	4270
RR	XXX.5	15	4035	197	A	--	0.85	167	4202

RMI Adjustments

As Divisions attempt to determine proposed target salaries for each S&E, several iterations of modeling salary increases may be necessary to reconcile the sum of proposed increases with the Division's total merit allocation. When significant upward adjustment (A2 or A3) is warranted, resulting in severe salary misalignment compared to performance, it may be more prudent to reach a target salary in three years, rather than to make one large adjustment in a single year.

After target salaries are defined and before they are submitted for discussion at Management Review Meetings, all salary recommendations from Divisions require Division Director approval.

Continued on next page

C. Determining Merit Increases, Continued

Management Review Meetings

Beginning in 1991, the Laboratory Director instituted annual Management Review Meetings with the Associate Laboratory Directors and Division Directors by relevant scientific and engineering areas to review and discuss annual salary recommendations for all scientists and engineers.

Performance evaluation summaries together with salary increase worksheets and salary plots are used during these meetings to review individual performance contributions and proposed target salaries for the S&Es.

Merit Increases, Reviews and Approvals

Following the Management Review Meetings, salary recommendations are finalized and those proposed salaries above the approval thresholds are submitted to DOE or the UC Regents for approval. In addition, certain salary increases will require that Divisions provide written justification to the Human Resources Department before the salaries are forwarded to UC and DOE for approval.

The types of increases requiring UC or DOE approval are listed in the annual "Salary Review Guidelines."

Communicating to Employees

Individuals in supervisory, leadership, and managerial positions are responsible for understanding the principles and criteria of the S&E program and communicating them to the employees under their supervision. It is also their responsibility to take ownership of the pay decision affecting their employees. Specifically, leadership personnel should explain to their employees how their targeted salaries are determined.

Special attention should be given in communicating to employees whose salary movement is downward with respect to peers. Care should be used in addressing what actions can be taken in the future to correct any performance problems that will impact future salary movements.

Regardless of what type of message is communicated (e.g. corrective action required, skill or knowledge development, etc.), it must be consistent with the results of the most recently completed performance appraisal.

D. S&E Leadership Salary Treatment

Salaries for Leaders

Salary treatment for Group Leaders and Program/Department/Center Heads, determined by the Division Director, is part of the annual salary review. Consideration is given to supervisor/subordinate pay relationships and any additional management responsibilities. Salaries for all Head-level appointments are reviewed by the Scientist/Engineer Salary Committee (SESC) and then the Laboratory Director or his designee. Acting Head appointments of six months or less do not require SESC review.

E. Other Salary/Appointment Information

Salary Offer Recommendation

Once an S&E candidate qualifies for an appointment level and a Group Leader or Head recommends the candidate for hire, the Division and Human Resources complete a Salary Offer Worksheet with the salary offer recommendation approved by the Division Director. The salary offer for the S&E is based on several interrelated factors:

- Candidate's relevant professional experience, (as determined by the Adjusted Professional Education and Experience Worksheet), knowledge, and skills.
- Supervisory responsibilities, if in a leadership position.
- Salaries of other S&E employees within the immediate work group, department or division, performing similar types of work. (See definition of peer group in Section IV. C. "Determining Merit Increases.")
- S&E distribution charts reflecting the Davis S&E Survey curves (market data), where appropriate, with consideration for education, experience and supervisory responsibilities.

Pay Bands

Pay bands indicate salary levels or thresholds for each appointment level (except Distinguished Staff Scientist). Exceptions to pay salaries outside these bands require a written justification from the Division and approval from the Laboratory Director.

Pay bands are different from traditional salary ranges in that there is no midpoint to reflect the market rate for the job. Pay bands were developed using the experience and salary levels of the Davis Maturity Survey and are adjusted every October 1 as part of the Annual Salary Review Process. (Attachment C reflects current pay bands.)

Post October Salary Increases & Appointment Level Changes

The annual performance and salary review processes provide a once-a-year assessment of each eligible employee's salary and appointment level. Divisions are encouraged to spend the majority of their total merit allocation during the October salary review. Since the annual review requires extensive planning, effort, and time to conduct, Divisions should minimize the number of post-October salary increases and appointment-level changes.

A section of the "Salary Review Guidelines" provides specific information relating to appointment-level changes and any post-October salary changes. Post-October actions for S&Es require review and approval by the SESC.

Continued on next page

E. Other Salary/Appointment Information, Continued

Posted Appointments at a Higher Level

S&Es are not normally eligible for salary adjustment as a result of accepting a posted position at a higher appointment level (e.g., Scientist/Engineer to Staff Scientist/Engineer level). Salary consideration should occur as part of the next annual salary review after the employee has demonstrated the expected level of performance. However, there are exceptions, such as an employee's accepting a leadership position.

Posted Appointments at the Same Level

An S&E who accepts a posted position at the same appointment level is considered to be a lateral transfer and is not eligible for a salary adjustment as a result of accepting the position.

Approval Levels for Salary Offers

The following approvals are required for salaries for both new hires and for appointment-level changes including salary increases:

Definition	Highest Approval Level Required
Standard salary offer for Scientist/Engineer and Staff Scientist/Engineer	Division Director
Exceptional salary offer for Scientist/Engineer and Staff Scientist/Engineer	Human Resources Department
Sr. Staff Scientist/Engineer and Division Fellow	Chair - SESC
Distinguished Staff Scientist/Engineer	Laboratory Director
$115K and above	DOE approval
$136.7K and above Salary adjustments greater than or equal to 25%	UC Regents' approval

F. Other S&E Appointments

Post Doctoral Fellows

Individuals can be appointed into one of two Post-Doctoral Fellow categories:

- **Post-Doctoral Fellow -** (Code "1XX.1" for appointment more than two years.)
- **Visiting Post-Doctoral Fellow** - (Code "1XXVI" for appointments of two or fewer years.)

The Post-Doctoral Fellow appointment is intended for recent Ph.D. graduates, allowing an individual to acquire further scientific training and to develop the professional capacity to conduct independent research.

Salaries are based on academic discipline and years of relevant experience past Ph.D. in accordance with a Postdoctoral salary schedule approved by the SESC. The Chair of the SESC reviews and approves any exceptions to the established salary rates.

Division Fellows

An individual with outstanding promise and creative ability in a scientific field may be appointed to a single five-year term as a Division Fellow (1XX.2) upon review and recommendation of the Laboratory Staff Committee and approval of the Laboratory Director. Divisions proposing this type of appointment are expected to provide research support needed to allow the Fellow to join an existing group or create an independent program. Individuals selected for this appointment should demonstrate performance equivalent to the Senior Scientist/Engineer appointment level.

Special Scientists

The Special Scientist designation (0XX.X) describes an employee whose salary is determined by an arrangement with another institution or organization, either within this country or abroad, to pay a portion of that salary. Normally, such an appointment is not expected to exceed one year.

The Special Scientist is appointed to one of the four Scientist and Engineer levels and requires the same approval process as any other S&E.

Continued on next page

Joint UC/LBL Faculty

The Joint UC/LBL faculty appointment applies to a University of California academic appointee whose pay is determined within established University policy.

There are two categories of joint appointments (1XX.8 and 1XX.9):

Faculty Scientist/Engineer (1XX.8) designates a UC Faculty member who is newly affiliated with the Laboratory or who has limited involvement in the development of Laboratory policy, planning or managerial responsibilities. Appointments to this category are made by the Division Director.

Senior Faculty Scientist/Engineer (1XX.9) designates a UC Faculty member who has demonstrated creative capability, leadership, and experience in activities directly supporting the Laboratory's mission. These activities include research, design, development, and productive utilization of Laboratory facilities. Appointment to this level requires approval by the Laboratory Staff Committee and the Laboratory Director upon recommendation by the Division Director.

SCIENTIST AND ENGINEER APPOINTMENT LEVELS

ATTACHMENT A

	Scientist/ Engineer	Staff Scientist/ Engineer	Senior Staff Scientist/ Engineer	Distinguished Staff Scientist/ Engineer
Summary Description	This level is for entry to intermediate level scientists/engineers; work is intellectual and varied; requires judgment and decision making.	This level is for fully qualified and independent scientists/engineers with recognized technical expertise, engaged in research and development work.	This level is for S&Es with significant experience and demonstrated competency and achievements, and who have contributed significantly to the Laboratory and/or to the external community.	This level is for the most exceptional scientists/engineers who have a sustained history of distinguished scientific and technical achievements, and/or have contributed to the Lab's preeminence.
Education/ Experience (formal education and relevant exp.)	Entry professional level for BS, MS, and PhD S&Es including those with normally < 5 years of field experience beyond customary highest degree appropriate to discipline.	At least 5 years of relevant professional experience beyond the customary highest degree appropriate to the discipline; the majority of S&E staff could be expected to progress to this level.	Demonstrated excellence in field. Significant years' experience beyond customary highest degree appropriate to the discipline.	Extensive relevant, professional experience. It is expected that very few S&E staff will qualify for this level. Length of service or continued good performance at the senior level is not sufficient for advancement to this level.
Knowledge (scope of professional knowledge required for job)	Broad knowledge in field of specialization, typically derived from PhD sci.) or BS/MS (engr) plus training, or equivalent, understanding and partial to full application of basic S&E concepts, principles and theories.	Broad scientific/technical knowledge and expertise in one or more specialized areas.	Broad and in-depth technical knowledge and significant expertise in one or more specialties; superior intellectual attainments, evidenced by scientific or technical achievements, are a requirement for this level.	Extensive knowledge and expertise, at forefront of field. Applies and develops highly advanced technologies, principles, theories and concepts.
Recognition (professional credentials and impact on field)	Excellent academic record and evaluations; may have contributed to or co-authored publications. Advancement to the next level requires work contributions to be recognized as significant by Division management.	Recognized as a resource or active impact contributor in own field as perceived internally by management and peers and externally through conference presentations, publications in refereed journals, invited lectures and awards.	Nationally or internationally recognized authority and leader in one or more areas; extensive publication record in refereed journals, presents invited papers; senior membership or fellow status in professional societies; may serve on editorial boards and national committees. Engineers are typically asked to collaborate on major projects at other R&D facilities, based on achievements.	Nationally/internationally recognized authority; expertise sought after by other professionals; outstanding publication record; may chair editorial boards, national committees and task forces; typically recipient of prestigious national/international awards for excellence in own field of specialization.
Effort (complexity of work, level of problem solving, judgment, and creativity required)	Develops solutions to problems of limited to moderate scope and complexity; consistent use of discretion and independent judgment; contributes to papers/reports; makes oral presentations.	Exercises independent judgment and contributes in an original manner at the professional level. Conceives, plans and conducts original research/technical projects. Contributions typically include new designs, inventions, techniques or theories of significance internally or externally. Solves complex problems using ingenuity, creativity, and advanced scientific/ engineering principles; publishes papers/reports and makes oral presentations of own work.	Applies advanced scientific/engineering principles to solve complex problems with little or no precedent; exhibits creativity and ingenuity that often leads to significant scientific or engineering breakthroughs in the field.	Highest level of initiative and judgment required; chooses problems of exceptional difficulty of marked importance to the field, often characterized by their lack of scientific precedents or lack of previous success; research expands limits of the field.
Responsibility (scope and impact of job)	Independently plans and completes small projects, contributes to large projects choosing appropriate methods.	Conceptualizes, conducts, coordinates, or makes significant contributions to large projects or multiple small projects; makes independent decisions.	Responsible for significant projects/ programs, with considerable latitude in defining approach; and has accountability for results.	Responsible for significant projects/ programs, with considerable latitude in defining approach and has accountability for results.
Contacts (internal, external, funding agency)	Interacts with work group and professional colleagues outside Lab; may assist in preparing funding proposals.	Interacts with professional staff within Division, Lab, and externally, typically prepares/presents proposals, communicates directly with the funding agency.	Internal and external contacts; may represent Division, program, or project to funding agencies.	Represents the Laboratory on matters of great significance by virtue of stature; provides organization with a competitive advantage in procuring funding.
Supervision (given and received; level of independence)	Under limited direction, work products normally reviewed; may direct the work of technical support staff or students.	Provides guidance to professionals in the same field and collaborates with others; may have PI status; may directly supervise professionals, technical support staff; and students; may have leadership appointment.	Provides guidance to professionals in the same field and collaborates with professionals in other fields; may have PI status; may directly supervise professionals and technical support staff; may have leadership appointment.	Defines programs/projects; provides guidance to other professionals in the same field & collaborates with professionals in other fields; may directly supervise other professionals and technical support staff; may serve in leadership capacity.
Appt status	Term or career	Term or career	Career	Career

SCIENTIST AND ENGINEER LEADERSHIP POSITIONS

ATTACHMENT B

	Group Leader/ Center Leader	Program Head	Department Head	Center Head	Center Director (LBL Center)
Summary Description	Supervisory responsibility for an R&D technology section or project comprised of several professionals (typically three to 15 S & Es), organized to achieve the goals of research programs	Responsible for R&D unit or technology area typically composed of two or more subordinate group leaders (20 or more S & Es), organized to obtain overall goals of R&D programs	Responsible for management of a department (*typically with 20 or more exempt professionals*); directs work of subordinate managers within department; responsible for development/implementation of policy & procedures ensuring effective administration of prime contract	Responsible for the scientific and administrative management of a Center including communications/collaborations with other Divisions or extramural institutional representatives	Leadership responsibilities for a unit whose research crosses program, divisional and/or Laboratory boundaries; also, one of the following must apply: o Multimillion-dollar budget o Interdivisional in nature o Great visibility outside LBL
Reports to:	Associate Lab Director, Division Director or Program/Center/ Department Head	Associate Laboratory Director or Division Director			Division Director
Duties and Responsibilities	o Assist in developing and conducting R&D programs w/ predetermined goals o Supervise subordinates in conducting research o Has input into staffing actions, ensuring AA adherence o May be responsible for project/group budget o May represent group with internal/ external organizations and funding agencies o Responsible for ensuring adherence to DOE, EH&S & other federal, state & local regulations	o Develops, directs and evaluates R&D programs; provides technical leadership and develops strategies to ensure advancement of goals o Develops initiatives, plans future R&D activities; obtains funding as appropriate o Makes substantive recommendations to Division Director on staffing actions; ensures AA adherence o Responsible for department, program or center budgets o May serve as primary contact representing program/center/department internally; represents program/center/department to external organizations or funding agencies as appropriate o Delegates authority to subordinate group leaders, establishes accountability for results; ensures Lab and Division missions are well-understo o Responsible for maintaining a work environment that fosters creativity and innovation and supports the Lab's technology transfer mission o Responsible for ensuring adherence to DOE EH&S regulations and other applicable Federal, state and local regulations, educates and trains subordinates for participatory involvement			
Minimum Requirements	Advanced degree or equivalent in relevant scientific/technical discipline; demonstrated leadership in directing technical teams	Advanced degree or equivalent in relevant field; demonstrated scientific achievements, leadership skills and experience; excellent management skills; *demonstrated commitment to AA and environment, health & safety.*	Advanced degree or equivalent; demonstrated experience and achievements in relevant field; demonstrated leadership, communication, and managerial skills; *demonstrated commitment to AA and environment, health & safety.*	Advanced degree or equivalent in relevant field; well-established credentials in the theme of the Center; excellent leadership, communication and management skills; *demonstrated commitment to AA and environment, health, and safety.*	Advanced degree or equivalent in relevant scientific/technical discipline; demonstrated leadership in directing technical teams; *demonstrated commitment to AA and environment, health & safety.*

ATTACHMENT C

FY 1995 Scientist and Engineer Pay Bands

CODE	JOB TITLE	MINIMUM	MAXIMUM
0XX.X	Special Scientist	Special arrangement (See Section III, Chapter F)	
1XX.1	Post Doctoral Fellow	$2000	4000
1XXV1	Visiting Post Doctoral Fellow	2000	4000
1XX.2	Divisional Fellow	3350	9300
1XX.4	Scientist/Engineer	2800	5600
1XX.5	Staff Scientist/Engineer	3350	9300
1XX.6	Senior Staff Scientist/Engineer	4300	11390
1XX.7	Distinguished Staff Scientist/Engineer	Salaries individually evaluated	
1XX.8	Faculty Scientist/Engineer	Special arrangement (See Section III, Chapter F)	
1XX.9	Senior Faculty Scientist/Engineer	Special arrangement (See Section III, Chapter F)	

Pay Bands are effective as of 10/1/94 and reflect monthly salary.

Lawrence Berkeley Laboratory
University of California Berkeley, California 94720
(510) 486-4000

October 20, 1994

TO: Division Directors

FROM: Piermaria J. Oddone, Chair
Professional / Executive Salary Committee (PESC)

SUBJECT: FY 1995 Postdoctoral Fellow Salary Schedule

Attached is the FY 1995 Postdoctoral Fellow (1XX.1 & 1XXV1) Salary Schedule as approved by the Professional / Executive Salary Committee.

The Human Resources Department is authorized to approve hire rates consistent with this salary schedule. Exceptions to the established salary rates will be reviewed and approved by the PESC Chair. Requests for exceptions should be directed to your HR Staffing Specialist.

To effect October 1, 1994 salary adjustments for Post Doc employees, Divisions should prepare Request for Salary / Wage Actions (Form 2201). Only Post Doctoral Fellows hired on or before April 1 are eligible for a step increase. Please submit the forms to the Compensation Unit (938A) for approval in accordance with the FY 1995 rate schedule.

If you have any questions, please call your Staffing Specialist.

Attachment

CC: Klaus Berkner
Walter Blount
Division Administrators
Personnel Administrators
Staffing Specialists

POSTDOCTORAL AND VISITING POSTDOCTORAL FELLOW SALARY SCHEDULE FY95
Range ($2000 - $4200)

Classification 1XX.1 and 1XXV1
FY 1995
10/1/94 - 9/30/95

		YEARS OF EXPERIENCE				
DIVISION	**DISCIPLINE**	**NONE**	**1**	**2**	**3**	**4**
AFRD	PHYSICIST	$3,308	$3,423	$3,539	N/A	N/A
CSD	CHEMIST	2,289	2,342	2,405	N/A	N/A
	SCIENTIST	2,867	2,940	3,014	N/A	N/A
	PHYSICIST	2,583	2,646	2,709	N/A	N/A
E&E	ENGINEER	3,486	3,570	3,665	3,749	N/A
	SCIENTIST	3,171	3,245	3,329	3,413	N/A
ENGINEERING	ENG/COMP. SCI	3,507	3,644	3,749	3,843	3,938
ESD	ALL	3,600	3,780	3,969	4,000	4,050
ICSD	COMP. SCI	3,728	3,906	4,011	N/A	N/A
LSD	BIOLOGIST	2,180	2,267	2,357	2,451	2,549
	CHEMIST	2,450	2,548	2,649	N/A	N/A
	RADIOCHEMIST	3,040	3,161	3,287	3,418	3,554
	ENGINEER	3,040	3,161	3,287	3,418	3,554
	PHYSICIST	3,040	3,161	3,287	3,418	3,554
MSD	CHEMIST	2,289	2,352	2,405	N/A	N/A
	BIOLOGIST	2,163	2,205	2,247	N/A	N/A
	ENGINEER	2,877	2,961	3,045	N/A	N/A
	PHYSICIST	2,594	2,678	2,772	N/A	N/A
NSD	ALL	3,200	3,270	3,340	3,440	3,540
PHYSICS	PHYSICIST*	3,040	3,162	3,286	3,411	3,536
	MATHEMATICIAN	3,675	3,800	3,925	4,050	N/A
STRB	ALL	2,450	2,530	2,650	N/A	N/A

* $3,671 for 5 years of experience
$3,806 for 6 years of experience

V. Outstanding Performance Award Program

A. Introduction

Purpose

The purpose of the Outstanding Performance Award (OPA) is to recognize and reward significant one-time achievements of employees in pursuit and accomplishment of Labwide objectives. These awards will be granted in one time payments.

Specific Objectives

Specific objectives of the OPA are to:

- Recognize and reward one-time achievements of a significant nature by individual employees and by teams.
- Encourage development and achievement in specific areas, such as EH&S, technology transfer, cost containment, and affirmative action.

Eligibility

- Current employees are eligible for an OPA.
- Categories ineligible for consideration for an OPA are:
  - Laboratory guests and visitors
  - Members of the UC Executive Program
  - Employees who received OPAs in the previous Fiscal Year.
- Employees are normally eligible to receive only one OPA in a Fiscal Year.

Allocation

The amount allocated is available Labwide with no specific limitation or allotment to any one Division.

B. Award Criteria

Criteria

An OPA is a one-time payment given for an exceptional contribution or noteworthy achievement going above and beyond the expectations of the job. Some types of accomplishments would be:

1. Significant contribution resulting in a scientific or technical innovation leading to important progress in an area of research or toward completion of a project.

2. Outstanding innovation or advancement in administrative techniques or procedures which support the Laboratory's Total Quality Management (TQM) efforts.

3. Notable improvement in environmental, health, or safety conditions at the Laboratory.

4. Outstanding achievement in the area of technology transfer.

5. Creative suggestion or outstanding application of administrative procedures resulting in a significant improvement in cost or efficiency.

6. Demonstrated leadership and success in pursuing LBL's institutional goals of employee development, affirmative action, a diversified workforce, and community relations.

C. Award Amounts

Guidelines

The minimum OPA award is $500 and the maximum is $5,000. Awards can be granted in $500 increments (e.g., $1,500, $2,000). The amount of these awards should reflect the level of performance and accomplishment, as well as the potential impact or benefit to the Laboratory. The following are suggested award guidelines:

Award Amount	LEVEL OF ACCOMPLISHMENT
$500 - $3,000	Substantial improvement or modification of a scientific or operational nature that impacts the efficiency and success of an individual *scientific division or administrative department*; or creative suggestion or outstanding application of administrative procedures and methods; or outstanding leadership and success in pursuit of LBL's institutional goals within *a division, a department, or a functional office.*
$2,000 - $4,000	Scientific, technological, or administrative accomplishment, innovation, or invention that leads to important progress affecting many areas of research at the Laboratory or toward the completion of an existing program; or revision of a basic principle or procedure that significantly improves the value of a major Laboratory activity or program (such as Environmental Safety) that has impact *across several operational and/or scientific divisions.*
$3,000 - $5,000	Notable scientific accomplishment or invention that receives national/international recognition and application in a scientific field; or initiation of a new administrative principle, technique, or procedure of *Labwide scope,* significantly enhancing the Laboratory's ability to accomplish its mission and goals.

D. General Information

Nomination, Review, and Approval

Managers and supervisors use the Outstanding Performance Award Nomination Form for nominating employees in their Division. Completion of the second page of the nomination form is required for members of teams within and across divisions who are to be rewarded with OPAs.

- Division Directors review and approve nominations within their Division and forward the forms to their Human Resources Staffing Specialist.
- Human Resources:
  - Confirms that the allocation is available
  - Forwards the nomination documentation to the Director's office for approval
  - Notifies the Divisions of the Director's action
  - Coordinates with Payroll for the preparation of checks.
- The Laboratory Director approves all OPAs.

Presentation

The manner in which awards are presented to recipients is at the discretion of the cognizant Division Director.

Overtime Compensation

An OPA awarded to a nonexempt employee is not included in the calculation of overtime pay since an OPA is defined as a discretionary bonus by the Fair Labor Standards Act.

Taxes, Deductions, and Benefits

OPAs can affect taxes, deductions, and benefits in the following ways:

- OPAs are taxed as income.
- Deductions are made for Federal and State income taxes and other deductions where required.
- For calculating the maximum contribution amount an employee can make to a voluntary contribution plan, OPAs are considered a part of gross income.
- Because OPAs do not increase an employee's base pay rate, the amount of an award will not be included in the calculation of benefits provided for retirement or for AD&D, Life, and disability insurance.

Guidance

Human Resources Staffing Specialists are prepared to assist supervisors, managers, and division staff personnel in preparing nominations for OPAs, advising on allocation balances or award amounts, or providing guidance needed in any facet of the OPA program.

CLASSIFICATION DESCRIPTIONS
Alphabetical Order

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Alphabetical Order

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Alphabetical Order

NOTE: The classification descriptions that are displayed in a matrix format (with compensable factors by job level) represent job families that have been implemented since April 1, 1994.

166.1
MATERIAL SPECIALIST

MATERIAL SPECIALIST 166.1 REVISED: 1/7/91

Recognized resource person. Receives general direction. Operates complex function(s) involving coordinative activity across organizational lines. Has thorough working knowledge of a broad range of applicable policies and procedures, and the related administrative skills to apply these satisfactorily. Has frequent internal and external contact with others who often are persons at higher levels. Duties involve substantially more and varied desk work than is required at the other material handling levels.

167.2 - 167.5 / 168.2 - 168.5
ADMINISTRATOR / REVISED: 10/28/8
ADMINISTRATIVE SPECIALIST

The Administrator series covers positions in which the employee performs as a generalist, a combination of administrative tasks such as budgeting, salary administration, manpower planning, project scheduling, statistical reporting, space planning, and security (internal), for a department or division of the Laboratory. Represents the department or division on administrative matters. Examples of Administrator positions are those in which employees perform all or parts of the above duties in assisting with the administrative operation of an administrative division or department or of a scientific or engineering support division or department.

Positions classified as Administrative Specialists are those in which the employee performs as a specialist in one of the following areas: Accounting, Budget, Compensation, Public Relations, Laboratory Protection, Personnel, Systems and Supply. He/she performs the specialized duties unique to his/her area in carrying out the planning, development and implementation of the administration for that area. The Administrative Specialist position requires education, training or experience in the area of work assigned. Examples of Administrative Specialist positions are accountant, budget analyst, compensation analyst, public relations officer, personnel recruiter, personnel analyst, systems analyst, buyer, and supply specialist.

Employees in both of these classifications plan, develop, and implement administrative tasks for a division. They have on-going staff and line responsibility to initiate, recommend, interpret and implement Laboratory administrative policies, procedures, and practices to accomplish assignments for a division or department.

The five levels of each series encompass various degrees of difficulty and responsibility. Employees in these classifications are expected to have a background of education, experience, and training that will enable them to perform professional administrative tasks at the Laboratory.

Advancement in the Administrator/Administrative Specialist Series is dependent upon: 1) the employee's ability to perform his/her duties with increasing proficiency, and to acquire new skills and broader experience; and 2) the availability of positions of more responsibility requiring higher level skills.

Progression through the first three Administrator or Administrative Specialist levels requires increasingly effective performance, improved skills and productivity, greater initiative, and ability to handle more demanding assignments with minimum direction. It is expected that the employee will develop such higher levels of capability through experience on the job and specialized training.

Advancement to the fourth and fifth levels represents a transition to positions characterized by higher level job functions requiring advanced knowledge, specialized skills, and the ability to work independently in performing complex and difficult administrative functions. Positions at these levels will normally provide incumbents with the opportunity for personal development to qualify them for promotion to posts in the Management Series.

ADMINISTRATOR 2 167.2 REVISED: 6/4/79
ADMINISTRATIVE SPECIALIST 2 168.2

Under direction, performs assignments of moderate complexity and develops solutions to a variety of problems of moderate scope and complexity. Work is reviewed for soundness of judgment and overall adequacy and accuracy. Represents organization in providing solutions to problems associated with specific projects. Full delegation of authority may be given in assigned area and work would be reviewed in terms of meeting overall goals and objectives. Independent use and application of basic principles, theories, and concepts as well as independent use of special knowledge and skills is required to meet established objectives. Frequent intra-and inter-organizational and outside-Laboratory contacts.

Must have demonstrated competence in performing duties at the level of Administrator 1/ Administrative Specialist 1 or equivalent competence as evidenced by a combination of academic training and experience in administrative functions.

ADMINISTRATOR 3 167.3
ADMINISTRATIVE SPECIALIST 3 168.3

Under direction, performs assignments with complete understanding and application of the principles, practices, and concepts for the specific area of assignments. Devises own work methods to solve assigned problems. Participates in determining objectives of assignments. Works on problems of average difficulty. Work is reviewed upon completion. Applies initiative and judgment in accomplishing effective resolution of unusual or exceptional situations with minimal supervision. Interacts with internal and external personnel on significant matters often requiring coordinative activity across organizational lines. May represent the Laboratory as the prime contact on contracts or projects.

Must have demonstrated competence in performing duties at the level of Administrator 2/ Administrative Specialist 2 or equivalent competence as evidenced by a combination of academic training and experience in administrative functions.

ADMINISTRATOR 4 167.4
ADMINISTRATIVE SPECIALIST 4 168.4

Assignments are self-initiated. Applies and directly contributes to the development of new policies, procedures, concepts, and techniques. Develops solutions to complex problems which require the use of originality and innovation. Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Serves as a consultant and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives. Makes independent decisions involving complex policy interpretation. Participates in policy development. May supervise several other employees assigned in the same functional area.

Must have demonstrated competence in performing duties at the level of Administrator 3/ Administrative Specialist 3 or equivalent competence as evidenced by a combination of academic training and experience in administrative functions.

ADMINISTRATOR 5 167.5 REVISED: 6/4/79
ADMINISTRATIVE SPECIALIST 5 168.5

Work under consultative direction towards predetermined long-range goals. Is virtually self-supervisory. Assignments are self-initiated. Applies and develops advanced concepts and techniques. Develops solutions to problems of unusual complexity which require a high degree of ingenuity and innovation.

Serves as a prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives. Exercises considerable latitude in determining objective and approaches to assignments. May supervise a small section or unit.

Must have demonstrated competence in performing duties at the level of Administrator 4/ Administrative Specialist 4 or equivalent competence as evidenced by a combination of academic training and experience in administrative functions.

169.2 - 169.3
SUPERVISOR ADMINISTRATIVE SERVICES

Individuals in this series supervise an office or administrative service support section. A major portion of the time is spent in planning, scheduling, and directly supervising the day to day operation of the unit. The series has three levels, starting with the working supervisor through the supervisor who manages a unit of approximately ten or more employees and spends most of the time doing supervisory duties. A keypunch center, a telephone center, and a supply center are examples of where Supervisors Administrative Services would work.

SUPERVISOR ADMINISTRATIVE SERVICES 2 169.2 REVISED: 6/12/81

Under direction, serves as a supervisor of an office or administrative services unit. Will operate within established policies and procedures, but is expected to exercise judgment and initiative when confronted with unusual problems. Handles routine personnel administrative matters in areas of payroll timekeeping, vacation scheduling, performance evaluation, work absence resolution, etc. Is expected to be thoroughly familiar with the administrative details of the assigned unit. Where applicable, a working knowledge of automated data processing systems applicable to the assigned functions is required. The size of the unit supervised is generally less than ten employees. May act as an assistant to the supervisor of a large work unit. Is responsible for the selection of new hires, the training, evaluation, discipline, and counseling of employees supervised, as well as having the responsibility for other routine personnel administrative matters.

SUPERVISOR ADMINISTRATIVE SERVICES 3 169.3

The specification for the Supervisor Administrative Services 3 is the same as Supervisor Administrative Services 2 with the difference that the size of the unit supervised is approximately ten or more employees and the work is of a more complex nature as compared to the routine nature of the work for Supervisor Administrative Services 2.

180.1 - 180.3
NURSING

OCCUPATIONAL HEALTH NURSE I 180.1 REVISED: 9/15/89

Under supervision, performs nursing duties in the Medical Department, renders skilled first-aid or treatment as necessary in cases of accident or illness. Is required to act in emergencies exercising judgment both in selecting appropriate treatment for serious conditions and determining the urgency of further medical attention. Assists in employee physical examinations, may be in charge of an activity within the Medical Services Department. Graduation from an accredited school of nursing and current license as a Registered Nurse in the State of California is required.

OCCUPATIONAL HEALTH NURSE 11 180.2

Under general supervision, is the supervisor of a nursing service. Schedules and directs the activities of assigned personnel. Insures proper management and disposition of employee medical problems, preparation of accurate descriptive records, availability of medical supplies and equipment, and implementation of administrative procedures required by medical services practices. Assists in employee examinations; also performs the duties of an Occupational Health Nurse l; is normally in charge of a shift. Graduation from an accredited school of nursing and current license as a Registered Nurse in the State of California is required.

OCCUPATIONAL HEALTH NURSE 111 180.3

Under direction, provide regular first-line supervision of two or more employees involved in occupational health. Supervise, plan, organize, and effectively utilize human resources, equipment, material, time, and cost in the execution and accomplishment of occupational health work objectives. Plan, schedule, coordinate, and direct the technical and administrative support requirements of one or more functional areas. Oversee budget, equipment, and property for assigned areas of responsibility. Administer Laboratory policies and procedures, all safety requirements, and personnel actions of subordinates, e.g. employment, training performance appraisals, salary recommendations, development, promotions, welfare, and discipline of assigned employees. Initiate and maintain client teaching programs in areas of health concerns. Assist in establishing protocols. Design and conduct special studies. May perform work similar to that of subordinates no more than 50 percent of the time; e.g. perform nursing duties, render treatment as necessary and assist in physical exams. Independently identify and solve problems. Define, evaluate, and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of human resources, materials, equipment, and time. Must demonstrate strong leadership and administrative capabilities, and substantial nursing expertise. Graduation from an accredited school of nursing and possession of a current license as a Registered Nurse in the State of California are required.

191.1 - 191.5
TECHNICAL EDITING AND WRITING

TECHNICAL EDITOR AND WRITER I 191.1 REVISED: 6/25/82

Working under detailed instructions from professional staff members, performs technical and semi-technical editing and writing duties. Assists scientists and engineers in the preparation or revision of manuscripts; edits technical manuscripts for form, clarify, continuity, and conciseness. Writes or rewrites technical and semi-technical material for professional journals, official reports, or other publications. Becomes familiar with the styles preferred by specific journals and for LBL reports. Acquires a thorough understanding of the LBL publication activity. Typically, this is a trainee classification appropriate for persons who are recent college graduates entering the field of technical editing and writing at the beginning professional level. The minimum qualifications for this classification are a Bachelor's degree in physical science or engineering or an equivalent understanding of a physical science or field of engineering, and the ability to communicate fluently in written English.

TECHNICAL EDITOR AND WRITER II 191.2

Working under general supervision, performs technical and semi-technical editing and writing duties. Independently carries out with competence and dispatch a variety of projects of moderate scope, such as writing or editing progress reports. Assists in establishing style guides and standards for texts and illustrations. Conforms manuscripts with style of intended publisher. May answer requests from the public for information on technical subjects.

Typically, this classification is appropriate for a person with technical editing and writing experience who is able to perform editing and writing tasks independently, competently, and within a reasonable period of time.

The minimum qualification for this classification is demonstrated ability to perform technical editing and writing tasks at the level of Technical Editor and Writer I.

TECHNICAL EDITOR AND WRITER III .191.3

Working under general supervision, performs a wide variety of technical and semi-technical editing and writing duties, with competence, reliability, and initiative. Independently carries out projects of broad scope, and in advanced subject matter areas such as the proceedings of a scientific conference. May be responsible for establishing guides and standards for texts and illustrations.

Typically, this classification is appropriate for a person who applies the skills of a Technical Editor and Writer II to broad projects, and who may guide or review the work of Technical Editor and Writers I and II.

The minimum qualifications for this classification is demonstrated ability to perform technical editing and writing tasks at the level of Technical Editor and Writer II.

TECHNICAL EDITOR AND WRITER IV 191.4 REVISED: 6/25/82

Working under nominal supervision, is able to perform with initiative and exceptional competence th complete range of technical and semi-technical editing and writing duties required at the laboratory. Carries out complex and demanding projects of major magnitude. Sets exemplary standards in both quality and quantity of work, and provides guidance or assistance to less qualified technical editors and writers.

Typically, this classification is appropriate for a person outstandingly able to perform technical editing and writing duties. May supervise and coordinate the work of a group of technical editors and writers. A person at this level may undertake production of a book of the proceedings of a major scientific conference.

The minimum qualification for the classification is demonstrated ability to perform technical editing and writing tasks at the level of Technical Editor and Writer III.

TECHNICAL EDITOR AND WRITER V 191.5

Supervises the Technical Editing and Writing Group of the Laboratory's Technical Information Department, consisting of approximately fifteen Junior and Senior level editor/writers.

Directs the work of the group in the production of original writing and various levels of technical editing. Sets standards for the quality and quantity of work and provides training necessary to insure the capability to meet the requirements of the Laboratory. Provides technical expertise with respect to style, format, and level of editing. Coordinates with division leaders on major editing projects such as Annual Reports and special DOE reports. Supervises and carries out complex and demanding project of large magnitude, such as proceedings of major conferences.

The minimum qualification for the classification is substantial demonstrated ability to supervise a group of technical editors and writers, substantial relevant experience as a senior level editor, a thorough knowledge of editing procedures in a scientific environment.

194.1 - 194.5
TECHNICAL INFORMATION SPECIALIST

TECHNICAL INFORMATION SPECIALIST I 194.1 REVISED: 11/21/88

Working under detailed instructions from professional staff members, performs general library work associated with reference, circulation, and processing. Becomes familiar with the sources of technical literature and the techniques involved in handling it. May carry out technical literature search assignments.

or

Working under direct supervision, assists in various information research and mechanization activities associated with the handling of science information. May assist in the operation of programs for computerized Technical Information activities, such as library automation and production of permuted indexes, information retrieval from tape services, computer printing or mailing lists and labels, and various statistics-gathering programs.

Typically, this is a training level classification appropriate for those who are recent library school graduates, and for others entering the technical information field at the beginning professional level. Normally persons in the TIS I classification will be eligible for advancement to the TIS II classification after two years.

The minimum qualification for this classification is a bachelor of arts degree plus a masters degree in library science, a bachelors degree in a scientific discipline, or an equivalent competence obtained through education and experience.

TECHNICAL INFORMATION SPECIALIST II 194.2

Working under general supervision, performs a particular portion of the technical information services which requires applicable professional experience. Applies a thorough understanding of the sources of technical literature, the techniques for its dissemination, and Laboratory policies in the field of technical information. May specialize in conducting literature searches that require a technical background in a particular subject field of science or engineering.

or

Working under general supervision, conducts information research projects such as user studies, studies of indexing tools and techniques, and studies of information retrieval and dissemination systems that require both and understanding of the possible applications of automated data processing and traditional library techniques and procedures. Working under direct supervision may develop computer programs for TID operations and assume major responsibility for their debugging and testing, flow-charting, and documentation of procedures.

The minimum qualification for this classification is demonstrated ability to perform technical information specialist tasks at the level of Technical Information Specialist I.

TECHNICAL INFORMATION SPECIALIST III 194.3 REVISED: 11/21/88

Working under general supervision, performs technical information specialist assignments that requir broad professional experience. May specialize in performing complex literature searches that require a professional understanding of a particular subject field of science or engineering.

or

May conduct complex studies of technical information computerized systems that require creativity, imagination and a thorough understanding of the possible applications of automated data processing.

May serve as a working supervisor and provide guidance to other professional and/or clerical employees. The minimum qualification for this classification is demonstrated ability to perform technical information specialist tasks at the level of Technical Information Specialist II.

TECHNICAL INFORMATION SPECIALIST IV 194.4

Working under the direction of the library manager, serves as supervisor of a major section of the library and is responsible for the selection, continued development, and supervision of the section's personnel. Exercises full administrative responsibility for the section, and coordinates its work with that of other sections of the library. Assists in the formulation of policies and procedures within the library organization.

or

Working under the direction of the library manager, or directly under the head of the Technical Information Division, serves as a supervisory or non-supervisory specialist.

May be responsible for special areas of research such as automatic and associative indexing, decentralized indexing, content analysis, thesaurus development, linguistic analysis, the design and operation of on-line systems for interrogating text, library and information systems analysis, the management of information centers, studies of the information behavior and requirements of scientists, the use of microfilms in storage, retrieval and publication and the design of information networks.

May perform complex technical literature surveys and data analysis that require both an advanced professional understanding of a particular subject field of science or engineering and expertise in specialized types of literature research, or devises library controls of and provides advanced professional library services pertaining to translations of foreign language journal articles and technical publications related to Laboratory projects and official interest.

The minimum qualification for this classification is demonstrated ability to perform technical information specialist tasks at the level of Technical Information Specialist III.

TECHNICAL INFORMATION SPECIALIST IV 194.5 REVISED: 11/21/88

Working under the general direction of the head of the Technical Information Department serves as library manager. Responsible for library operations including the evaluation and improvement of library services, and budget and personnel allocations. Responsible for formulating, interpreting, and executing library policies, and for applying Laboratory-wide policies to library operations and staff. Represents the library in meetings with Laboratory officers and with representatives of other Laboratory departments and outside organizations.

or

Working under the general direction of the head of the Technical Information Department, serves as principal investigator and group leader of an information research group. Responsible for the group's operations and reporting of research results, including the evaluation and comparative efficiencies of the main systems under study. Responsible for budget and personnel allocations and for representing the Technical Information Department in meetings with Laboratory data processing heads, and with representatives of other outside data processing organizations.

The minimum qualification for this classification is demonstrated ability to perform technical information specialist tasks at the level of Technical Information Specialist IV, and demonstrated managerial ability.

198.1 - 198.5
SENIOR LABORATORY MANAGEMENT

The Senior Laboratory Management series provides classifications for the relatively few distinguished positions which have responsibility for defining overall Laboratory policy and direction. Individuals entering the Senior Laboratory Management series who were previously classified as Staff Scientist or Senior Scientist/Engineer will retain a parallel classification as Staff Scientist or Senior Scientist/Engineer, along with the rights and procedural safeguards enumerated for that Staff Scientist or Senior Scientist/Engineer classification. In addition, incumbents in the Senior Laboratory Management series will, when appropriate, be considered (using normal Laboratory procedures) for entrance into, or advancement in, such a parallel classification in the Staff Scientist or Senior Scientist/Engineer series. When a Staff Scientist or Senior Scientist/Engineer leaves the Senior Laboratory Management series, for reasons other than disciplinary action as described under the Laboratory's Regulations and Procedures Manual, Section 2.05B1, he/she will be reclassified as a Staff Scientist or Senior Scientist/Engineer at the level he/she previously held or attained while in the Senior Laboratory Management series, with all attendant rights and procedures.

DIVISION DIRECTOR 198.1 REVISED: 11/21/88

Reporting to an Associate Laboratory Director, the Division Director has responsibility for establishing and effectively communicating Division policy and program goals, objectives, accomplishments, effective scientific and programmatic leadership, and the integration of program objectives with overall Laboratory direction. The Division Director represents program to external agencies and is responsible for seeking and obtaining fiscal support.

The Division Director is responsible for program management including planning, staffing, budgeting, personnel administration, affirmative action, safety, quality assurance, and program evaluation and has authority for independent decision-making and exclusive accountability for results. The Division Director is responsible for ensuring that appropriate technology transfer is accomplished according to the policies of the Laboratory and the University of California. The Division Director directs the work of subordinate Group Leaders and Program Leaders in a set of functional areas.

Appointment to a Division Director position is made by the Laboratory Director based on the recommendation of an Associate Laboratory Director.

DIVISION DIRECTOR, FACULTY 198.2

Reporting to an Associate Laboratory Director, the Division Director, Faculty has responsibility for establishing and effectively communicating Division policy and program goals, objectives, accomplishments, effective scientific and programmatic leadership, and the integration of program objectives with overall Laboratory direction. The Division Director, Faculty represents program to external agencies and is responsible for seeking and obtaining fiscal support. The Division Director, Faculty is responsible for program management including planning, staffing, budgeting, personnel administration, affirmative action, safety, quality assurance, and program evaluation and has authority for independent decision-making and exclusive accountability for results.

The Division Director, Faculty is responsible for ensuring that appropriate technology transfer is accomplished according to the policies of the Laboratory and the University of California.
The Division Director, Faculty directs the work of subordinate Group Leaders and Program Leaders in a set of functional areas. Appointment to a Division Director, Faculty position is made by the Laboratory Director based on the recommendation of an Associate Laboratory Director.

Incumbents in the Division Director, Faculty series must hold a concurrent University of California Professorial appointment. As a joint University of California/Lawrence Berkeley Laboratory employee, salary rate is established by the University of California.

ASSOCIATE LABORATORY DIRECTOR 198.3

This position is a member of senior management and shares responsibility, authority and accountability for setting the future direction for, and extending the scientific/engineering/administrative excellence, of the Laboratory as a whole. The institutional role involves the top management in all matters that are fundamental to the Laboratory's major purposes, goals, and policies. Within area of line management, this position has responsibility for establishing and effectively communicating policy and program direction, and overseeing program integration and providing leadership, authority for independent decision-making, and exclusive accountability for results.

The Associate Laboratory Director reports directly to the Laboratory Director. This position provides overall direction to the work of subordinate managers in a variety of programmatic or support areas. Appointment to an Associate Laboratory Director position is made by the Laboratory Director. This level of position is included in the University of California Executive Program.

DEPUTY LABORATORY DIRECTOR 198.4

Reporting to the Laboratory Director, this position is responsible for the overall integration of scientific goals and objectives consistent with the Laboratory's mission. The Deputy Laboratory Director serves as management liaison with the University, the Department of Energy, and other public and private agencies to represent the Laboratory's programs, accomplishments and initiatives. Within the Laboratory, the Deputy Director is responsible for management oversight of divisional interdisciplinary programs and interacts with policy and advisory committees to ensure the highest quality scientific achievement.

Appointment to the position of Laboratory Deputy Director is made by the President of the University of California. This position is included in the University of California Executive Program.

LABORATORY DIRECTOR 198.5

This position is responsible for the overall operation of the Laboratory which conducts a major national multidisciplinary program of research and development. This position includes the direction and support of scientific programs in addition to responsibility for the overall laboratory management and its interactions with the University of California, the Department of Energy, and other public and private agencies. Appointment to the position of Laboratory Director is made by the President of the University of California. This position is included in the University of California Executive Program.

199.1 - 199.3
MANAGEMENT

The Management series provides classifications for positions at the highest administrative levels of the Laboratory. Employees in such positions are generally responsible for the management of important functional units of the Laboratory, and for the development and implementation of the policies and procedures necessary to the operation of those units.

MANAGEMENT I 199.1 REVISED: 11/21/88

Performs administrative and management duties for a major section of the Laboratory, formulates and implements policy, and represents the Laboratory or unit served in contacts with internal and external organizations on matters of major significance to the success of Laboratory programs and activities. May serve as administrative department head, assistant department head, or be in charge of a unit of a large department that has a major impact on the overall Laboratory operations. May have broad business management and administrative responsibility for a scientific or engineering support division. May serve as a high level special assistant to the Laboratory Director or an Associate Director with combined staff and line responsibilities as required.

MANAGEMENT II 199.2

Performs assignments of a broad general nature requiring administrative innovations to achieve long-range department, division, and Laboratory goals. Is responsible for the development and implementation of Laboratory policies and procedures that ensure effective administration of the prime contract. Is expected to make significant contributions to achieve effective management of activities in assigned areas of responsibilities. Normally serves as a department head of a major department. Demonstrated competence in performing assignments at the level of Management I or the equivalent is the minimum qualification for this position.

MANAGEMENT III 199.3

As the head of one or more major administrative, engineering, and services departments of the Laboratory, performs management assignments of a broad general nature and is responsible for the direction and operation of the assigned areas. Is responsible for the development and implementation of Laboratory policies and procedures that ensure effective administration of the prime contract.

Is expected to make significant contributions to achieve effective management of the assigned areas of responsibilities. Demonstrated competence in performing assignments at the level of Management II or the equivalent is the minimum qualification for this position.

214.1 - 214.6
GRADUATE STUDENT RESEARCH ASSISTANT

GRADUATE STUDENT RESEARCH ASSISTANT 214.1 Step 1 REVISED: 6/14/90

GRADUATE STUDENT RESEARCH ASSISTANT 214.2 Step 2

GRADUATE STUDENT RESEARCH ASSISTANT 214.3 Step 3

GRADUATE STUDENT RESEARCH ASSISTANT 214.4 Step 4

GRADUATE STUDENT RESEARCH ASSISTANT 214.5 Step 5

GRADUATE STUDENT RESEARCH ASSISTANT 214.6 Step 6

Graduate Student Research Assistants (GSRA) must be registered graduate students of the University of California who perform research related to the student's degree program under the direction of a faculty member or authorized Principal Investigator. University of California rules and regulations pertaining to graduate students in the various disciplines normally apply.

218.1 - 218.3
JOB FAMILY: PROGRAM PLANNING AND MANAGEMENT ESTABLISHED: 1/6/95

Function: Responsible for leading an organization's planning, development and/or management efforts on new and existing research programs, projects, and initiatives. Supports technical conceptualization and marketing strategies, program proposals, schedules, milestones, and costs, identification of new and future markets, and program implementation and administration. Ensures customer requirements have been achieved.

Requirements	**Project Manager 218.1**	**Program Manager 218.2**	**Sr. Program Manager 218.3**
KNOWLEDGE AND SKILLS	Basic skills in project/initiative planning, budgeting, and scheduling. Knowledge of the organization's project/initiative requirements. Basic knowledge of Laboratory's scientific capabilities.	Knowledgeable and skilled in all aspects of project/initiative planning, budgeting, and scheduling. Broad knowledge of the organization's scientific and technical capabilities and expertise including LBL and DOE project management and budget requirements. Knowledge of potential customer needs and new research opportunities.	Broad knowledge in the planning and management of large and complex research initiatives and programs. In-depth knowledge of LBL core competencies and potential funding sources. Ability to identify needs of technology based industries and match the Laboratory's interdisciplinary capabilities. Skilled in developing multi agency frameworks and networks for collaborative projects and in marketing new research opportunities to the industrial sector. Ability to champion scientific initiatives from conceptualization period through completion.
INDEPENDENCE OF ACTION (Problem-solving and Decision-Making)	Leads the planning efforts for projects of limited size. Prepares and coordinates project scheduling and budgeting. Formulates and recommends corrective actions such as schedule revisions, fund allocations, and staffing levels. Develops project status reports and presentations. Decisions impact program/project time schedules and budgets	Responsible for the planning and control of moderate size ($1M-$5M) projects. Identifies internal and external issues that affect new Division programs and initiatives. Determines project requirements, estimates budget requirements, develops proposals, and recommends strategic objectives. Responsible for organizational and program plans. Assists in program implementation and monitors performance to meet customer requirements. Decisions commit the Division to meet customer needs.	Responsible for the market research, business/technical planning, and development of large and complex (>$5M) projects. Develops long-range objectives and strategic plans for new Laboratory multi-discipline initiatives, program opportunities, and funding levels. Proposes new initiatives and champions the business and technical planning and conceptual efforts for major programs and initiatives. Identifies potential funding agencies and obtains program funding and implements new programs. Decisions commit Laboratory efforts to meet customer needs.

JOB FAMILY: PROGRAM PLANNING AND MANAGEMENT, Continued

Requirements	**Project Manager 218.1**	**Program Manager 218.2**	**Sr. Program Manager 218.3**
WORKING RELATIONSHIPS	Interaction with project team leader and members. Participates in project review meeting with sponsors and advisory committees.	Interaction with program managers, ALD, Division Directors, external customers, and other program/project representatives. As necessary interacts with other national laboratories to develop subcontract arrangements. Interfaces with agency sponsors on technical and programmatic issues.	Interaction with the Lab's ALDs, Division Directors, scientific personnel, advisory groups, and other program/project representatives. Interactions with outside agencies, industrial consortia, national laboratories, and universities during joint collaborations. Serves as the Lab's primary contact to the customer.
SUPERVISION OF OTHERS	None	May supervise support staff.	Supervises support staff and project leaders. Develops staffing plans and may participate in the selection of project members and advisory committees.
EDUCATION AND WORK EXPERIENCE	Bachelors degree in a related field and five to seven years experience with increasing responsibility in project administration and planning.	Bachelors/advanced degree in a related field and seven to ten years related experience including project planning, scheduling, and budgeting. Experience with computerized project tracking databases.	Bachelors/advanced degree in a related field with substantial (ten plus years) related experience in program management functions including the marketing of products, technology, and services. Experienced with utilizing computerized databases and information systems.
OVERALL IMPACT	Moderate, may affect program/project cost and schedules. Provides advice and consultation in regards to project and initiative planning and development. Provides input to the development of proposals for new funds.	Substantial impact on progress of assigned project due to limited oversight and necessity to manage and control program costs and schedules. Contributes to specific outreach projects including marketing opportunities and new initiative activities.	Potential major impact to overall LBL research program funding and reputation. Identifies, develops and markets opportunities for collaborations between agencies, industrial consortia, national labs, universities, and LBL researchers. Plays significant role in developing major new scientific initiatives and strategic plans. Provides input on major Lab-wide policy issues.

REPORTS TO	Center /Program /Department Head	Center /Program /Dept. Head /Division Director	Deputy Director, ALD, or LBL Center Director

220.1 - 224.3
JOB FAMILY: FACILITIES ENGINEER / ARCHITECT ESTABLISHED: 7/1/94

Function: Responsible for the evaluation, selection, and application, of standard engineering or architectural techniques, procedures, and criteria, using independent judgment in making adaptations and modifications. Ensures discipline design work complies with DOE Orders, regulations, applicable codes and LBL EH&S requirements.

Requirements	**Facilities Engineer/Architect I** **Level 1** **220.1, 221.1, 222.1, 223.1, 224.1**	**Facilities Engineer/Architect II** **Level 2** **220.2, 221.2, 222.2, 223.2, 224.2**	**Chief Facilities Engineer/Architect** **Supervisory Level** **220.3, 221.3, 222.3, 223.3, 224.3**
KNOWLEDGE AND SKILLS	Basic knowledge of: engineering or architectural concepts, systems, CAD, calculations, applications of engineering and construction methods and materials; applicable industry/regulatory standards, safety codes, design standards, environmental regulations. Good communication and interpersonal skills.	Thorough knowledge of engineering or architectural concepts, systems, CAD, calculations, and application of engineering and construction principles to facility constructability as applied to construction methods and materials, applicable industry and regulatory standards, safety codes, design standards, and environmental regulations and procedures. Good communications and interpersonal skills.	Broad and extensive knowledge of systems, calculations, applications of methods, materials, computers, industry and regulatory standards and design criteria, and administrative practices including human resources management. Demonstrated skill in leadership including written and oral communications and interpersonal relations.
INDEPENDENCE OF ACTION (Problem-Solving and Decision-Making)	Evaluates, selects, and applies engineering or architecture techniques, methods, procedures, and criteria, using independent judgment in making adaptations and modifications. Performs assignments which have clear and specific objectives and require the investigation of a limited number of variables. Receives administrative and technical supervision from superiors. Assistance is furnished on unusual or complex problems and work is reviewed for application of acceptable methods and judgment.	Plans and conducts independent work requiring judgment in the evaluation, selection, application, and adaptation of standard engineering/architectural techniques, procedures, and criteria. Devises new and appropriate approaches to problems. Performs work which involves formulating and implementing engineering/architecture practice but may include complex tasks such as resolving conflicting design requirements, unsuitability of conventional materials, difficult coordination requirements, and value engineering. Receives guidance on unusual or complex problems and supervisory approval on proposed task plans.	Responsible for the discipline engineering/architecture activities including staff planning, organization, and administration. Directs the development of and approves standard specifications, standard details design procedures, and technical standards with the discipline. Approves engineering/architecture documents and calculations produced by staff personnel. Ensures discipline design work complies with DOE orders, regulations, applicable codes, and LBL EH&S requirements.
WORKING RELATIONSHIPS	Interacts with project team members, facility staff, Maintenance and Operations personnel, outside Architectural and Engineering consultants, vendors, and others to either give or gather information.	Interacts with project team members, facilities staff, M&O personnel, outside A&E consultants, vendors, scientific and support division staff, and others to either give or gather information. Leads other team members when assigned project engineering/architecture tasks.	Maintains contacts with project management to ensure the projects are receiving adequate technical support and meeting quality standards. Interacts with other Chief Engineers/Architects and Project Managers. to ensure uniform compliance with Facilities Department policies, procedures, and standards.

JOB FAMILY: FACILITIES ENGINEER / ARCHITECT, Continued

Requirements	**Facilities Engineer/Architect I** **Level 1** **220.1, 221.1, 222.1, 223.1, 224.1**	**Facilities Engineer/Architect II** **Level 2** **220.2, 221.2, 222.2, 223.2, 224.2**	**Chief Facilities Engineer/Architect** **Supervisory Level** **220.3, 221.3, 222.3, 223.3, 224.3**
SUPERVISION OF OTHER EMPLOYEES	None. Provides technical direction to drafters, designers, and technicians as directed.	None. Provides technical direction and assigns work to engineers, architects, drafters, designers, technicians, and others who may be performing specific assignments.	Supervises the activities within an engineering/architectural discipline including organization and coordination of assignments, and provides administrative and technical guidance. Responsible for personnel staffing, evaluations, development, salaries, and implementation of applicable LBL personnel polices.
EDUCATION AND WORK EXPERIENCE	Degree in the applicable engineering discipline or architecture and relevant practical work experience in the appropriate professional field. Requires a professional license obtained by written examination to practice architecture or engineering in the state.	Degree in the applicable engineering discipline or architecture along with substantial relevant work experience in the appropriate professional field. Requires a professional license obtained by written examination to practice architecture or engineering in the state.	Degree in the applicable engineering discipline or architecture along with extensive progressive work experience in the appropriate professional field, including supervision in project and staff design engineering, architectural design, or other relevant engineering such as: facilities, utilities, industrial/process plants, or engineering/construction firms. Requires a professional license obtained by written examination to practice architecture or engineering in the state.
OVERALL IMPACT	Limited, receives instructions on specific assignment objectives, complex features and possible solutions from senior level engineers/architects or project engineers/architects. Performs work which involves formulating and implementing engineering or architecture tasks with few complex features.	Moderate impact, performs most assignments independently with instructions as to the general results expected. Performs discipline specific design of complex projects with differing priorities and of importance to the organization's mission and may include complex tasks such as resolving conflicting design requirements and value engineering.	Substantial impact due to accountability for design work compliance with DOE Orders, regulations, applicable codes and LBL EH&S requirements, technical support to M&O group, and for the establishment and maintenance of technical standards within the discipline. Directs the development of and approves standard specifications, standard details and design procedures.

REPORTS TO	Chief Engineer/Chief Architect	Chief Engineer/Chief Architect	Associate Facilities Manager

225.1 - 225.3
JOB FAMILY: FACILITIES PROJECT MANAGEMENT ESTABLISHED: 7/1/94

Function: Manages, coordinates, and administers facilities projects from the conceptual phase through planning, engineering, procurement, construction, start-up, and close-out. Resolves problems and coordinates the final turnover of the project to the client.

Requirements	**Project Manager I Level 1 225.1**	**Project Manager II Level 2 225.2**	**Chief Project Manager Supervisory Level 225.3**
KNOWLEDGE AND SKILLS	Knowledgeable in all aspects of project management and project control activities. Proven knowledge and skill in prime subcontract formation, negotiation, and administration. Technical comprehension of engineering, procurement, and construction techniques, interfaces, and interdependencies.	Broad knowledge in all aspects of project management and project control activities. Proven knowledge and skill in prime subcontract formation, negotiation, and administration. Technical comprehension of engineering, procurement, and construction techniques, interfaces, and interdependencies.	In-depth knowledge of project management principals and systems including project scheduling, budgeting, estimating, and contract management. Broad knowledge of industry and regulatory standards. Knowledge of administrative practices including personnel management. Proven leadership ability.
INDEPENDENCE OF ACTION (Problem-Solving and Decision-Making)	Responsible for leading project team and ensuring project completion and in conformance with specifications. Validates project scope and directs the development of budgets and schedules, monitors progress and initiates action to assure schedules are met and work is performed within budget. Receives operation guidance from CPM or a Sr. Program Mgr.	Responsible for large and complex projects; may include multiple projects, usually grouped by funding types such as non-capital, general plant, or line item. Initiates and directs the planning and development of the project scope, procedure, budget, and overall project schedule. Provides for the administration of subcontractors and vendors. Receives operation guidance only.	Directs Project Mgrs. in fulfilling their responsibilities in administering subcontracts, meeting client requirements, complying with DOE Orders, state and regulatory agency criteria, and ensuring achieving of Dept. commitments. Establishes and implements Project Management procedures. Approves DOE Construction Directive Authorizations, DOE Baseline Change Control Proposals, and DOE Funding Authorization Requests. Establishes and implements staffing plans. Receives administrative and technical supervision from Assoc. Facilities Mgr.
WORKING RELATIONSHIPS	Provides principal contact with LBL clients, DOE oversight personnel, and LBL management. Frequent contact with subcontractors management. Maintains management level relationships with other participating division and departments responsible for performing services in connection with the project.	Provides principal contact with LBL clients, DOE oversight personnel, and LBL management. Frequent contact with subcontractors management. Maintains management level relationships with other participating division and departments responsible for performing services in connection with the project.	Maintains contacts with client management as required to support Project Mgrs. and to ensure the adequacy of the dept.'s performance. Maintains contact with dept. management, section chiefs, and other division managers to ensure prompt resolution of inter-dept. problems, and an integrated approach to the performance of projects.

JOB FAMILY: FACILITIES PROJECT MANAGEMENT, Continued

Requirements	**Project Manager I** **Level 1** **225.1**	**Project Manager II** **Level 2** **225.2**	**Chief Project Manager** **Supervisory Level** **225.3**
SUPERVISION OF OTHER EMPLOYEES	None. Provides technical direction to key project personnel.	None. Provides technical direction to key project personnel, and career counseling and input on performance evaluations for Facilities personnel assigned to the project.	Responsible for direct administrative and technical supervision over all Facilities Dept. Project Management staff including personnel staffing, evaluations, development, salaries, and implementation of applicable LBL personnel policies.
EDUCATION AND WORK EXPERIENCE	Degree in the applicable engineering discipline or architecture. Requires a professional license obtained by written examination to practice architecture or engineering in the state. Experience in the appropriate professional field. Experience in all aspects of project management and control activities including the development of operating and financial plans.	Degree in the applicable engineering discipline or architecture. Extensive work experience as a project manager. Experience in all aspects of project management and control activities including the development of operating and financial plans. Requires a professional license obtained by written examination to practice architecture or engineering in the state.	Degree in an engineering or architecture discipline. Extensive progressive work experience as project manager including supervision of project managers, in a project management firm, A&E firm, or construction management firm. Requires a professional license in an engineering discipline, or a license to practice architecture, from a recognized licensing board.
OVERALL IMPACT	Direct impact to LBL facilities projects in areas of budgets, schedules, and conformance to specifications. Reviews and approves all major purchase orders, change orders, subcontracts, forecasts, schedules, cost estimates, financial reports, and reconciles contractual commitments exceeding budgets.	Direct impact to multiple, large and complex facilities projects in areas of budgets, schedules, and conformance to specifications. Reviews and approves all major purchase orders, change orders, subcontracts, forecasts, schedules, cost estimates, financial reports, and reconciles contractual commitments exceeding budgets.	Direct major impact to the organization, implementation, and completion of all LBL Facilities projects. Accountable for the organization's adherence to all LBL policies and local, state, and federal requirements concerning EH&S and other areas as applied to facilities projects.

226.2
JOB: FACILITIES ESTIMATOR **ESTABLISHED: 7/1/94**

Function: Responsible for multi-discipline construction estimates including planning, conceptual and final construction cost estimates for new, and modifications to existing projects and construction change order estimates. Provides cost estimating information for conventional facilities construction to Project Managers and LBL clients/users.

Requirements	**Estimator II** **Level 2** **226.2**
KNOWLEDGE AND SKILLS	Thorough familiarity with common estimating techniques required for all types of estimates including planning, conceptual, preliminary and final estimates for commercial, institutional and industrial projects. Ability to prepare manually and by personal computer multi-discipline construction estimates for architectural, civil, structural, electrical and mechanical work.
INDEPENDENCE OF ACTION (Problem-Solving and Decision-Making)	Performs most assignments independently with instructions as to the general results expected. Prepares multi-disciplinary cost estimates using current material and labor cost data applicable to LBL. Estimates reflect either in-house or subcontracted construction costs and carry the appropriate mark-ups, overhead rates, design fees, contingencies and escalation rates. Receives technical and administrative supervision from Associate Facilities Mgr.
WORKING RELATIONSHIPS	Maintains contact with Discipline Chiefs to ensure timely completion of design input for construction estimates. Works closely with Project Managers when providing construction cost estimates and construction change order estimates. Contacts laboratory customers to establish project scope and provide cost estimating results to customers.
SUPERVISION OF OTHER EMPLOYEES	None.
EDUCATION AND WORK EXPERIENCE	Degree in the applicable engineering discipline or architecture along with substantial relevant work experience in the appropriate professional field. Requires a professional license obtained by written examination to practice architecture or engineering in the state. Extensive progressive work experience as a multi-discipline professional estimator with engineering and/or construction firms.
OVERALL IMPACT	Moderate impact, recommends design modifications and/or project scope reductions to meet assigned budget levels. Functions as Project Manager for projects requiring conceptual or preliminary cost estimates. Ensures that estimates are prepared in conformance with all applicable EH&S requirements.

REPORTS TO	Associate Facilities Manager

227.1 - 227.3
JOB FAMILY: FACILITIES PLANNING

ESTABLISHED: 7/1/94

Function: Develops, and implements long and short range site and space plans for LBL to meet its mission. Provides professional advice and guidance on the use of existing assets and the placement of future assets and/or programs.

Requirements	**Facilities Planner I** **Level 1** **227.1**	**Facilities Planner II** **Level 2** **227.2**	**Chief Facilities Planner** **Supervisory Level** **227.3**
KNOWLEDGE AND SKILLS	Basic knowledge of architectural or planning concepts, systems, application of space and site planning, and knowledge of DOE/UC/LBL planning processes. Knowledge of database and CAD software applications.	Through knowledge of architectural and advanced planning concepts, systems, application of space and site planning, and knowledge of DOE/UC/LBL planning processes. Skilled in the use of database and CAD software applications.	Broad and extensive knowledge of architectural and advanced planning concepts, systems, application of space and site planning, and knowledge of DOE/UC/LBL planning processes. Demonstrated leadership skills including good communications and interpersonal relations. Skilled in the use of database and CAD software applications.
INDEPENDENCE OF ACTION (Problem-Solving and Decision-Making)	Responsible for assisting in the managing, analyzing, and implementation of site, project, or space planning activities to develop the short and long range plans consistent with the Lab's mission. Assists in developing processes for reviewing site selection or prioritizing projects or space requests across all funding sources and over a multi-year frame. Receives administrative and technical guidance from supervisor and instructions on specific assignment objectives, complex features, and possible solutions from senior staff members.	Responsible for managing, analyzing and implementing site, project, and/or space planning activities to develop the short and long range plans consistent with the Lab's mission. Develops and establishes process for reviewing site selection or prioritizing projects or space requests across all funding sources and over a multi-year time frame. Develops and implements criteria for analyzing options. Responsible for LBL planning documents to meet requirements of DOE Orders and UC policies. Receives administrative and technical guidance only.	Manages the long and short range site and space planning for LBL to meet its mission. Responsible for the project planning/development process and ensures that planning activities meet administrative and fiscal guidelines. Responsible for meeting requirements of relevant DOE Orders and UC policies. Develops and maintains a viable customer service program. Receives administrative and technical guidance only.
WORKING RELATIONSHIPS	Interacts with all levels of Laboratory staff and externally with DOE, UC staff, outside A&E consultants, vendors and others.	Interacts with all levels of Laboratory staff, DOE and UC staff, outside A&E consultants and vendors. Maintains management level relationships with other participating divisions and departments responsible for performing services in connection with assigned projects.	Interacts with all levels of Laboratory management, DOE and UC staff, outside A&E consultants and vendors. Maintains management level relationships with other participating divisions and departments responsible for performing services in connection with assigned projects.

JOB FAMILY: FACILITIES PLANNING, Continued

Requirements	**Facilities Planner I** **Level 1** **227.1**	**Facilities Planner II** **Level 2** **227.2**	**Chief Facilities Planner** **Supervisory Level** **227.3**
SUPERVISION OF OTHER EMPLOYEES	None.	May assist Chief Planner in first level supervision of staff including cross training and professional development. Provides technical direction to key project planning personnel.	Supervises the planning staff activities and provides administrative and technical guidance. Responsible for personnel staffing, evaluations, development, salaries, and implementation of applicable LBL personnel policies.
EDUCATION AND WORK EXPERIENCE	Degree in planning, architecture, landscape architecture, or other related discipline. Experience in the appropriate professional field.	Degree in planning, architecture, landscape architecture or other relevant discipline. Minimum five years experience in facilities planning preferably in an R&D organization.	Degree in planning, architecture, landscape architecture or other relevant discipline. Minimum five years experience in facilities planning preferably in an R&D organization, and at least two years experience in supervision of a professional staff.
OVERALL IMPACT	Minimal impact to LBL facilities projects in the area of space and site development plans.	Moderate impact to multiple, large and complex facilities project plans.	Direct impact to multiple, large and complex facilities project plans.

REPORTS TO	Chief Facilities Planner	Chief Facilities Planner	Facilities Manager

230.1 - 230.4
JOB FAMILY: ENVIRONMENTAL HEALTH & SAFETY PROFESSIONAL ESTABLISHED: 7/1/94

Requirements	**EH&S Professional 1 Level I 230.1**	**EH&S Professional 2 Level II 230.2**	**EH&S Professional 3 Level III 230.3**	**EH&S Professional 4 Level IV 230.4**
SUMMARY DESCRIPTION	Entry level to intermediate EH&S professional. Solid education and some experience.	Fully qualified professional. Sound education, relevant experience, andworks independently.	Advanced practitioner. Provides technical or managerial leadership in discipline.	Exceptional practitioner with notable achievements. Broadly recognized by peers and clients as technical/leadership resource. Established reputation for excellence. Provides interdisciplinary technical or managerial leadership.
KNOWLEDGE AND SKILLS	Working knowledge of applicable Federal, state, and local regulations. Ability to make recommendations in specialty area. Ability to administer simple environment, health and safety programs. Good verbal and written skills. Good interpersonal skills	Detailed knowledge of applicable Federal, state and local regulations. Knowledge of DOE requirements. Ability to perform comprehensive audits in specialty area. Ability to administer environment, health and safety programs. Ability to conduct safety meetings and to prepare client correspondence independently. Good interpersonal skills	Expert knowledge of applicable Federal, state and local regulations. and DOE requirements over a range of topics. Demonstrated ability to lead interdisciplinary audit teams. Demonstrated ability to develop and administer environment, health and safety programs. Ability to develop and present briefings and reports. Excellent interpersonal skills.	Expert knowledge of applicable Federal, state and local regulations. and DOE requirements over a range of topics. Fully informed of proposed changes and their impact on LBL operations. Demonstrated ability to design and lead interdisciplinary audits. Demonstrated ability to develop and administer multi-disciplinary environment, health and safety programs. Ability to develop and present management briefings and reports at the highest level. Excellent interpersonal skills
INDEPENDENCE OF ACTION (Problem-Solving and Decision-Making)	Works from detailed instructions or established procedures. Work is reviewed for soundness of technical judgment and for following detailed instructions and procedures. Participates in the development of environmental health and safety programs and procedures for personnel and facility safety.	Works from general direction towards predetermined goals. Specific tasks are self-initiated. Work is reviewed upon completion for adequacy in meeting goals, usually through consultation rather than formal review by superior. Develops, implements and evaluates environmental health and safety programs and procedures for personnel and facility safety.	Plans, directs and manages safety programs and policies in select areas. Reviews and incorporates existing and new environment, safety and health regulations into programs. Reviews work of others for technical excellence and adequacy in meeting goals. Evaluates environmental health and safety programs and policies developed by others and prepares reports for senior management.	Plans, directs and manages programs and policies in broad and/or multi-disciplinary areas. Develops strategies for implementing programs to comply with pending and proposed new regulations. Develops and selects methodology for evaluating environmental health and safety programs and policies. Provides leadership to other professionals in the division.

JOB FAMILY: ENVIRONMENTAL HEALTH & SAFETY PROFESSIONAL, Continued

Requirements	**EH&S Professional 1 Level I 230.1**	**EH&S Professional 2 Level II 230.2**	**EH&S Professional 3 Level III 230.3**	**EH&S Professional 4 Level IV 230.4**
WORKING RELATIONSHIPS	Interacts with peers and clients at the working level.	Interacts with peers, clients, and client management. Interacts with DOE and other regulatory personnel at the working level. Interacts occasionally with peers at other facilities.	Interacts with peers, clients, and client management. Represents LBL in interactions with DOE and other regulatory personnel. Maintains liaison with peers at other DOE facilities.	Interacts with peers, clients, and client management. Represents LBL in management interactions with DOE and other regulatory personnel. Establishes and facilitates liaison and interaction between LBL personnel and personnel at other facilities.
SUPERVISION OF OTHER EMPLOYEES	None. Provides technical direction to technicians.	None. Provides technical direction to less experienced staff in selected technical areas.	Supervises staff with 2 - 10 employees- or - Manages projects. Trains and mentors other professionals.	Provides higher level management of other supervisors- or - Manages complex technical or multi-disciplinary projects. Trains and mentors other professionals.
EDUCATION AND WORK EXPERIENCE	B.S./B.A. in specialty field, Science, or Engineering plus one to five years experience	B.S./B.A. in specialty field, Science, or Engineering plus 5 - 10 years experience- or - M.S./M.A. in specialty field, Science, or Engineering plus three to seven years experience. Professional certification, registration, or equivalent or works towards professional certification or registration	B.S./B.A. in specialty field, Science, or Engineering and ten+ years experience- or -M.S./M.A. in specialty field, Science, or Engineering and seven+ years experience. Professional certification, registration, or equivalent. Two years project management or staff management experience	B.S./B.A. in specialty field, Science, or Engineering and fifteen+ years experience- or - M.S./M.A. in specialty field, Science, or Engineering and ten+ years experience. Professional certification, registration, or equivalent. Five years project management or staff management experience
OVERALL IMPACT	Limited. Receives detailed instructions for tasks. Receives assistance from more senior personnel for complex tasks.	Moderate. Works independently in most assignments. Work is checked by supervisory personnel.	Appreciable Division-wide or Lab-wide impact. Works independently. Work is checked through consultation with peers rather than by supervision. Affects work of others through personnel or project management.	Significant Lab-wide impact. Works independently. Work is usually not checked, but judged by results. Selects approaches and methodology for own work and that of others.

REPORTS TO	Unit Manager or Group Leader	Unit Manager or Group Leader	Group Leader, Department Head or Division Office	Group Leader, Department Head or Division Office

260.1 - 260.4
JOB FAMILY: COMPUTER SYSTEMS ENGINEERING ESTABLISHED: 7/1/94

Job Family Characteristics and Duties: Involved in all levels of the design, configuration, implementation, operation, and maintenance of computer-oriented systems and networks, including real-time and event-driven systems, databases and database management systems, application systems, operating systems, data communications, and desktop, distributed, mini, mainframe, and supercomputer systems. Formulates system scope and objectives, and devises and modifies procedures to solve problems. Prepares detailed specs from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Plans and organizes the development of technical support protocol, maintains operating systems and data communications network, manages load configuration and distribution from file servers, responds to system users, evaluates software and system problems and potential solutions to assure the interfacing of software systems with hardware configuration and application systems requirements. May plan coordinate and administer databases including issues relating to security and integrity of controls. Establishes project schedules and budget estimates. Provides on-call support for production problem resolution. Recommends system improvements, new applications and develops plans to improve service. All positions require the ability to communicate effectively both orally and in writing.

Requirements:	**Computer Systems Engineer I 260.1**	**Computer Systems Engineer II 260.2**	**Computer Systems Engineer III 260.3**	**Computer Systems Engineer IV 260.4**
KNOWLEDGE AND SKILLS	Broad knowledge in the area of expertise (databases, real time systems, networking, systems management, programming, etc.), with an understanding and basic ability to design, develop, and implement software systems for moderately complex applications or to maintain simpler systems and assist in the management and integration of more complex systems.	Broad and in-depth knowledge and technical expertise in one or more areas of expertise, recognized as a resource in a specialty area, competent to independently resolve complex problems and systems administration/networking issues using advanced principles.	Broad authority and in-depth knowledge in area of expertise. High level technical contributor in own field; recognized as a resource within the Laboratory. Acts as internal and external consultant to others in one or more areas of expertise. Competent to work at the highest level of all phases in computer systems engineering.	Nationally known authority and mastery in the software systems field, sought out for broad and in-depth technical knowledge and significant expertise at the forefront of the field, including the use and development of event-driven, interactive graphical software and databases. Competent to conceive, develop, and apply highly advanced technologies, principles, theories, and concepts to resolve the most complex software systems problems.

JOB FAMILY: COMPUTER SYSTEMS ENGINEERING, Continued

Requirements:	**Computer Systems Engineer I 260.1**	**Computer Systems Engineer II 260.2**	**Computer Systems Engineer III 260.3**	**Computer Systems Engineer IV 260.4**
INDEPENDENCE OF ACTIONS (Problem Solving & Decision Making)	Receives direct supervision, and work is checked for adherence to established standards. Prioritizes work, and selects methods of doing work as long as these methods conform to generally established standards. May have primary responsibility for small projects or systems.	Works relatively independently and in consultation with manager and high level technical experts to define system design requirements, and to develop and implement complex systems. Unusually complex assignments may be reviewed with supervisor for advice. Negotiates scope and approach to be employed with users. Work is only periodically reviewed on results achieved and general methods.	Conceives, plans and implements original approaches to solve complex problems of diverse scope. Prepares publications and presentations on technical concepts for Laboratory-wide and/or industry groups. Identifies, evaluates, and recommends appropriate new technologies for LBL.	Initiates and develops innovative concepts for the solution of extremely complex problems with little or no precedent; creates new opportunities for the Laboratory. Provides conceptual guidance to other senior and high-level technical experts. Prepares publications and presentations on technical concepts for external audiences. Identifies, evaluates, and recommends new and emerging technologies to keep LBL at the forefront of computer technology, or, if necessary, creates them.
WORKING RELATIONSHIPS	Contacts are normally with work group as a member of a project team or with professional colleagues across the Lab in order to identify and resolve problems. Train users on implementation and operation of specific systems and databases.	Works closely with users to establish system specifications, and resolve problems and handle issues. May be principal support person for major systems. Interacts with other computer systems professional staff within Division and across the Lab. Trains users on implementation and operation of systems. May interact with vendors to resolve system problems and to understand new technology directions.	Frequent interaction with users or project teams to establish system specifications and resolve problems. Principal contact for complex systems. Represents the department and/or Division on systems efforts having a Lab wide impact. Interacts with vendors to resolve system problems. Trains users and other high level systems professionals in implementation and operation of the most complex systems. May work on inter-institutional collaborations.	Serves as consultant to top management in long-range planning concerning new or projected areas of system enhancements and overall LBL systems architecture. Prime spokesperson on system capabilities within Lab and with external agencies. Could serve as a principal collaborator on major projects.

JOB FAMILY: COMPUTER SYSTEMS ENGINEERING, Continued

Requirements:	**Computer Systems Engineer I 260.1**	**Computer Systems Engineer II 260.2**	**Computer Systems Engineer III 260.3**	**Computer Systems Engineer IV 260.4**
SUPERVISION OF OTHER EMPLOYEES	None. Occasionally provides functional and technical guidance to others, including assisting co-workers in providing user system problem definition and resolution.	Regularly provides technical guidance, interpretation or leadership to and assists in training less experienced staff and users. May be assigned lead responsibility for projects with limited scope and well defined parameters and impact.	Regularly provides technical interpretation and guidance on most complex computing problems. Serves as technical leader by planning and directing the work of other professionals to meet project deadlines, technical specifications and user requirements. May be group or project leader. May be required to evaluate other professional staff.	Serves as authoritative technical advisor to professional staff on a broad range of systems and computer technology. Defines projects and programs. Serves as arbiter to resolve the most complex problems in the information management field. May be technical leader of an advanced or complex project.
EDUCATION AND WORK EXPERIENCE	A typical way of obtaining the knowledge and skills outlined above includes a B.S. or higher degree in Computer Science, Engineering, Business or related field, or equivalent technical training. Normally has less than three years relevant experience.	A typical way of obtaining the knowledge and skills outlined above includes a B.S. or higher degree in Computer Science Engineering, Business or related field, plus three to five years of development experience or extensive experience with leading edge development tool or language.	A typical way of obtaining the knowledge and skills outlined above includes an advanced degree in Computer Science, Engineering, Business or related field, and a considerable breadth of progressively complex systems engineering and development experience. Often expertise and experience in a specific discipline or scientific field is required.	Demonstrated excellence in the field, sustained over ten or more years. Significant continuing, current, technical experience, demonstrating the ability to stay ahead of a rapidly developing technology. Often expertise and experience in a specific discipline or scientific field is required.
OVERALL IMPACT	Errors may cause delays and impact the operation of systems.	Errors may cause disruption to operations or major costs.	Errors cause substantial delays, expense, and inefficiency in operation of systems. Errors also cause disruption in the scientific work of the Laboratory.	Lack of creative insight can result in stagnation of the organization and a consequent loss of funding. Errors cause large sums to be spent to no useful purpose.

261.3 - 261.5
JOB FAMILY: COMPUTER SYSTEMS ENGINEERING - SUPERVISORY LEVELS ESTABLISHED: 8/1/94

Job Family Characteristics and Duties: Involved in all levels of the design, configuration, implementation, operation, and maintenance of computer-oriented systems and networks, including real-time and event-driven systems, databases and database management systems, application systems, operating systems, data communications, and desktop, distributed, mini, mainframe and supercomputer systems. Formulates system scope and objectives, devises and modifies procedures to solve problems. Prepares detailed specs from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Plans and organizes the development of technical support protocol, maintains operating systems and data communications network, manages load configuration and distribution from file servers, responds to system users, evaluates software and system problems and potential solutions to assure the interfacing of software systems with hardware configuration and application systems requirements. May plan coordinate and administer databases including issues relating to security and integrity of controls. Establishes project schedules and budget estimates. Provides on-call support for production problem resolution. Recommends system improvements, new applications and develops plans to improve service. All positions require the ability to communicate effectively both orally and in writing.

Requirements	**Computer Systems Supervisor 261.3**	**Computer Systems Manager I 261.4**	**Computer Systems Manager II 261.5**
KNOWLEDGE AND SKILLS	Extensive knowledge of and competence to work at the highest level of systems analysis, development, and information management. Competent to coordinate and direct all activities of the unit to meet project deadlines and resolves conflicting demands of users. Competent to establish project schedules and budget estimates and for meeting these estimates.	Extensive knowledge of and competence to work at a high level of systems analysis, large systems development and information management. Competent to coordinate and lead all activities of the unit, through the efforts of subordinate supervisors, and resolve conflicting demands of resources by users. Competent to establish project schedules and budget estimates and for meeting those schedules.	Has a demonstrated ability to create a vision of a service or an application embodying advanced technologies or requiring the creation of new technologies. Extensive knowledge of and competence to work at a high level of systems analysis, development and information management. Competent to coordinate and direct all activities of the unit, through subordinate supervisors and technical managers, to meet project deadlines and resolve conflicting demands of users. Competent to establish project schedules and budget estimates and for meeting those schedules.
INDEPENDENCE OF ACTION (Problem Solving & Decision Making)	Receives conceptual guidance, monitored on results of unit. Constrained only by managerial and policy direction. Has broad latitude in planning and scheduling work; and may deploy staff and equipment to achieve goals and objectives.	Receives conceptual guidance, monitored on results of unit. Constrained only by managerial and policy direction. Has broad latitude in planning and scheduling work; may assist in formulation and implementation of hardware and software plans for entire Laboratory; deploys staff and equipment to achieve goals and objectives.	Receives guidance in the form of broad organizational goals; monitored on results of unit. Constrained only by Division- or Laboratory-level managerial and policy direction. Has broad latitude in planning and scheduling work; and deploys staff and equipment to achieve goals and objectives.

JOB FAMILY: COMPUTER SYSTEMS ENGINEERING - SUPERVISORY LEVELS, Continued

Requirements	**Computer Systems Supervisor 261.3**	**Computer Systems Manager I 261.4**	**Computer Systems Manager II 261.5**
WORKING RELATIONSHIPS	Frequent interaction with subordinate staff, computer systems management, user department and senior divisional management. Consults with outside vendors and oversight management. (UC and DOE) in the acquisition, installation, and testing of major applications and systems. Speaks on behalf of department and can commit staff and funds in the accomplishment of goals and objectives.	Frequent interaction with subordinate staff, computer systems management, user department and senior Laboratory and Divisional management. Consults with outside vendors and oversight management (UC and DOE) in the acquisition, installation and testing of major applications and systems. Speaks on behalf of department and can commit staff and funds in the accomplishment of goals and objectives.	Frequent interaction with subordinate staff, computer systems management, user department and senior Laboratory and Divisional management. Works with UC and DOE on the development of pertinent policies. Consults with outside vendors and oversight management (UC and DOE) in the acquisition, installation and testing of major applications and systems. Speaks on behalf of department and can commit staff and funds in the accomplishment of goals and objectives.
SUPERVISION OF OTHER EMPLOYEES	Directs work, measures results and evaluates performance of entry through specialist level professionals in computer systems function. Responsible for performance evaluation and management of assigned staff.	Establishes the direction and manages, through the efforts of computer systems supervisors, group leaders or project managers and their teams, supervises, the delivery of information systems service and advice to board base of customer/users across the Laboratory. May serve in the absence of Department Head.	Establishes the direction and supervises the performance of a large group or Department that includes individuals at all levels. Serves as Department Head or Leader of a large group.
EDUCATION AND WORK EXPERIENCE	A typical way of obtaining the knowledge and skills outlined above includes an advanced degree in Computer Science, Engineering, Business or related field, and progressively complex and currently applicable systems support and engineering experience, plus a minimum of two years of experience in a supervisory role of a complex computer systems unit. Often expertise and experience in a specific discipline or scientific field is required.	A typical way of obtaining the knowledge and skills outlined above includes an advanced degree in Computer Science, Engineering, Business or related field, and progressively complex and currently applicable systems support and engineering experience, plus a minimum of three+ years of experience in a managerial role of a complex computer systems unit. Often expertise and experience in a specific discipline or scientific field is required.	Demonstrated excellence in the management of progressively larger and more complex technical groups, including a minimum of five years of experience in a supervisory role of a complex computer systems unit. Often expertise and experience in a specific discipline or scientific field is required.
OVERALL IMPACT	Errors can impact the accomplishment of institutional goals and objectives, and have a major cost impact and cause disruption of operations.	Errors can impact the accomplishment of institutional goals and objectives, and have a major cost impact and cause disruption of operations.	Performance affects the perception of the Laboratory by DOE and the public. Errors can prevent the accomplishment of institutional goals and cause major disruption of operations.

262.3
JOB FAMILY: COMPUTER OPERATIONS SUPERVISOR ESTABLISHED: 7/1/94

Duties: Responsible for managing the set up, coordination and monitoring of the operation of electronic computer equipment. Staff reporting to the position manipulates controls in accordance with standard procedures, runs diagnostic tests to detect machine and software malfunctions, monitors control panels, magnetic tape units and other peripheral equipment. In addition, this position manages system programming activities.

Requirements	**Computer Operations Supervisor** **262.3**
KNOWLEDGE AND SKILLS	Extensive knowledge of mainframe operations, operating systems software, systems programming, current and projected system workloads and workload characteristics. Competent in management of staff and resources. Able to coordinate and direct all activities of unit to meet budgets and deadlines; effective in resolving conflicting demands of users for service.
INDEPENDENCE OF ACTION (Problem Solving and Decision Making)	Receives guidance from and consults with department head in committing Laboratory resources; monitored on the results of the unit. Has latitude in planning and scheduling work.
WORKING RELATIONSHIPS	Frequent interactions with information systems department head, supervisors and staff; interacts with user management to determine specific service requirements; and frequent interaction with employees and external service and/or product vendors.
SUPERVISION OF OTHER EMPLOYEES	Supervises the department, assigns and directs work, measures and evaluates results and initiates personnel actions as needed for all Operations Staff.
EDUCATION AND WORK EXPERIENCE	A typical way of obtaining the knowledge and skills required is two to five years experience managing operations, scheduling, and systems programming in a mainframe computer operations environment, with experience directly supervising all such personnel.
OVERALL IMPACT	Errors may disrupt operations and impact the efficiency of other functional areas in the Laboratory, causing significant time and dollar losses. Critical deadlines can also be affected by problems.

263.1 - 263.2
JOB FAMILY: DATA SECURITY AND CHANGE CONTROL — ESTABLISHED: 7/1/94

Duties: Responsible for necessary controls and procedures to protect information systems and data from intentional or inadvertent modification, disclosure, or destruction. Develops and administers security policies and procedures to assure DOE security compliance. Establishes and maintains security and integrity of controls. Moves system components from development to production environment. Develops and enforces production standards. Maintains system and reference documentation.

Requirements	**Change Control Administrator 263.1**	**Security/Change Control, Supervisor 263.2**
KNOWLEDGE AND SKILLS	Thorough knowledge of IBM, MVS/TSO operating system, UNIX operating system, PC hardware, peripheral devices, and software, Competent in state of the art documentation and standards enforcement software packages. General knowledge of programming in multiple languages and security administration..	Competent to manage and administer most security programs and products, with knowledge of production standards and procedures. General knowledge of operating systems and various computer hardware, networks and databases. Competent of supervisory principles and practices to direct operations and staff.
INDEPENDENCE OF ACTION (Problem Solving & Decision Making)	Works independently, with primary responsibility for change control and environment. Exercises judgment in managing space and production libraries within information systems department standards. Makes independent calls on standard enforcement.	Receives general guidance of IS management to independently determine most effective course of action in addressing issues of security violations and access. Develops security policies and guidelines based on DOE regulations, and works with employees to develop production standards and procedures for IBM, UNIX, and PC platforms.
WORKING RELATIONSHIPS	Contacts are normally with vendors and members of information systems staff, instructs staff on new standards, new products or product changes, may negotiate with vendors on acquisition or servicing. In assisting with security, contacts are typically with users.	Works closely with users, information systems staff and management on issues of security, access and/or production. Interacts with department management in development of standards. Frequent interaction with facilities staff and vendors. Contacts are normally with users on data security and access.
SUPERVISION OF OTHER EMPLOYEES	None.	Directs the work, measures results, and evaluates performance of change control staff.
EDUCATION AND WORK EXPERIENCE	A typical way of obtaining the knowledge and skills outlined above includes college-level computer courses or related programming or operations experience.	A typical way of obtaining the knowledge and skills outlined above includes a B.S. degree in Computer Science or related experience in data security and administration and management.
OVERALL IMPACT	Errors may cause delays and impact members of the information systems staff, as well as the operation of other functions; could cause substantial impact on ability to meet DOE reporting requirements.	Access controls and data integrity directly impact the data being processed. Errors or compromise of the data may result in loss of government funds, loss of data which impacts crucial reporting to DOE and UC.

280.1 - 280.3
PATENT ADVISOR

PATENT ADVISOR I 280.1 REVISED: 6/14/90

Performs patent work that requires a sound knowledge of a physical science or engineering. Continuously monitors assigned areas of research and development; identifies individual inventions, analyzes and evaluates the patentable and practical stature of the identified invention; writes formal invention disclosures, prepares records of inventions, and should initiate recommendations as to whether and what patent action should be taken; may be required to write, in special situations, full patent applications including definitive claims, to consider the impact of formal action taken upon the patent applications, and to develop and provide technical bases and data for overcoming their formal rejections; reviews the contents of technical reports, papers and engineering drawings proposed for publications, decides whether the proposed action would have any substantially adverse effect upon filing options, and if so, initiates notice that publication be withheld or abridged; maintains him or herself currently abreast in-depth of technical advances elsewhere in the U.S. Department of Energy program and in relevant worldwide state-of-the-art; keeps abreast in-depth of laws, rules, and regulations respecting inventions and their patenting in the United States and selected foreign countries and performs related duties as assigned.

Assignments are of below average or average complexity, and are usually related to the incumbent's academic training. Supervision and guidance received ranges from immediate and detailed to general.

The minimum qualifications for this classification are: knowledge represented by the B.S. degree in a physical science or engineering, or the equivalent; and ability to analyze and evaluate technological developments from the patent standpoint and the ability to express complex and novel ideas in precise language.

PATENT ADVISOR II 280.2

Skillfully performs patent work that requires a sound knowledge of a physical science or engineering, and considerable experience as a patent specialist. Performs all the duties required of the Patent Advisor I with competence and dispatch. Assignments are typically of average complexity, and are usually related to the incumbent's academic training. Experience will normally comprise having written numerous invention disclosures. Must have developed a reasonable ability to prepare and prosecute patent applications where required.

May perform investigatory work in connection with potential and alleged patent infringements. Considers alleged private off-the job inventions of employees and initiates formal disposition of titular rights. Supervision and guidance received are of a general nature. Provides guidance and assistance to less experienced patent personnel, and may serve as working supervisor of a patent group.

The minimum qualifications for this classification are: knowledge represented by the B.S. degree in a physical science or engineering, or the equivalent; an ability to analyze and evaluate technological developments, to fashion bases for prediction of inventiveness, and to expand and extrapolate so as to imagine and perceive the possible extensions and embodiments of the underlying fundamental

concepts; an ability to express complex and novel ideas in precise language; a working knowledge of patent laws, rules, and regulations equivalent to that required to practice before the U.S. Patent Office; and demonstrated competence in performing duties equivalent to those required of the Patent Advisor I.

PATENT ADVISOR III 280.3

Skillfully performs patent work that requires a sound knowledge of a physical science or engineering, and many years of progressively more responsible experience as a patent specialist. Performs all the duties of the Patent Advisor II with competence, and makes optimum decisions with notable rapidity.

Assignments regularly extend into technological disciplines remote from the incumbent's original academic training, and include cases of maximum technological and patent wise complexity. Supervision and guidance received are of a very general nature. Provides guidance and assistance to less experienced patent personnel and may serve as supervisor of a patent group.

The minimum qualifications for this classification are: knowledge normally represented by the B.S. Degree in a physical science or engineering, or the equivalent; an ability to analyze and evaluate technological development to fashion bases for prediction of inventiveness, and to expand and extrapolate so as to imagine and perceive the possible extensions and embodiments of the underlying fundamental concepts; an ability to express complex and novel ideas in precise language; an ability to work effectively in a variety of subject matter fields; an ability to make optimum patent decisions with notable rapidity; a working knowledge of patent laws, rules and regulations equivalent to that required to practice before the U.S. Patent Office; and demonstrated competence in performing duties equivalent to those required of the Patent Advisor II.

302.1 - 302.2
ELECTRONICS ENGINEERING ASSOCIATE

ELECTRONICS ENGINEERING ASSOCIATE 302.1 REVISED: 1/18/89

Under consultation, provide multifunctional technical support, applying basic engineering or scientific concepts and practices in the field of Electronics Engineering in one or more of the following areas of specialized expertise: design, engineering support, or coordination.

Execute complete technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate, and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, or manage a laboratory or operational facility. May work independently or as a member of a team.

Exercising discretion and judgment, interpret, select, and adapt engineering or scientific principles and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof.

Must demonstrate ingenuity and inventiveness, and significant technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

ELECTRONICS ENGINEERING ASSOCIATE, SENIOR 302.2

In collaboration, provide multifunctional technical support, applying broad engineering or scientific concepts and principles in the field of Electronics Engineering in one or more of the following areas of specialized expertise: design, engineering support, or coordination.

Establish independent courses of action. Execute complete and extensive technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, including direct supervisory responsibility for employees at the associate level, or manage a major laboratory or operational facility. May work independently or as a member of a team.

ELECTRONICS ENGINEERING ASSOCIATE, SENIOR 302.2 (continued) REVISED: 1/18/89
Exercising considerable discretion and judgment, qualitatively and quantitatively analyze interpret, select, and adapt broad and abstract engineering or scientific concepts and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof, where the complexity demands innovative problem solving .

Must demonstrate exceptional creativity and originality, and advanced technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

306.1 - 306.2
MECHANICAL ENGINEERING ASSOCIATE

MECHANICAL ENGINEERING ASSOCIATE 306.1 REVISED: 1/18/89

Under consultation, provide multifunctional technical support, applying basic engineering or scientific concepts and practices in the field of Mechanical Engineering in one or more of the following areas of specialized expertise: design, engineering support, or coordination.

Execute complete technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, of operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate, and implement alternative solutions configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, or manage a laboratory or operational facility. May work independently or as a member of a team.

Exercising discretion and judgment, interpret, select, and adapt engineering or scientific principles and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof.

Must demonstrate ingenuity and inventiveness, and significant technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

MECHANICAL ENGINEERING ASSOCIATE, SENIOR 306.2

In collaboration, provide multifunctional technical support, applying broad engineering or scientific concepts and principles in the field of Mechanical Engineering in one or more of the following areas of specialized expertise: design, engineering support, or coordination.

Establish independent courses of action. Execute complete and extensive technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate, and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, including direct supervisory responsibility for employees at the associate level, or manage a major laboratory or operational facility. May work independently or as a member of a team.

MECHANICAL ENGINEERING ASSOCIATE, SENIOR 306.2 (continued) REVISED: 1/18/89
Exercising considerable discretion and judgment, qualitatively and quantitatively analyze, interpret, select, and adapt broad and abstract engineering or scientific concepts and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof, where the complexity demands innovative problem solving.

Must demonstrate exceptional creativity and originality, and advanced technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

308.1 - 308.2
PLANT/FACILITIES ENGINEERING ASSOCIATE

PLANT/FACILITIES ENGINEERING ASSOCIATE 308.1 REVISED: 1/18/89

Under consultation, provide multifunctional technical support, applying basic engineering or scientific concepts and practices in the field of Plant/Facilities Engineering in one or more of the following areas of specialized expertise: design, engineering support, or coordination.

Execute complete technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate, and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, or manage a laboratory or operational facility. May work independently or as a member of a team.

Exercising discretion and judgment, interpret, select, and adapt engineering or scientific principles and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof.

Must demonstrate ingenuity and inventiveness, and significant technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

PLANT/FACILITIES ENGINEERING ASSOCIATE, SENIOR 308.2

In collaboration, provide multifunctional technical support, applying broad engineering or scientific concepts and principles in the field of Plant/Facilities Engineering in one or more of the following areas of specialized expertise: design, engineering support, or coordination.

Establish independent courses of action. Execute complete and extensive technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate, and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, including direct supervisory responsibility for employees at the associate level, or manage a major laboratory or operational facility. May work independently or as a member of a team.

(continued)
Exercising considerable discretion and judgment, qualitatively and quantitatively analyze, interpret, select, and adapt broad and abstract engineering or scientific concepts and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof, where the complexity demands innovative problem solving.

Must demonstrate exceptional creativity and originality, and advanced technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

310.1 - 310.2
SCIENTIFIC/ENGINEERING ASSOCIATE

SCIENTIFIC/ENGINEERING ASSOCIATE 310.1 REVISED: 1/18/89

Under consultation, provide multifunctional technical support, applying basic engineering or scientific concepts and practices in a scientific or engineering field in one or more of the following areas of specialized expertise: design, scientific/engineering support, or coordination.

Execute complete technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate, and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, or manage a laboratory or operational facility. May work independently or as a member of a team.

Exercising discretion and judgment, interpret, select, and adapt engineering or scientific principles and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof.

Must demonstrate ingenuity and inventiveness, and significant technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

SCIENTIFIC/ENGINEERING ASSOCIATE, SENIOR 310.2

In collaboration, provide multifunctional technical support, applying broad engineering or scientific concepts and principles in a scientific or engineering field in one or more of the following areas of specialized expertise: design, scientific/engineering support, or coordination.

Establish independent courses of action. Execute complete and extensive technical or design projects, operational assignments, or major objectives within the framework of a particular phase of scientific inquiry or applied technology. Interpret and translate objectives of job requirements into technical designs, operational concepts, or applications. Compile and analyze background data and information. Independently identify and solve problems. Define, evaluate, and implement alternative solutions, configurations, or courses of action. Plan, schedule, coordinate, and direct the technical and administrative support requirements and efforts of project or operational activities, ensuring the efficient use of manpower, materials, equipment, and time. May directly supervise several employees, including direct supervisory responsibility for employees at the associate level, or manage a major laboratory or operational facility. May work independently or as a member of a team.

Exercising considerable discretion and judgment, qualitatively and quantitatively analyze, interpret, select, and adapt broad and abstract engineering or scientific concepts and practices which relate to the area of specialization. Design, develop, evaluate, or operate experimental apparatus, equipment, systems, operations, or facilities. Direct the successful completion of the final product or ongoing operation of the systems or processes. Execute related technical or administrative procedures or analyses. Follow through from beginning to end all or part of the technical and administrative requirements relating to a particular design, project, operation, scientific investigation, or combination thereof, where the complexity demands innovative problem solving.

Must demonstrate exceptional creativity and originality, and advanced technical expertise and knowledge of engineering or scientific principles and practices in one or more of the specified areas.

330.1 - 330.3
TECHNICAL SUPERVISOR

TECHNICAL SUPERVISOR 330.1 REVISED: 1/18/89

Under direction, provide regular first-line supervision of two or more employees involved in technical support activities of a unit, department, or group.

Supervise, plan, organize, and effectively utilize manpower, equipment, material, time, and cost in the execution and accomplishment of technical support work objectives. Plan, schedule, coordinate, and direct the technical and administrative support requirements of one or more functional areas. Oversee budget, equipment, and property for assigned areas of responsibility. Administer Laboratory policies and procedures, all safety requirements, and personnel actions of subordinates; e.g. employment, training, performance appraisals, salary recommendations, development, promotions, welfare, and discipline of assigned employees. Interpret and translate objectives of job requirements into functional assignments. Independently identify and solve problems. Evaluate and implement alternative solutions. May perform work similar to that of subordinates no more than 50 percent of the time. May recommend and participate in the development or change of departmental policies governing areas of responsibility.

Applying sound supervisory and administrative practices, regularly direct employees in the day-to-day operational activities which relate to the assigned areas of responsibility. Confer with clients and determine and assign type and level of technical support required. Develop and execute related technical analyses or administrative procedures. Assess progress of work assignments and cost effectiveness.

Must demonstrate strong leadership and administrative capabilities, and substantial technical expertise in a related field of endeavor.

TECHNICAL SUPERINTENDENT 330.2

Under general direction, provide supervision, normally through subordinate supervisors to a combination of multifunctional operations or major technical support activities of a department or large group. Bear primary responsibility and serve as focal point for critical laboratorywide systems and institutional functions.

Supervise, plan, organize and effectively direct subordinate supervisory personnel, manpower equipment, material, time, and cost in the execution and accomplishment of significant and diverse technical support work objectives. Plan, schedule, coordinate, and direct the technical and administrative support requirements of broad operational areas or major multifunctional activities. Oversee budget, equipment, property, and general operations or facilities. Administer Laboratory policies and procedures, all safety requirements, and personnel actions of subordinates; e.g. employment, training, performance appraisals, salary recommendations, development, promotions, welfare, and discipline of assigned employees. Interpret and translate objectives of overall job requirements into broad assignments. Independently identify and solve problems. Evaluate and implement alternative solutions. Participate in developing and establishing departmental policies, standards, and practices governing overall assigned technical operations, activities, and personnel.

Applying advanced supervisory and administrative practices, regularly direct subordinate supervisory employees and operational activities to attain optimum efficiency consistent with cost, quality, and schedule. Maintain conformance with departmental goals. Review and establish overall material, equipment, and personnel resource requirements. Coordinate and regulate activities within and across multifunctional areas which may cross organizational lines of authority. Recommend departmental standards and practices. Establish methods, processes, and test and inspection criteria. Develop and execute related technical analyses and administrative procedures. Review and evaluate overall effectiveness of group activities.

Must demonstrate advanced supervisory and administrative capabilities and diverse technical expertise in a related field of endeavor.

TECHNICAL MANAGER 330.3

Independently, or in collaboration, provide upper-level departmental line management and supervision to a combination of multifunctional operations or major technical support activities of a department or division.

Manage direct, supervise, and control the activities and staff engaged in the execution and accomplishment of major and diverse technical support objectives that have major impact on the overall Laboratory operation. Bear primary accountability for technical support results. Plan, schedule, coordinate, and direct the technical and administrative support requirements of overall operational areas or major multifunctional activities. Oversee budget, equipment, property, and general operations or facilities. Administer Laboratory policies and procedures, all safety requirements and personnel actions of subordinates; e.g. employment, training, performance appraisals, salary recommendations, development, promotions, welfare, and discipline of assigned employees. Interpret and translate objectives of overall job requirements into directive assignments. Independently identify and solve problems. Evaluate and implement alternative solutions. Formulate and establish departmental policies, long-range goals, standards, and practices governing overall assigned technical operations, activities, and personnel.

Exercising independent authority and control, regularly direct and manage operational activities to attain optimum efficiency and overall departmental goals. Formulate and implement policy. Represent the Laboratory or division/department served in contacts with internal and external organizations on matters of major significance to the success of Laboratory programs and activities. Manage and regulate operations within and across multifunctional areas which may have impact across organizational lines of authority. Establish and regulate departmental technical support standards and practices. Develop and execute technical analyses and administrative procedures. Review and evaluate overall effectiveness of activities.

Must demonstrate innovative managerial and administrative capabilities and diverse technical expertise in a related field of endeavor.

345.0 - 345.1
MANAGING FIREFIGHTERS

FIRE CHIEF, ASSISTANT 345.0 REVISED: 9/15/92

Under general direction of the Fire Chief, the Assistant Fire Chief is in charge of the firefighting and emergency operations of the Fire Department. Directs the emergency activities of the fire units, supervises the maintenance of emergency equipment, and conducts emergency preparedness programs for Laboratory employees. Supervises shift officers, develops and implements training policies for fire units and emergency response personnel, develops fire prevention activities, prepares and writes reports, and performs other administrative duties as required by the Chief.

Minimum Qualifications: At least five years of relevant work experience in a municipal or industrial fire department, including experience in the supervision of personnel, report writing, firefighting operations, training, and equipment maintenance, an Associate of Science degree in Fire Science, including college level courses in management, supervision, and report writing, or an equivalent combination of education and experience. Must be in excellent physical condition, and must possess a valid State of California Emergency Medical Technician (EMT) Certificate.

FIRE CHIEF 345.1

Working under general direction, the Fire Chief is responsible for directing personnel engaged in fire protection, disaster, first aid, and rescue. Directs program for training personnel in principles and techniques of firefighting, rescue, and fire prevention. Maintains a first aid team adequate to meet the needs of the Laboratory. Is responsible to assure that appropriate life and fire safety systems are designed and incorporated into all new and modified construction, and that they are tested and adequately maintained. Develops and maintains the support of department heads on fire prevention and firefighting activities. Directs the work of fire officers, training, and those performing maintenance of fire equipment. Recommends additions or revisions to emergency equipment. Recommends plans for disaster and other emergencies. Maintains cooperative relationships with municipal fire departments.

Minimum Qualifications: In addition to meeting the requirements of the Assistant Fire Chief, this classification requires a demonstrated ability to organize, manage, and direct a fire company of a municipal or federal facility, or a comparable group.

372.1
CLINICAL LABORATORY TECHNOLOGIST

RESEARCH CLINICAL LABORATORY TECHNOLOGIST, CHIEF 372.1 REVISED: 12/6/85
Under general direction, supervises a research clinical laboratory. Plans, schedules and directs the day-to-day operations of the unit. Selects, supervises and trains personnel; provides technical and administrative supervision of clinic personnel; may perform sophisticated research clinical technology assignments. Possession of a current clinical laboratory technologist license, issued by the State of California, is required. A bachelor's degree in clinical laboratory science, plus a minimum of three years of experience, is preferred, or an equivalent competence as established through a combination of education and experience is acceptable.

381.1 - 381.4
JOB FAMILY: RESEARCH ASSOCIATE **REVISED: 12/13/94**

Function: Responsible for assisting investigators in carrying out scientific research projects.

Requirements	Research Associate Level 1. 381.1	Senior Research Associate Level 2 381.2	Principal Research Associate Level 3 381.3	Staff Research Associate Level 4 381.4
GROUP EXPECTATION	Performs basic and routine assignments such as the collection and processing of data along with minimal analysis.	Performs research assignments such as the collection and processing of data along with preliminary analysis of data.	Performs research assignments such as the collection and processing along with providing substantial analysis of data. Begins to synthesize results into coherent conclusions. Contributes to publications.	Performs research assignments such as processing of data, advanced analysis and synthesis in carrying out research. Contributes substantially to published papers. May publish as primary author in peer and refereed journals. Presents conference papers.
KNOWLEDGE AND SKILLS	Rudimentary skills in physical, biological, mathematical, computer, or social sciences.	Basic knowledge in physical, biological, mathematical, computer, or social sciences is necessary to accomplish the work. Understands how scientific and or engineering principles apply to problem being studied.	Substantial knowledge of physical, biological, mathematical, computer, or social sciences is necessary to accomplish the work along with an understanding of the broader picture and research direction of the project.	Advanced knowledge of research concepts and overall goals of program. May have limited to moderate effect on program direction.
INDEPENDENCE OF ACTION (Problem-solving and Decision-Making)	Independence is minimal due to supervisory oversight and instruction is provided step-by step. Product is reviewed carefully.	Independence is limited due to supervisory oversight provided through general instructions. Review of work generally focuses more on results than on each step in the research process.	Given broad, general guidance on research direction; is expected to perform major component of the research.	Given broad program goals and objectives, is expected to design research, and to collect, process, and analyze data to final product. Very general, broad guidance is given on research direction. Work product may be peer reviewed.
WORKING RELATIONSHIPS	Interactions are with direct supervisor and minimal contact with supervisor's collaborators. Provides work results to supervisors directly.	Interaction are with direct supervisor and there is generally minimal contact with supervisor's collaborators.	Interacts with more than one principal investigator. Works primarily on one project but interacts with some or all members of project team.	Interacts with investigators, others in interdisciplinary teams of researchers, and with collaborators outside LBL in exchange of information; conference presentations, technical exchanges, limited interaction with funding agencies.

JOB FAMILY: RESEARCH ASSOCIATE, Continued

Requirements	**Research Associate Level 1 381.1**	**Senior Research Associate Level 2 381.2**	**Principal Research Associate Level 3 381.3**	**Staff Research Associate Level 4 381.4**
SUPERVISION OF OTHER EMPLOYEES	None	None	May supervise, direct, or lead others in projects of moderate complexity.	May have broad responsibility to supervise, direct, and lead work of support staff to accomplish program goals and objectives as required.
EDUCATION AND WORK EXPERIENCE	Bachelors degree preferred and up to a few years related experience.	Bachelors degree preferred and two to five years experience with increasing responsibility or an M.S. degree.	Masters degree preferred and three to six years experience in independent design, processing, and analysis of data.	Masters degree preferred with substantial (six or more years) experience working under limited supervision, or a Ph.D. degree with several years of post-Doctoral experience preferred.
OVERALL IMPACT	Minimal due to supervisory oversight.	Limited due to supervisory oversight.	Substantial impact on progress of project assignment.	May have major impact on research that can affect project's reputation and funding. May have limited effect on program direction.

Career Expectations: Advancement through the job series is based on job content and the level of responsibilities and can be considered when the relevant experience, knowledge and skills, and other requirements have been demonstrated at the next level. Advancement to Scientist/Engineer is not normally expected beyond the fourth level.

518.1 - 518.5
ADMINISTRATIVE SERVICES

The Administrative Services series is designed to classify positions held by clerks, secretaries, typists, key punch operators, telephone operators, receptionists, library assistants and administrative assistants. These positions have operational responsibility for administrative and support services, and staff assistance in administrative, scientific and engineering support divisions.

The series consists of five levels to recognize succeeding degrees of work difficulty, ranging from the entry level of routine standard clerical functions to a level involving specialized services requiring advanced knowledge and skills in applying office and administrative services concepts.

Advancement through the Administrative Services series is dependent upon: (1) the ability of the employee to perform his/her duties with increasing proficiency, and to acquire new skills and broader experience and (2) the availability of positions of more responsibility requiring higher level skills.

Progression through the first three levels requires increasingly effective performance, improved skills and productivity, and the ability to handle more demanding assignments. It is expected that the employee will develop such higher levels of ability to perform the same general job functions through experience gained by time on the job.

Advancement into the fourth and fifth levels represents a transition to positions characterized by higher-level job functions requiring the advanced knowledge and skills necessary to perform the most complex and difficult administrative services functions.

ADMINISTRATIVE SERVICES 1 518.1 REVISED: 2/2/79

Performs repetitive, routine or standardized office functions for which oral and written instructions are provided as guidelines. Is under close supervision of a higher-level clerical or administrative person and does not supervise other employees. No experience is required. Must have the basic elements of good English usage (including spelling) and arithmetic. May or may not require typing. If assignment is in the key punch area, must be able to operate an alphabetic and numeric key punch machine Upon satisfactory completion of training and the acquisition of adequate experience in office functions and/or administrative procedures, consideration will be given for advancement to the next higher classification level.

ADMINISTRATIVE SERVICES 2 518.2

Performs a variety of standard office functions. Receives oral and written instructions as guidelines for work. Uses judgment to select the means for doing the job from standard office methods. Interacts with individuals within or outside the immediate area of responsibilities. Examples of duties are typing from drafts or taking and transcribing dictation, filing, making travel arrangements, keeping work time records, processing basic library materials or performing limited bibliographic searches and interpretations.

Requires the application of general knowledge of the organization and personnel in the unit as well as the office routines and procedures. Is responsible for accuracy and completeness of work. Work involving non-standard methods is performed from specific instructions provided by a higher-level clerical or administrative person.

Normally does not supervise. Receives general supervision from a higher-level clerical or administrative person.

A key punch operator at this level must be able to operate a verifier as well as an alphabetic and numeric key punch machine.

Must meet the Administrative Services 1 level requirements as well as having experience in office work or education in office or administrative service work. Requires a knowledge of a variety of standard office or administrative service procedures.

ADMINISTRATIVE SERVICES 3 518.3

Performs a variety of routine as well as complex office and administrative service functions. Uses oral and written instructions as a guideline and must be able to use judgment and initiative in interpreting guidelines to resolve individual problems. Uses initiative to organize and correlate information from a variety of sources, to establish work procedures for the assigned function, to determine priorities, to schedule work to meet deadlines, and to coordinate the work with other individuals and groups to accomplish the unit's objective. Normally has some contact with persons within own group and may have some contact with persons outside own group.

May operate alone or assist in the supervising and training of other persons in a lower classification. General supervision is received at this level. Non-routine questions are referred to the supervisor. Coordinates the administrative and office functions to relieve the supervisor of some of these duties. Answers routine inquiries for the unit. Examples of duties are typing, filing, taking and transcribing dictation, making travel arrangements, keeping work time records, typing complicated statistical and scientific reports, design charts, graphs and tables, making arithmetical calculations, compiling and maintaining statistical or financial records, reviewing and auditing data from various sources including computer output reports, performing difficult library clerical duties and complex bibliographic searches and interpretations. May have the responsibility for a small unit or function.

If functioning as a telephone operator, may operate the main switchboard serving incoming and outgoing calls for the Laboratory, or an auxiliary board which acts as an answering service for a major area of the Laboratory. Requires ability to operate a multiple or single position switchboard. A key punch operator at this level keypunches a variety of complex statistical and scientific data or keypunches data from taped recordings with responsibility for organizing data in columns.

Must meet the Administrative Services 2 level requirements as well as have significant standard and non-standard skills and knowledge of office and administrative services functions.

ADMINISTRATIVE SERVICES 4 518.4 REVISED: 2/2/79

Performs complex and difficult office and administrative services functions. Uses oral and written instructions as a guideline and is expected to make decisions or commitments within established guidelines in absence of the supervisor. Some analysis or qualitative review is required to determine the appropriate action, decision or solution. Is responsible for making decisions concerning the daily operations of the unit. Must be knowledgeable of the administrative and technical details of the functional area. Requires extensive knowledge and understanding of the program and activities of the unit served. Has considerable contact with persons within own unit as well as persons outside the unit. May assign, coordinate, direct and review the work of other persons in lower level positions. Work is subject to review by the supervisor when problems involve new application of policy or major changes in the unit's procedures.

Persons at this level, along with other duties, may do typing, filing, take and transcribe dictation, make travel arrangements, keep work time records, prepare and maintain records, make special management studies, and perform the most difficult and complex library clerical functions.

Must meet the Administrative Services 3 level requirements and have a broad knowledge of the skills required for performing the duties in the assigned unit.

ADMINISTRATIVE SERVICES 5 518.5

Provides specialized administrative services to an individual or group that requires advanced knowledge and skills in applying administrative concepts regarding personnel services, records and statistical control, publication, printing and photography. These concepts may require both standard and unique methods, techniques, procedures, operations or processes.

Has responsibility for a function of unusually broad scope or unusual complexity such as several dissimilar functions or activities requiring a knowledge of department, division or Laboratory policies and procedures.

Assignments are similar to those performed by an Administrative Services 4. The difference is in the requirement to accomplish the most complex administrative service assignments independently. Specifically, the general parameters or objectives are defined by the supervisor and from these definitions individual discretion and judgment are required in the selection of procedure and methods to accomplish the task. Incidental instruction and work direction to employees in lower level positions may be a part of the duties. The results of the assigned tasks are submitted to a higher authority for evaluation, interpretation, or utilization.

Qualifications for entry into this classification requires demonstration of advanced office and administrative service skills; ability to plan and carry out assignments independently; ability to communicate effectively on office and administrative service matters with higher level employees; and ability to instruct and provide work direction if the task requires it. An individual can acquire these skills through a combination of education, training and work experience.

519.1
SUPERVISOR ADMINISTRATIVE SERVICES

SUPERVISOR ADMINISTRATIVE SERVICES 1 519.1 REVISED: 2/2/79

Under direction, serves as a working supervisor of an office or administrative services unit. While the supervisory duties generally require a major portion of the supervisor's time, such a person also assists in the work of the unit as necessary to meet requirements. Operating within established policies and procedures, the supervisor is expected to be familiar with the administrative detail of the assigned functional area. Is expected to do training of new employees in the unit when needed and actively participates in the selection of new hires and in the evaluation, discipline, and counseling of employees supervised.

Individuals in this series supervise an office or administrative service support section. A major portion of the time is spent in planning, scheduling and directly supervising the day to day operation of the unit. The series has three levels, starting with the working supervisor through the supervisor who manages a unit of approximately ten or more employees and spends most of the time doing supervisory duties. A key punch center, a telephone center and a supply center are examples of where Supervisors Administrative Services would work.

566.1 - 566.3
MATERIAL HANDLER

This series is used to classify positions of those who process and control materials in the Laboratory's supply operations. Incumbents do a variety of work in one or more of the following functional areas: 1. Receiving, shipping, or mail operations. 2. Transporting and distributing materials. 3. Storeroom, sub storeroom, or shop stock operations. 4. Warehousing, including bulk stock, storage and issues. 5. Reclaiming, scrapping, or excessing materials. 6. Office machine, furniture, and other pool operations. 7. Special product handling and accountability. Work in these functional areas is concerned with the receipt, inspection, distribution, minor assembly, storage, issue, collection, sorting, dismantling, segregation, and disposal of materials, equipment and supplies.

Progression through the three Material Handler levels requires increasingly effective performance, improved skills and productivity, and the ability to handle more difficult and complex duties with minimum supervision and direction. It is expected that such higher levels of capability will develop through experience gained by time on the job.

Qualifications Education: Graduation from high school is desired. Curricula which include courses related to materials and processes are preferred. An equivalent combination of education and experience is required of non-graduates.

Experience: Above entry level, person normally is required to have had material handling experience. Closely related experience may be substituted to the extent it appears reasonable that satisfactory performance can be achieved within the probationary period.

MATERIAL HANDLER 1 566.1 REVISED: 10/1/78
Entry level. Receives close supervision. Performs tasks of limited scope in a training capacity. Normally works with more senior person.

MATERIAL HANDLER 2 566.2
Senior level. Receives direct supervision, or may receive instruction from a higher level person. Understands basic functions of work unit and applies satisfactorily applicable procedures in performing assigned duties. May work with and assist in training entry level persons.

MATERIAL HANDLER 3 566.3
Principal level. Receives general supervision. May work alone. Has broad knowledge of most functional areas in supply operations. Normally is responsible for custody, physical control, and proper handling of material in functional area and plans and schedules work within this area. May instruct others in performing their assigned duties.

567.1 / 568.1
ADMINISTRATOR / REVISED: 10/28/81
ADMINISTRATIVE SPECIALIST I

The Administrator series covers positions in which the employee performs as a generalist, a combination of administrative tasks such as budgeting, salary administration, manpower planning, project scheduling, statistical reporting, space planning, and security (internal), for a department or division of the Laboratory. Represents the department or division on administrative matters. Examples of Administrator positions are those in which employees perform all or parts of the above duties in assisting with the administrative operation of an administrative division or department or of a scientific or engineering support division or department. Positions classified as Administrative Specialists are those in which the employee performs as a specialist in one of the following areas: Accounting, Budget, Compensation, Public Relations, Laboratory Protection, Personnel, Systems and Supply. He/she performs the specialized duties unique to his/her area in carrying out the planning development and implementation of the administration for that area. The Administrative Specialist position requires education, training or experience in the area of work assigned. Examples of Administrative Specialist positions are accountant, budget analyst, compensation analyst, public relations officer, Laboratory protection officer, personnel recruiter, personnel analyst, systems analyst, buyer, and supply specialist.

Employees in both of these classifications plan, develop, and implement administrative tasks for a division. They have on-going staff and line responsibility to initiate, recommend, interpret, and implement Laboratory administrative policies, procedures and practices to accomplish assignments for a division or department.

The five levels of each series encompass various degrees of difficulty and responsibility. Employees in these classifications are expected to have a background of education and/or experience and training that will enable them to perform professional administrative tasks at the Laboratory.

Advancement in the Administrator/Administrative Specialist Series is dependent upon: 1) the employee's ability to perform his/her duties with increasing proficiency, and to acquire new skills and broader experience and 2) the availability of positions of more responsibility requiring higher level skills.

Progression through the first three Administrator or Administrative Specialist levels requires increasingly effective performance, improved skills and productivity, greater initiative, and ability to handle more demanding assignments with minimum direction. It is expected that the employee will develop such higher levels of capability through experience on the job and specialized training.

Advancement to the fourth and fifth levels represents a transition to positions characterized by higher-level job functions requiring advanced knowledge, specialized skills, and the ability to work independently in performing complex and difficult administrative functions. Positions at these levels will normally provide incumbents with the opportunity for personal development to qualify them for promotion to posts in the Management series.

ADMINISTRATOR 1 567.1 / REVISED: 10/1/78
ADMINISTRATIVE SPECIALIST 1 568.1

Under close supervision, performs the less difficult administrative work. Has limited use and application of basic principles, theories, and concepts. Typically works as a junior member of an administrative unit or is assigned independent studies of a well-defined and limited nature. Accomplishes specific assignments subject to review. Solves problems Of limited scope and complexity. Contacts are primarily with immediate supervisor and other personnel within the same unit. Intra-organizational and outside-Laboratory contacts are infrequent and/or on routine matters. With additional experience, incumbents are progressively assigned projects of a greater scope and responsibility. They are expected to be able to progress to the next higher level.

The position is the entry for new college graduates or persons with the equivalent in experience and training. Experience and training sufficient to establish the capability to perform the duties of the position may be acquired through advancement in the Administrative Services Series.

630.1 - 630.4
CUSTODIANS

The Custodian Series consists of four levels designed to recognize positions responsible for cleaning and general maintenance of Laboratory facilities and adjacent work areas. Distinctions between levels, as defined in the class concepts, are based on the degree of supervision received or exercised, nature of assignments, reporting relationships within the organization, and scope of responsibility for planning, directing, coordinating and administering operations.

Classes in the Custodian series are distinguished from the Plant Mechanic and Plant Maintenance Technician series in that assignments do not require skilled or semi-skilled repair or modification of facilities or equipment.

CUSTODIAN 630.1 REVISED: 10/1/78

Under supervision, performs cleaning and custodial duties in an assigned area including but not limited to one or a combination of the following: sweeps, mops, strips, waxes, and polishes floors requiring operation of buffing, floor-scrubbing and polishing machines; washes walls, ceilings, window moldings, doors, and venetian blinds manually or by machine; vacuums, shampoos and spot-cleans carpets and upholstery; dusts, cleans and polishes furniture, woodwork, light fixtures, chalk boards, ventilators and other equipment or items; cleans, disinfects and maintains restrooms, showers and washrooms including replenishing supplies; empties and cleans waste receptacles and disposes of trash; responsible for custody of property such as lights, securing doors, and reporting hazardous conditions; and performs related duties as required. May wash floor-level windows.

Minimum Qualifications: Ability to follow oral instructions, and prior work experience demonstrating trustworthiness and reliability.

CUSTODIAN, SENIOR 630.2

Under general supervision, acts as a work leader for a crew of not more than five Custodians. Assignments may require training new custodians, establishing priorities, inspecting work, conferring with supervisors, and requisitioning supplies. May wash floor-level windows and perform typical Custodian duties in cleaning and maintaining assigned areas. Advancement to this class is dependent on the availability of lead positions or the assignment in a different area for brief periods of time (one - five days) that require more versatility and adaptability than the Custodian level of work. Special floor waxing crews would be at this level.

Minimum Qualifications: Ability to read, write, follow oral instructions and previous custodial work experience.

CUSTODIAN SUPERVISOR, ASSISTANT 630.3 REVISED: 10/1/78

Under direction, supervises a crew of custodians at one laboratory location or a work zone encompassing several Laboratory buildings during one or more shifts. Responsibilities typically include: training custodians in correct use of equipment, materials, efficient work methods and proper execution of job requirements; developing work assignments, work force scheduling; maintaining personnel records; evaluating and disciplining employees, inspecting housekeeping in buildings; performing tasks related to laundry services; arranging for and expediting emergency building repairs-ordering and issuing supplies and equipment; and performing other custodial duties related to building maintenance and security.

Minimum Qualifications: Ability to read, write, communicate with subordinates, perform basic arithmetic calculations, and prior custodian experience.

CUSTODIAN SUPERVISOR 630.4

Under general direction, supervises Assistant Custodian Supervisor, Senior Custodians, and Custodians. Coordinates Laboratory-wide custodial operations during one or more shifts. Responsibilities include hiring, training, promoting, evaluating and disciplining employees; developing work standards and assignments; contact with outside vendors and departments in the evaluation and testing of products; ordering, issuing and storing equipment and supplies; and assisting the Plant Superintendent or management personnel in custodial operations, budgetary planning, contract negotiations with outside agencies and related areas as required.

In contrast to the Assistant Custodian Supervisor, the Custodian Supervisor is accountable for Laboratory-wide custodial operations combined with administrative responsibility related to training programs, budget planning, and liaison with outside agencies.

Minimum Qualifications: Custodial experience including supervisory experience.

642.0
DISPATCHER, EMERGENCY COMMUNICATIONS

DISPATCHER, EMERGENCY COMMUNICATIONS 642.0 REVISED: 7/31/89

I. Purpose: The purpose of this position is to identify those individuals who are functioning as Emergency Dispatchers for rescue, firefighting, first aid, plant operations, and protective services.

II. Distinguishing Characteristics: Responds to all types of emergencies. Under direction of fire officers, or protective services shift supervisors, takes the necessary steps to dispatch the correct personnel and equipment to the scene of the emergency or alarm.

III. Qualifications: High school graduation and two years of clerical experience or an equivalent combination of education and experience.

644.0 - 645.0
FIREFIGHTING

FIREFIGHTER 644.0 REVISED: 12/21/90

Under the direction of the fire officer in charge, responds to all types of emergencies. Takes any necessary steps to mitigate the emergency, including driving fire apparatus/ambulance, rescue, firefighting, first aid, and emergency radiological monitoring. Inspects and operates fire extinguishers, sprinkler systems, halon systems, dry chemical systems, fire hydrants, radiation meters, and other equipment used in emergency operations. Conducts inspection to detect fire hazards and to obtain information for development of pre-emergency plans. Conducts training programs for other firefighters and Laboratory employees.

Completion of an AS degree in Fire Science or an equivalent combination of education and experience. Must possess valid California driver's license; must be able to operate large trucks up to 15 tons; must be in excellent physical condition; and must possess a valid State of California Emergency Medical Technician (EMT) Certificate.

FIRE CAPTAIN 644.1

Under general supervision of a chief officer, the Fire Captain is in charge of a company of firefighters. Directs the company in emergency operations, including rescue, firefighting, first aid, and emergency radiological monitoring. In the absence of a superior officer, assumes command of emergency operations. The Fire Captain also performs administrative and technical duties related to the operation of a company, including the supervision of firefighters, inspection of emergency equipment, development of firefighting plans, prevention, pre-emergency fire inspections, and other related staff assignments as required.

At least four years of relevant work experience in a municipal or industrial fire department, including experience in the supervision of personnel, report writing, firefighting operations, training, and equipment maintenance, a certificate of completion of the required college level courses in the Fire Science major, including college level courses in supervision and report writing, or an equivalent combination of education and experience. Must be in excellent physical condition, and must possess a valid State of California Emergency Medical Technician (EMT) Certificate.

FIREFIGHTER TRAINEE 645.0

Performs as a trainee in order to meet the entrance requirements of a Firefighter. Responds to all types of emergencies. Under the direction of a fire officer, is given the necessary training to mitigate the emergency, including rescue, firefighting, first aid, and emergency radiological monitoring. Inspects and operates emergency equipment such as fire extinguishers, sprinkler systems, halon systems, dry chemical systems, fire hydrants, radiation meters, and other equipment used in emergency operations.

The primary job is to learn and assist until it is determined whether the individual can contribute at the qualified Firefighter level. High School graduation (or equivalent) and demonstrable physical, manual, and mental abilities.

650.1 - 650.2
ACCELERATOR OPERATOR

ACCELERATOR OPERATOR 650.1 REVISED: 5/26/95

Incumbents operate and provide maintenance for all equipment associated with the accelerator make experimental setups, assist in experimental work, and maintain communications with research groups and respond to their request. In addition, Accelerator Operators provide a preliminary diagnosis of any troubles encountered with equipment being used, and supervise general building activities to the extent of maintaining safe working conditions and insuring that activities in conflict with operations are properly scheduled. The above activities, in general, will be under the supervision of a Principal Accelerator Operator. The duties cover a wide variety of specialized technical skills usually acquired through completion of college with a bachelor's degree in physics, mathematics or engineering; or an equivalent combination of education and experience.

ACCELERATOR OPERATOR, PRINCIPAL 650.2

Incumbents must be able to perform any of the tasks required of Accelerator Operators, performing at a higher technical level reflecting greater experience and training. They may serve as shift supervisors directing the setup of equipment, handling of radioactive targets, or maintenance of accelerator components.

700.1 - 700.3
DRAFTING AND ENGINEERING DESIGN TECHNOLOGY

DRAFTER I 700.1 REVISED: 7/15/87

Under direct supervision, provide drafting support and assistance to higher level staff in one or more of the following engineering disciplines: mechanical, electrical/electronics, civil, architectural, or structural.

Perform generally standardized assignments. Follow prescribed drafting methods and perform simple descriptive geometry and trigonometry calculations. May use computer programs and operate associated equipment to accomplish assignments.

According to specific instructions, prepare detail, assembly and schematic drawings of components, apparatus, facilities, equipment, or assemblies and perform related drafting support activities.

Must demonstrate a general working knowledge of drafting standards and procedures, in one or more of the specified engineering disciplines, usually acquired through a combination of education and experience.

DESIGN DRAFTER 11 700.2

Under limited supervision, or independently on special assignments, provide broad and varied design drafting support in one or more of the following engineering disciplines: mechanical, electrical/electronics, civil, architectural, or structural.

Perform complex assignments and exercise independent judgment. Follow overall design parameters and specifications to execute desired results. Solve design problems where the use of descriptive geometry and trigonometry are required. May prepare and use computer programs and operate associated equipment to accomplish assignments. May lead or instruct others.

Applying a thorough knowledge of drafting procedures and shop or construction practices, prepare layouts, detail, assembly and installation drawings. Contact vendors and perform catalog research. Prepare drawings for entire apparatus, facilities, equipment, or assemblies on design projects and perform related design drafting support activities.

Must demonstrate substantial knowledge and expertise in design drafting, in one or more of the specified engineering disciplines.

DESIGNER 111 700.3

Independently, provide design engineering support in one or more of the following engineering disciplines: mechanical, electrical/electronics, civil, architectural, or structural.

Perform highly complex and specialized design assignments. Follow general parameters and translate equipment or facility specifications into practical designs. Solve complex design problems and originate functional designs. Assist professional staff with cost estimates and schedules and make

innovative contributions to design projects. May prepare and use computer programs and operate associated equipment to accomplish assignments. May lead or instruct others.

Applying engineering fundamentals and advanced knowledge of shop or construction practices, interpret, analyze, translate and execute design concepts and specifications of apparatus, facilities, equipment, assemblies, or systems. Provide design details, materials selections and availability, critical dimensions, tolerances, or load capacities and perform related design drafting support activities.

Must demonstrate extensive knowledge and conceptual design capabilities in one or more of the specified engineering disciplines.

702.1 - 702.3
ELECTRONICS ENGINEERING TECHNOLOGY

ELECTRONICS ENGINEERING TECHNOLOGIST I 702.1 REVISED: 7/15/87

Under direct supervision, provide technical support and assistance to higher level staff in the field of electronics technology in one or more of the following areas: maintenance, development, installation, and fabrication relating to instrumentation, control systems, computers and peripheral equipment, telecommunications systems, accelerators, and ancillary research apparatus.

Perform generally standardized assignments. Follow prescribed work methods or explicit instruction. May use computer programs and operate associated equipment to accomplish assignments.

According to specific instructions, maintain, test, inspect, calibrate, operate, troubleshoot, repair, modify, install, layout, fabricate, or assemble a variety of components, devices, instruments, circuits, equipment or systems and perform related technical support activities.

Must demonstrate a general working knowledge of electronics technology, in one or more of the specified areas, usually acquired through a combination of education and experience.

ELECTRONICS ENGINEERING TECHNOLOGIST 11 702.2

Under limited supervision, or independently on special assignments, provide broad and varied technical support in the field of electronics technology in one or more of the following areas: maintenance, development, installation and fabrication relating to instrumentation, control systems, computers and peripheral equipment, telecommunications systems, accelerators, and ancillary research apparatus.

Perform complex assignments and exercise independent judgment. Follow general specifications and plan work methods to achieve desired characteristics or results. May prepare and use computer programs and operate associated equipment to accomplish assignments. May lead or instruct others.

Applying technical concepts which require both standard and unique methods, develop, design, maintain, operate, inspect, test, calibrate, troubleshoot, repair, modify, install, layout, fabricate, or assemble a variety of components, devices, instruments, circuits, equipment or systems, and perform related technical support activities.

Must demonstrate substantial knowledge and expertise in electronics technology, in one or more of the specified areas.

ELECTRONICS ENGINEERING TECHNOLOGIST III 702.3

Independently, provide advanced technical support in the field of electronics technology in one or more of the following areas: maintenance, development, installation and fabrication relating to instrumentation, control systems, computers and peripheral equipment, telecommunications systems, accelerators, and ancillary research apparatus.

Perform highly complex and specialized assignments. Follow general parameters. Create and interface new technological concepts with existing practices to achieve desired objectives. Solve complex problems. Advise and assist professional staff and make major innovative contributions in technical design and specialized applications. May prepare and use computer programs and operate associated equipment to accomplish assignments. May lead or instruct others.

Applying advanced technical concepts, analyze, devise, develop, design, maintain, operate, inspect, test, calibrate, troubleshoot, repair, modify, install, layout, fabricate, or assemble a variety of components, devices, instruments, circuits, equipment, and systems and perform related technical support activities. Employ the most sophisticated methods which requires utilizing the state of the art in electronics technology.

Must demonstrate extensive knowledge and specialized expertise in electronics technology, in one or more of the specified areas.

706.1 - 706.3
MECHANICAL ENGINEERING TECHNOLOGIST

MECHANICAL ENGINEERING TECHNOLOGIST I 706.1 REVISED: 7/15/87

Under direct supervision, provide technical support and assistance to higher level staff in the field of mechanical technology in one or more of the following areas: fabrications, mechanisms, machining, materials science, optics, cryogenics, vacuum systems, computers, accelerators, and ancillary research apparatus.

Perform generally standardized assignments. Follow prescribed work methods or explicit instruction. May use computer programs and operate associated equipment to accomplish assignments.

According to specific instructions, fabricate, assemble, machine, install, set up, operate, test, maintain, troubleshoot, or modify a variety of apparatus, components, devices, equipment, processes, or systems and perform related technical support activities.

Must demonstrate a general working knowledge of mechanical technology, in one or more of the specified areas, usually acquired through a combination of education and experience.

MECHANICAL ENGINEERING TECHNOLOGIST II 706.2

Under limited supervision, or independently on special assignments, provide broad and varied technical support in the field of mechanical technology in one or more of the following areas: fabrications, mechanisms, machining, materials science, optics, cryogenics, vacuum systems, computers, accelerators, and ancillary research apparatus.

Perform complex assignments and exercise independent judgment. Follow general specifications and plan work methods to achieve desired characteristics or results. May prepare and use computer programs and operate associated equipment to accomplish assignments. May lead or instruct others.

Applying technical concepts which require both standard and unique methods, develop, design, fabricate, assemble, machine, install, set up, operate, test, inspect, maintain, troubleshoot, or modify a variety of apparatus, equipment, components, devices, or systems and perform related technical support activities.

Must demonstrate substantial knowledge and expertise in mechanical technology, in one or more of the specified areas.

MECHANICAL ENGINEERING TECHNOLOGIST III 706.3

Independently, provide advanced technical support in the field of mechanical technology in one or more of the following areas: fabrications, mechanisms, machining, materials science, optics, cryogenics, vacuum systems, computers, accelerators, and ancillary research apparatus.

Perform highly complex and specialized assignments. Follow general parameters. Create and interface new technological concepts with existing practices to achieve desired objectives.

MECHANICAL ENGINEERING TECHNOLOGIST 111 706.3 (continued) REVISED: 7/15/87
Solve complex problems. Advise and assist professional staff and make major innovative contributions in technical design and specialized applications. May prepare and use computer programs and operate associated equipment to accomplish assignments. May lead or instruct others. Applying advanced technical concepts, analyze, develop, design, fabricate, assemble, machine, install, set up, operate, test, inspect, maintain, troubleshoot, or modify a variety of apparatus, equipment, components, devices, or systems and perform related technical support activities. Employ the most sophisticated methods which requires utilizing the state of the art in mechanical technology.

Must demonstrate extensive knowledge and specialized expertise in mechanical technology, in one or more of the specified areas.

707.1 - 707.3
MECHANICAL ENGINEERING MACHINIST

MECHANICAL ENGINEERING MACHINIST ASSISTANT I 707.1 REVISED: 7/15/87
Under direct supervision, provide technical/shop support and assistance to higher level staff in the field of machining technology in one or more of the following areas: machine tool operation, tool crib work, material handling, deburring, or rough grinding.

Perform generally standardized assignments. Follow prescribed work methods or explicit instruction. May use computer programs and operate associated equipment to accomplish assignments.

According to specific instructions, operate machine tools, furnish materials, tools, and supplies, inspect, sharpen, repair, and maintain tools, debur, rough grind, and prepare finished parts and perform related shop/technical support activities.

Must demonstrate a general working knowledge of machining technology in one or more of the specified areas, usually acquired through a combination of education and experience.

MECHANICAL ENGINEERING MACHINIST 11 707.2
Under limited supervision, or independently on special assignments, provide broad and varied technical support in the field of machining and related technologies, such as metrology, metallurgy and machine maintenance, in one or more of the following areas: conventional and precision machining, computer-numerically-controlled (CNC) and numerically-controlled (NC) machining, and machine tool maintenance and repair.

Perform complex assignments and exercise independent judgment. Follow general specifications and plan work methods to achieve desired characteristics or results. May prepare and use computer programs or tapes and operate associated equipment to accomplish assignments. May lead or instruct others.

Applying technical concepts which require both standard and unique methods, plan and execute the full range of machining operations, design and build basic jigs and fixtures, disassemble, inspect, modify, and repair all types of machine tools and equipment and perform related technical support activities.

Must demonstrate full journeyman level expertise in machining and machine tool technology, in one or more of the specified areas.

MECHANICAL ENGINEERING MACHINIST 111 707.3
Independently, provide advanced technical support in the field of machining and related technologies, such as metrology, metallurgy, and machine maintenance in one or more of the following areas: conventional and precision machining, computer-numerically-controlled (CNC) and numerically-controlled (NC) machining, and machine tool maintenance and repair.

Perform highly complex and specialized assignments. Follow general parameters. Create and interface new technological concepts with existing practices to achieve desired objectives. Solve complex problems. Advise and assist professional staff and make major innovative contributions in technical design and specialized applications. May prepare and use computer programs or tapes and operate associated equipment to accomplish assignments. May lead or instruct others.

Minimum Qualifications: Applying advanced technical concepts, develop, plan and execute the most complicated machining operations including ultra-precision machining to meet new and unusual fabrication needs, design and build complex jigs and fixtures, disassemble, inspect, diagnose, modify, and repair complicated machine tools and equipment, design and build complex accessories and perform related technical support activities. Employ the most sophisticated methods which requires utilizing the state of the art in machining and related technologies.

Must demonstrate full journeyman level expertise and extensive knowledge in machining and machine tool technology, in one or more of the specified areas.

720.0
LEAD TECHNOLOGIST

LEAD TECHNOLOGIST 720.0 REVISED: 1/18/89

Under general supervision, provide leadership, normally over two or more technical support employees and/or users of a technical support facility, for a minimum of 25 percent of the time. In addition, independently perform duties of an advanced journey-level technical support classification a substantial part of the time.

Lead a technical support team and/or oversee users of a technical support facility. Perform highly complex and specialized assignments. Follow general parameters. Plan and schedule work flow according to priorities. Give instructions on scope and objectives of assigned work. Evaluate quantity, quality, and job progress as required; and participate in personnel actions as required. Train and assist users of equipment on operation and safety.

Create and interface new technological concepts with existing practices to achieve desired objectives. Solve complex problems. Advise and assist professional staff and make major innovative contributions to the technical efforts. May prepare and use computer programs and operate associated equipment to accomplish assignments. In the absence of the supervisor, may assume the supervisor's duties, requiring knowledge of the department and Laboratory policies.

Applying effective leadership and advanced technical skills, analyze, plan, schedule, and participate in the work assigned to subordinates or required at the facility. Explain and demonstrate techniques as demanded by the job. Devise, develop, design, maintain, operate, test, fabricate, or assemble a variety of components, equipment, and systems, and perform related technical support activities. Oversee an maintain safety of assigned area. Maintain proper functioning and safekeeping of equipment and tools as required. Obtain materials and equipment as needed. Maintain records and prepare reports on jobs or facility use.

Must demonstrate effective leadership skills and extensive knowledge and specialized expertise in one or more technical disciplines.

724.1 - 724.2
TECHNICAL ASSISTANT

TECHNICAL ASSISTANT 1 724.1 REVISED: 1/18/89

Under close supervision, performs routine support tasks in the care and maintenance of a variety of laboratory equipment and supplies. Incumbents clean, order, and store instruments along with distributing supplies as requested by higher level staff personnel. May mix and sterilize various solutions required for growth of cells in culture. May perform routine animal care functions of limited scope and complexity. May participate in experimental or analytical functions of limited complexity and scope. May perform routine clerical duties as required.

Knowledge and ability equivalent to high school training in physics, chemistry, biology or mathematics may be required for specified positions.

TECHNICAL ASSISTANT 2 724.2

Under general supervision, assists higher level staff personnel with a variety of experimental and analytical lab functions or assists with the equipment assembly calibration and repair work of small electrical apparatus. Duties may include, but are not limited to, media preparation, mixing and staining cell colonies, and data analysis. In equipment assembly and/or repair work, duties may include maintaining shop parts and equipment inventory. Incumbents may perform simple mathematical calculations. May function as a work leader.

Specified positions may require application and knowledge usually acquired through one or two years of technical college courses or equivalent laboratory experience.

728.0
TECHNICIAN/DRAFTER

TECHNICIAN / DRAFTER TRAINEE 728.0 REVISED: 8/14/87

I. Purpose The purpose of this position is to identify those individuals who are functioning in a training capacity in order to meet the entrance requirements for either a Drafter or Technician.

II. Distinguishing Characteristics: Performs routine tasks as part of the on-the-job training being received in one of the following fields: drafting, mechanical, electronics, explosives research, chemistry or environmental health/safety technology.

The primary job is to learn and assist until it is determined whether or not the individual can contribute at the qualified Drafter or Technician level.

III. Qualifications: High school graduation (or equivalent) and demonstrable manual and mental abilities as determined by aptitude testing and other appropriate means.

730.0 - 730.3
ENGINEERING ASSISTANT / TECHNICAL COORDINATOR

ENGINEERING ASSISTANT 730.0 REVISED: 8/17/87

Works under the direction of other Engineering Assistants or Engineers, and handles various direct individual problems. Must understand engineering drawings, terminology, and have the ability to identify materials and hardware associated with engineering work.

Requirements: Two years of technical school training or equivalent.

ENGINEERING ASSISTANT, SENIOR 730.1

Performs works similar to Engineering Assistant but of a more complicated nature and responsibility.

Requirements: Two years of technical school training or equivalent, plus the equivalent of two years' experience in shop, laboratory, or maintenance work.

TECHNICAL COORDINATOR, ASSISTANT 730.2

I. Purpose: The purpose of this position is to identify those individuals who are providing technical and administrative support to Laboratory projects and programs in the form of planning and directing the efficient use of manpower, materials, equipment and time.

The Assistant Technical Coordinator is responsible to scientific and engineering staff members for implementing established objectives and providing assurances that desired results are achieved.

II. Distinguishing Characteristics: The individual's primary function is essentially the same as the full Technical Coordinator. The difference is in the complexity (level) of the assignment, the degree of supervision received and the span of discretionary actions that may be taken.

That is, like the Technical Coordinator, the Assistant Technical Coordinator plans, initiates and coordinates technical and administrative activity requirements related to a particular scientific/engineering objective or array of objectives. Assignments are spelled out in greater detail; the work is subject to more detailed review by staff members; and major changes that might affect design, time schedules, tolerances and material or equipment specifications are referred to higher authority.

III. Qualifications: Entry into this classification requires the equivalent of an Associate Degree in a technical field plus extensive experience in both technical and administrative aspects of scientific investigation normally acquired through association with the Laboratory and recognition of demonstrated capabilities in the following areas: (1). An ability to communicate and interact with all levels of technical and administrative personnel on matters that concern the objectives and activities of a given assignment. This primarily includes intra-Laboratory department personnel (e.g. Physics,

Engineering, Security, Hazards Control, etc.) but may include outside liaison; (2). An ability to understand the overall objectives; (3). An ability to recognize problems that may critically affect an operation or test; (4). An ability to recommend alternative courses of action that will satisfy established objectives; and (5). The knowledge or understanding of varied technical support group functions.

TECHNICAL COORDINATOR, SENIOR ASSISTANT 730.3

I. Purpose: The purpose of this position is to identify those individuals who are providing technical and administrative support to Laboratory projects and programs in the form of planning and directing the efficient use of manpower, materials, equipment, and time.

The Assistant Technical Coordinator is responsible to scientific and engineering staff members for implementing established objectives and providing assurances that desired results are achieved.

II. Distinguishing Characteristics: The individual's primary function is essentially the same as the full Technical Coordinator. The difference is in the complexity (level) of the assignment, the degree of supervision received and the span of discretionary actions that may be taken.

That is, like the Technical Coordinator, the Assistant Technical Coordinator plans, initiates and coordinates technical and administrative activity requirements related to a particular scientific/engineering objective or array of objectives. Assignments are spelled out in greater detail, the work is subject to more detailed review by staff members, and major changes that might affect design, time schedules, tolerances and material or equipment specifications are referred to higher authority.

III. Qualifications: Candidates for the Senior level of this classification must meet the qualifications set forth for the Assistant Technical Coordinator and in addition: (1). Have proven an ability to qualitatively and quantitatively carry out the most complex Assistant Technical Coordinator assignments with a high degree of competency for a period of time (normally at least two years); or (2). Have demonstrated a like competency in performance of similar or related work while holding a job classification of equivalent level of responsibility as the Assistant Technical Coordinator.

731.1 - 731.2
MEDICAL LABORATORY TECHNOLOGIST

MEDICAL LABORATORY TECHNOLOGIST I 731.1 REVISED: 8/14/87

Under supervision, performs a wide variety of technical laboratory procedures in a clinical laboratory. Performs tests within the five major divisions of clinical technology: bacteriology, biochemistry, hematology, parasitology, and serology. This is the fully-qualified level for performance of the full range of laboratory procedures (from routine procedures to the most difficult). Possession of a current clinical laboratory technologist license, issued by the State of California, is required. A bachelor's degree in clinical laboratory science or a biological science, plus a minimum of one year of experience is preferred, or an equivalent competence as established through a combination of education and experience is acceptable.

MEDICAL LABORATORY TECHNOLOGIST II 731.2

Under general direction, is the technical supervisor of a small clinical laboratory. Plans, schedules, and directs the day-to-day operations of the unit. Performs tests, ranging from routine to the most difficult and unusual clinical procedures, within the five major divisions of clinical technology: bacteriology, biochemistry, hematoloqy, parasitology, and serology. Possession of a current clinical laboratory technologist license, issued by the State of California, is required. A bachelor's degree in clinical laboratory science or a biological science, is required, plus a minimum of three years of experience as a Medical Laboratory Technician I, or an equivalent competence as established through a combination of education and experience.

737.1
GARAGE ATTENDANT

GARAGE ATTENDANT 737.1 REVISED: 4/6/84

Under direct supervision, performs routine duties such as fueling vehicles, checking and adding oil as needed, checking battery and tires, and other related duties as required in the servicing and maintenance of a variety of automotive equipment.

Minimum Qualifications: Possession of a valid California Driver's License, mechanical aptitude and some knowledge of the methods, materials, tools and equipment used in servicing automotive equipment.

738.1 - 738.2
BUS DRIVER

BUS DRIVER 738.1 REVISED: 4/6/84

Under direct supervision, operates a Laboratory bus on a scheduled basis over a predetermined on-site and off-site route. In the performance of this work, incumbent is expected to give courteous and efficient service in a timely fashion. Incumbent is responsible for assigned vehicles meeting acceptable safety standards along with observing safety procedures and defensive driving techniques.

Minimum Qualifications: Possession of a valid Class II State of California Driver's License and a U.S. Government Motor Vehicle Operator's Identification Card.

SENIOR BUS DRIVER 738.2

Under general supervision, performs advanced bus driving duties requiring knowledge of the overall bus routing and scheduling systems. Acts as a field monitor assisting supervision in ensuring the bus system is operated in a safe and efficient manner. This includes awareness of condition of buses and familiarizing new drivers with routes and schedules. Is responsible for reporting to supervision any obstacle observed in the field which may hinder or obstruct bus services. Performs the duties of a regular bus driver for a substantial part of the time.

Minimum Qualifications: Possession of a valid Class 2 State of California Driver's License. Requires demonstrated skill to interact in a senior role with drivers and supervision.

739.1 - 739.3
VEHICLE MECHANIC

VEHICLE MECHANIC 739.1 REVISED: 12/1/81

Under general supervision, incumbents inspect, repair, and maintain a variety of automotive equipment. Mechanics also provide emergency service to disabled Laboratory vehicles on or off-site and tow vehicles back to shop as required. May estimate labor and parts required to perform special vehicle repair work.

Minimum Qualifications: Working knowledge of mechanical equipment, machine tools, and hand equipment of the automotive trade and ability to discover and adjust mechanical defects in automotive equipment. Requires knowledge and abilities usually acquired through completion of high school, supplemented by completion of an apprenticeship program in the crafts and substantial experience as a journeyperson automotive mechanic; or an equivalent combination of training and experience. Must have a valid California Motor Vehicle Operator's License.

DIESEL/FORKLIFT/VEHICLE MECHANIC 739.2

Under general supervision, incumbents inspect, repair, and maintain heavy duty diesel trucks, buses, forklifts and a variety of automotive equipment. Mechanics also provide emergency service to disabled Laboratory vehicles, on or off-site, and tow vehicles back to shop as required. May estimate labor and parts required to perform special vehicle repair work. May perform duties of related subordinate classes.

Minimum Qualifications: Working knowledge of heavy duty diesel trucks, diesel/gas buses, various forklifts, and related equipment. Requires knowledge of machine tools and hand equipment of the automotive trade; ability to discover and adjust mechanical defects in heavy duty diesel trucks, buses, forklifts and automotive equipment.

Requires knowledge and abilities usually acquired through completion of high school, supplemented by completion of an apprenticeship program or substantial experience as a journeyperson heavy duty diesel, forklift and automotive mechanic; or an equivalent combination of training and experience. Must have a valid California Motor Vehicle Operator's License.

LEAD VEHICLE MECHANIC 739.3

Under general supervision, performs leadership duties in the automotive repair and maintenance operations. Provides leadership for a minimum of 25% of the time and to a minimum of two subordinates. Performs as a working supervisor and provides instructions on scope and objectives of assigned tasks. Additional duties include advising mechanics on complex or involved repairs, and advising the Motor Pool Supervisor as to special needs requiring his attention.

Minimum Qualifications: In addition to meeting the requirements of the Vehicle Mechanic, incumbent must demonstrate advanced skills and the ability to plan and carry out the most complex assignments independently.

740.1 - 740.3
RADIATION SAFETY TECHNOLOGIST

RADIATION SAFETY TECH. 740.1 REVISED: 12/1/81

Under close supervision, incumbents perform basic duties in the field of radioisotope safety. In a training capacity, assist higher-level technicians in performing increasingly complex duties, acquiring proficiency in the monitoring of Laboratory facilities, equipment and personnel; use various instruments for the detection, identification, and evaluation, of the types, mixtures, and levels of radiation; and collects samples of air, water, soil and other substances, performing required analytical routines.

In addition, incumbents assist in decontaminating exposed areas; and in transporting, storing and disposing of radioactive material; assist in investigating and evaluating accidental exposures; assist in the film badge program; issue, collect, process, and evaluate film badges; and perform necessary record keeping.

Completion of two years of technical college courses, or an equivalent combination of experience and education. Incumbents must complete the Laboratory's monitoring certification course or equivalent either prior to, or soon after, classification as a Radiation Safety Technician.

RADIATION SAFETY TECH., SENIOR 740.2

Under supervision, incumbents perform a wide range of complex duties in achieving effective radiation surveillance of Laboratory facilities, equipment and personnel according to established Laboratory criteria; promotes radiation safety by communicating safety information to supervisors and employees; and propose improvements in working conditions, assignments, and work schedules to avoid or reduce potential radiation hazards. In addition, incumbents provide advice regarding allowable limits of radiation levels; respond to emergency situations; investigate accidents, initiate corrective action, and prepare reports and recommendations; may participate in related research activity; may assist in conducting safety training courses; and perform all duties relating to the film badge program.

In addition to meeting the requirements for Radiation Safety Technician, incumbents must have experience in activities such as monitoring, and analyzing for radiation; decontaminating, storing, and transporting radioisotopes; performing duties required in the film badge program; or an equivalent combination of education and experience.

RADIATION SAFETY TECH., PRINCIPAL 740.3

Under general supervision, incumbents assume responsibility for radiation safety in an assigned area of the Laboratory, performing varied and difficult tasks in reducing potential radiation hazards, and in communicating safety information to supervisors and employees. Incumbents also provide leadership to lower-level monitors; conduct formalized training sessions; assist in the design and development of equipment to be used in measuring or in controlling radiation hazards; assist in the design of safety features for improvement of facilities or protective equipment; and perform all duties relating to the film badge program.

In addition to meeting the requirements for Senior Radiation Safety Technician, incumbents must have experience in developing and providing technical advice, instructions, and other services for the purpose of achieving radiation safety.

741.0 - 741.4
HEALTH AND SAFETY TECHNICIAN

HEALTH AND SAFETY TECHNICIAN TRAINEE 741.0
Trainees undergo a two-year program of training and classroom study, both at the Laboratory and at a community college, leading to employment as a Radiation Safety Technician or Health and Safety Technician. Trainees must complete the requirements for LBL Certification as Radiation Safety Technician and the 18-unit "Occupational Safety and Health Certificate" given at a community college.

HEALTH AND SAFETY TECHNICIAN 741.1
Under close supervision, assists higher-level health and safety personnel in implementing the Laboratory's safety program in the fields of industrial safety, industrial hygiene, or fire prevention. Assists in formal surveys of the Laboratory's facilities, equipment, and operations, for the purpose of discovering potential environmental or occupational hazards. Assists in the investigation of accidents.

Minimum Qualifications: Completion of two years of technical college courses, or an equivalent combination of experience and education, is necessary. The preferred preparation includes completion of the "Occupational Safety and Health Certificate" curriculum at the junior college level.

HEALTH AND SAFETY TECHNICIAN, SENIOR 741.2
Under normal supervision, performs a wide range of complex duties, in the fields of industrial safety, industrial hygiene, or fire prevention, and to achieve compliance with the Laboratory's safety standards and with applicable legal specifications. Inspects Laboratory facilities, equipment, and operations and informs management personnel of changes necessary to meet the safety standards applying to a particular area or condition. Recommends improvements in materials, processes, designs, procedures and operating equipment to minimize the hazardous potential. Investigates accidents, injuries, and complaints concerning hazards or uncomfortable conditions. Prepares reports and recommends corrective action. May participate in related research activity. Assists in conducting safety training courses.

Minimum Qualifications: In addition to meeting the requirements for Health and Safety Technician, incumbents must have two years of experience in functions related to safety inspection.

HEALTH AND SAFETY TECHNICIAN, PRINCIPAL 741.3
Under limited supervision, assumes responsibility for industrial safety, industrial hygiene, or fire safety in an assigned area or activity of the Laboratory. Applies comprehensive knowledge of environmental or occupational hazards associated with the Laboratory's operation, influencing the prevention of accidents and the correction of hazardous conditions. Provides leadership to lower-level technicians. Conducts formalized training sessions. Assists in design and development aimed at eliminating or reducing hazards. May perform fabrication and assembly of certain types of safety equipment.

Minimum Qualifications: In addition to meeting the requirements for Senior Health and Safety Technician, incumbents must have four years of experience in developing and providing technical advice, instructions, and other services for the purpose of achieving environmental and occupational safety.

HEALTH AND SAFETY TECHNICAL SPECIALIST 741.4 REVISED: 10/1/78

Independently performs the most complex duties in implementing the Laboratory's safety program, involving exercise of advanced knowledge of various safety aspects of specialized equipment and working conditions. Contributes to the development of the Laboratory's safety standards pertaining to radioisotope control, industrial safety, industrial hygiene, and fire prevention practices. Provides unique ideas in solving safety problems and in improving the Laboratory's safety technology. May provide leadership to lower-level personnel.

Minimum Qualifications: In addition to meeting the requirement for Principal Health and Safety Technician, incumbents must demonstrate advanced technical skills and the ability to plan and carry out the most complex assignments independently.

742.1
NURSE

NURSE 742.1 REVISED: 4/22/81

Is responsible for the care and comfort of patients being treated in the Biology and Medicine Division. Assists the physician with examinations and with the administration of treatment and medication. Prepares the patient for the doctor's examination and may discuss treatment instructions with the patient. Graduation from an accredited school of nursing and a current license as a Registered Nurse in the State of California is required.

743.1
RESEARCH CLINICAL LABORATORY TECHNOLOGIST

RESEARCH CLINICAL LABORATORY TECHNOLOGIST 743.1 REVISED: 4/22/81

Under general direction, performs the most difficult and highly specialized clinical laboratory work requiring advanced skills - often utilizing the use of radioactive isotopes. May establish and evaluate new clinical laboratory techniques and procedures. Assists staff investigators in conduct of research projects. Performs tests within the five major divisions of clinical technology: bacteriology, biochemistry, hematology, parasitology, and serology. Possession of a current clinical laboratory technologist license, issued by the State of California, is required. A bachelor's degree in clinical laboratory science or biological science, plus a minimum of two years of experience, is preferred, or an equivalent competence as established through a combination of education and experience is acceptable.

744.1 - 744.3
ANIMAL TECHNICIAN

ANIMAL TECHNICIAN 1 744.1 REVISED: 4/22/81

Under direct supervision, performs various duties pertaining to animal husbandry. Receives both general and specific oral and written instructions for tasks of limited complexity concerning care, feeding, housing, handling, and treatment of common laboratory animals. Operates and maintains equipment and cages, transfers and handles animals, and may examine them for evidence of disease or injury.

Required to have service as a Technical Assistant 1 in animal care capacity with satisfactory performance; or, if a new employee, to have had satisfactory experience in animal care. Must have successfully completed the curriculum for certification as Assistant Laboratory Animal Technician as specified by the American Association of Laboratory Animal Science, or equivalent education and experience.

ANIMAL TECHNICIAN 2 744.2

Under general supervision, performs various duties pertaining to animal husbandry. Receives oral and written instructions for tasks of moderate complexity. Makes independent decisions regarding animal husbandry, putting into practice with minimal supervision the knowledge and skills previously acquired. Treats common problems on his or her own initiative. May perform minor treatment procedures on all laboratory animals.

Required to have the experience, abilities, and performance of duties of an Animal Technician 1 and successfully completed the curriculum, as specified by the American Association of Laboratory Animal Science, for certification as a Laboratory Animal Technician, or equivalent education and experience.

ANIMAL TECHNICIAN 3 744.3

Under general direction, performs highly complex duties of animal husbandry. Makes most decisions independently and handles problems on his or her own initiative. Is able to undertake sophisticated tasks in specialized areas of animal husbandry (e.g., germ-free, breeding colony, etc.). Is able to make complete evaluations on the health of all animals.

Required to have the experience, abilities and to have performed the duties of an Animal Technician 2. Successfully completed the curriculum for certification as Laboratory Animal Technologist as specified by the American Association of Laboratory Animal Science, or equivalent education and training.

745.1 - 745.3
TRUCK DRIVER

TRUCK DRIVER, LIGHT 745.1 REVISED: 4/22/81

Incumbents pick up and deliver materials requiring the operation of several types of two-axle trucks for which possession of a State of California class 3 license is mandatory; load and unload materials of varying types and sizes utilizing a fork lift (if necessary) having a carrying capacity of up to five tons; insure that required documents such as receiving papers, job requests and warehouse storage requests accompany the material being delivered; and perform related duties as assigned. A demonstrated ability to operate specified vehicles in unusual Laboratory traffic conditions and limited maneuvering areas is essential, as is a demonstrated knowledge of pertinent driving regulations and safe and courteous practices.

TRUCK DRIVER 745.2

Incumbents operate on a regular and continuing basis any Laboratory furnished vehicle for which possession of a State of California class 1 license is mandatory. Truck Drivers load and unload materials utilizing a fork lift having a carrying capacity of 10,500 or more pounds; pick up and deliver materials requiring the operation of a semi-tractor trailer rig, or a combination of vehicles involving three or more total axles, with a trailer weighing 6,000 or more pounds gross; may operate any other vehicles in the Laboratory fleet, as required; and perform related duties as assigned. A demonstrated ability to operate the specified vehicles in unusual traffic conditions and limited maneuvering areas is essential, as is a demonstrated knowledge of pertinent driving regulations and safe and courteous practices. Incumbents must also possess a Medical Examiner's Certificate.

LEAD TRUCK DRIVER 745.3

Incumbents perform leadership duties such as scheduling, dispatching, and checking the quantity and quality of work completed by Truck Drivers and other transportation personnel; and may perform the duties of the transportation personnel as required. Lead Truck Driver must demonstrate leadership ability and must possess substantial experience in transportation and material handling activities. Possess a California commercial drivers license appropriate to driving duties.

757.0 - 757.4
DIGITAL COMPUTER OPERATOR

DIGITAL COMPUTER OPERATOR TRAINEE 757.0 REVISED: 7/26/79

Working under direct supervision, processes computer output data and assists in the processing of computer input data. Will be required to operate peripheral equipment associated with computers. Completes processing of data associated with minor computing problems with little or no assistance. Duties typically include: organizing and scheduling data for computer operations and recording pertinent identifying information; reviewing data flowing into and out of computer and determining whether it is complete and in compliance with instructions; assisting in the operation of digital computers on assigned problems; maintaining files and records; and performing related assignments.

The minimum qualifications for this classification are graduation from high school, above average ability to think logically and competence in performing data processing assignments.

DIGITAL COMPUTER OPERATOR 757.1

Working under direct supervision, operates digital computing machines and associated equipment. May assist in the processing of computer input and output data. Becomes familiar with computer coding techniques and the input and output characteristics of the data being processed. Performs related duties as assigned.

The minimum qualifications for this classification are graduation from high school and one year of pertinent experience, or an equivalent combination of education and experience and above average ability to think logically and comprehend computer coding techniques.

DIGITAL COMPUTER OPERATOR, SENIOR 757.2

At this level the operator is self-directed and independently operates with skill, digital computing machines and associated equipment in the installation. May also process computer input and output data. Requires familiarity with computer coding techniques; the input and output characteristics of the data being processed; and the relationship of the machines operated to the overall data processing system. Requires a good working knowledge of the operational aspects of the major routine used, and the machine command structure. Must be able to perform at a high level of competence. Performs related duties as assigned.

The minimum qualifications for this classification are demonstrated competence in performing duties at the level of Digital Computer Operator, or an equivalent knowledge and experience. The completion of pertinent college level courses in mathematics is desirable.

DIGITAL COMPUTER OPERATOR, PRINCIPAL (LEAD OPERATOR) 757.3

This classification reflects a Senior Operator's level of competence, combined with additional departmental duties. The Lead Operator may act as a Shift Supervisor on a scheduled, but limited-time basis. The employee may act as a Working Supervisor for an operating sub-section within operations; may instruct new operators in a formal classroom environment; and may train operators on the job as they are familiarizing themselves with the procedures and equipment.

The minimum qualifications for this classification are demonstrated competence in performing duties at the level of Digital Computer Operator, Senior; evidence of supervisory ability, experience and training in programming; completion of pertinent college level courses in mathematics; or an equivalent knowledge and experience.

DIGITAL COMPUTER OPERATOR SPECIALIST 757.4

Incumbents perform the most complex operational procedures associated with electronic digital computers, such as altering the performance of a dynamic computer operating system by modifying memory using an operator's console; or performing console entries to modify data paths on equipment string in order to isolate errors; or coordinating meeting among Systems Programmers, Computer Operators and Computer Engineers to resolve technical problems. Combining advanced knowledge, skill and observational abilities, incumbents also detect anomalies in computer system performance.

Digital Computer Operator Specialists may lead and/or instruct Digital Computer Operators in operations procedures; may make recommendations for beneficial changes in computer operating systems, operational procedures and hardware procurement; and may diagnose error conditions in on-line data storage devices, then reconstruct scrambled data file directories.

The minimum qualifications for this classification are demonstrated competence in performing duties at the level of Digital Computer Operator, Principal, and the ability to perform the most complex operations procedures associated with electronic digital computers, as described above.

759.1 - 759.3
COMPUTING TECHNICIAN

COMPUTING TECHNICIAN 759.1 REVISED: 12/4/80

Working under direct supervision, performs a variety of responsible assignments relating to the preparation of data for computer processing, and the review and analysis of computer output data. May be required to operate with skill a variety of peripheral equipment associated with the computer. Independently completes the processing of data associated with computing problems of average difficulty. Duties typically include: organizing and scheduling data for computer operations, and recording pertinent identifying information; preparing input data for preprogrammed problems; reviewing data flowing into and out of computers and determining whether it is complete and in compliance with instructions; analyzing computer output and determining the cause of variances from expected format and results, advising computer operators of changes in operating instructions on assigned programs; light coding and debugging of codes; operating digital computers on assigned problems; assisting in the training of Digital Computer Operator, Trainees; maintaining files and records; and performing related assignments. May be responsible for the operation of a magnetic tape library, or circulating computer program and subroutine library.

The minimum qualifications for this classification are the completion of two years of college including courses in mathematics, or an equivalent competence as established through a combination of education and data processing experience.

COMPUTING TECHNICIAN, SENIOR 759.2

Working under general supervision, performs a variety of responsible and complex assignments relating to the preparation of data for computer processing, and the review and analysis of computer output data. Independently completes the processing of data associated with complex computing problems. Duties typically include: coding and debugging codes; programming well defined problems or segments of problems; assisting in the preparation of the original operating instructions for computer operators on assigned problems, and preparing modifications to instructions; organizing and scheduling data for computer operations, and recording pertinent identifying information, reviewing data flowing into and out of computers and determining whether it is complete and in compliance with instructions, analyzing computer output and determining the cause of variances from expected format and results; assisting in the training of less experienced Digital Computer Operator, Trainees and Computer Technicians; maintaining files and records; and performing related assignments.

The minimum qualifications for this classification are the completion of two years of college including courses in mathematics, and demonstrated ability to perform work at the level of Computing Technician, or an equivalent combination of education and experience.

COMPUTING TECHNICIAN, PRINCIPAL 759.3

Working under general supervision, performs a variety of responsible and complex assignments relating to the preparation of data for computer processing, and the review and analysis of computer output data. May serve as a leader of a group of Computing Technicians with responsibility for independently completing work relating to large and complex computing problems.

Duties typically include: considerable coding and debugging of codes; programming well defined problems or segments of problems, assisting in the preparation of the original operating instructions for computer operators on assigned problems, and preparing modifications to instructions; organizing and scheduling data for computer operations, and recording pertinent identifying information; reviewing data flowing into and out of computers and determining whether it is complete and in compliance with instructions; analyzing computer output and determining the cause of variances from expected format and results; assisting in the training of less experienced Digital Computer Operator, Trainees and Computing Technicians; maintaining files and records; and performing related assignments. May carry out special assignments leading to improvements in the use of digital computer and associated peripheral equipment, or to the application of computers to new types of problems.

The minimum qualifications for this classification are the completion of two years of college including courses in mathematics, and demonstrated ability to perform work at the level of Computing Technician, Senior, or an equivalent combination of education and experience.

781.1 - 781.3
GRAPHIC ARTS TECHNICIAN

GRAPHIC ARTS TECHNICIAN 781.1 REVISED: 8/14/87

Under supervision, incumbents produce final, camera-ready copy for reproduction, including complex equations and tables; produce repro copy from handwritten drafts; and operate a composing machine or stand-alone text-editing system and the correcting selectric in the preparation of material for scientific reports, proceedings, news letters, magazines, annual reports, and forms for reproduction by photo-offset printing process or other methods. Incumbents must be cognizant of the scientific terms used by the various Laboratory disciplines. Graphic Arts Technicians at this level typically paste up materials for repro, and determine style, sizes, horizontal and vertical spacing and copyfitting. Routinely, Graphic Arts Technicians determine the appropriate layout of illustrations, charts, and diagrams.

Execution of technical assignments requires graduation from high school with at least two years of typing, composing, or paste-up experience, one of which shall have been in preparation of technical and scientific reports; or completion of a formal and recognized technical word processing program and appropriate instructions in composing and paste-up; operational knowledge of stand-alone word processing and composing units; a general understanding of the terminology used in equations, formulas, and technical reports; good working knowledge of paste up techniques, types sizes and styles; or an equivalent combination of education and experience.

GRAPHIC ARTS TECHNICIAN, SENIOR 781.2

Under general supervision, incumbents operate the shared-logic system and phototypesetting equipment in the preparation of material for reproduction. Normally, work performed by incumbents in this category requires advanced composing skills due to specialty requirements involving layout, design, and the complex coding of the equipment used to achieve the desired results. Typically, Senior Graphic Arts Technicians prepare for reproduction in camera-ready format, assignments requiring paste up layout and copyfitting. Occasionally, Technicians at this level perform simple illustration tasks involving graphs, charts, and line drawings. Execution of technical assignments requires graduation from high school with at least four years of technical typing, composing, or paste up experience, with at least two years in the preparation of technical and scientific reports for reproduction; or successful completion of a formal instructional program in one of the three specialty areas; or successful performance at the Graphic Arts Technician level with equivalent experience; or an equivalent combination of education and experience.

GRAPHIC ARTS TECHNICIAN, PRINCIPAL 781.3

Under direction, incumbents perform a wide variety of supervisory duties in conjunction with the production of material in final form for photo-offset printing or duplicating. Typically, incumbents assign work to specialists in the group and coordinate such assignments to completion; determine or approve procedures; establish priorities as necessary; determine work routine and methods to insure maximum utilization of equipment; and consult with requesters on specific work and determine the appropriate method for completing an assignment. Incumbents perform at the highest level and typically exercise independent judgment in arriving at the best way to complete a specific project. Incumbents are responsible for the continuous training of specialists at the lower levels to keep abreast of the latest techniques in the field, as well as maintaining maximum efficiency in the group.

Generally, incumbents in this category are lead specialists in a specific functional area, or serve as assistant supervisors for a night-shift operation, shared-logic system or layout and design group. Execution of technical assignments requires graduation from high school with at least five years of technical word processing, composing or paste up experience with at least three years in the preparation of technical and scientific reports for reproduction; or successful completion of a formal graphic arts course of instruction; or successful performance at the Senior Graphic Arts Technician level; or an equivalent combination of education and experience.

782.1 - 782.3
SCIENTIFIC DATA ANALYST

SCIENTIFIC DATA ANALYST 782.1 REVISED: 10/1/78

Performs scanning work, under close supervision, associated with the detection of nuclear events recorded on film or in emulsion, requiring accurate measurement and recording of these events. Duties cover a wide variety of specialized technical skills requiring: (1) application of knowledge usually acquired through at least two years of formal background in one of the sciences at the college level, and (2) experience gained in some of the following laboratory techniques: microscope operation, rapid reflex actions, manual dexterity, preferably ambidexterity, and calculator operation.

SCIENTIFIC DATA ANALYST, SENIOR 782.2

Performs work, under general supervision, associated with the detection of nuclear events recorded on film or in emulsion, requiring film scanning for events and accurate measurement and recording of these events. May assist the physicist in setting up experimental equipment and in monitoring the progress of the experiment. Performs some of the numerical analysis of data associated with experiments. May supervise the training and work of Scientific Data Analysts, exercising leadership and initiative from experience gained in superior work as a data analyst. The duties cover a wide variety of specialized technical skills requiring (1) application of knowledge usually acquired through at least two years of formal background in one of the sciences at the college level, and (2) experience gained in most of the following fields: operating scanning projector, scanning emulsion film, microscopic scanning of nuclear track emulsions, preparing sketches of events making "table-top" measurements, operating measuring projector and/or microscope, plotting graphs, calculations, card punching, and precision measurements of nuclear reactions as recorded on film and in nuclear emulsion.

SCIENTIFIC DATA ANALYST, PRINCIPAL 782.3

Performs work under supervision, associated with the detection of nuclear events recorded on film or in emulsion, requiring film scanning for events and accurate measurement and recording of these events. May assist the physicist in setting up experimental equipment and in monitoring the progress of the experiment. May supervise the training and work of Scientific Data Analysts, Senior.

Duties cover the variety of skills outlined under the Scientific Data Analyst, Senior classification. Knowledge embraces every step in the reduction of data on experiments associated with bubble chambers, spark chambers, counters, or emulsions. Has demonstrated a high degree of skill or excellence in a particular facet of work as a Scientific Data Analyst, Senior: scanning technique, measuring technique, computing, coordinating or supervising responsibilities, or computer operation. Can handle greater technical responsibilities in these areas than Scientific Data Analyst, Senior, such as: (1) resolving difficult ambiguous events for graduate students or physicists; (2) coordinating, with little supervision, the flow of data through each of the many steps in the data reduction system for an experiment; and (3) assisting one or more physicists in writing or debugging computer codes for use in the data analysis of an experiment. Is capable of mature and independent reasoning and judgment.

783.1 - 783.4
PRINTER

PRINTER 1 783.1 REVISED: 4/14/80

Under close supervision, incumbents set up, operate and maintain general offset printing presses to duplicate single color reports, letters, etc., from previously prepared electrostatic or presensitized plates. In a bindery operation, incumbents perform a wide variety of collating, folding, cutting and binding tasks involving the operation of high speed, automated collators, programmed power cutters and folders; and operate associated bindery equipment such as drills, corner rounders, power paper lifts and shrink-wrap packaging machines. Incumbents operating process cameras photograph documents for reproduction, mix photo chemicals, process film and conduct resolution and density tests to ensure that negatives are of production quality. In addition, incumbents strip and mount negatives into flats and opaque them; and operate electrostatic and electric-arc platemakers.

Requirements: This is an entry level position. Execution of assignments requires completion of courses in duplicating machine, bindery and/or process camera operations or an equivalent combination of education and experience.

PRINTER 2 783.2

Under general supervision, incumbents operate offset printing presses and printing plant equipment to print black and white, half tone and multi-color office forms, brochures, charts, maps, directories, etc., from metal and other plates. In a bindery operation, incumbents operate all equipment required in collating, folding, cutting, and binding operations; perform job setups; and make adjustments and minor repairs necessary for proper operation of the machinery. Incumbents operating process cameras strip and mount negatives into complicated flats by making composite negatives and stripping them into flats; may serves as key operators on all equipment used; maintain records; and train other process camera operators when required.

Requirements: Demonstrated competence and performance at the Printer 1 level, or an equivalent combination of education and experience, is the minimum qualification for this level.

PRINTER 3 783.3

Under direction, incumbents operate offset printing presses to complete the most difficult kinds of work, including two-color print jobs requiring close registration, and operating presses up to 15 x 18 inches in size. Printer 3 must possess a thorough knowledge of offset processes necessary for the printing in black and white or in color of brochures, reports, directories, forms, etc. In a bindery operation, incumbents operate and trouble-shoot all equipment; supervise and train personnel; schedule work flow to meet the due dates of all jobs in the bindery; and order and maintain an inventory of supplies for the press room and bindery. In addition, incumbents must maintain quality and production standards, safety standards, and the general efficiency of the bindery facility. Incumbents operating process cameras schedule work in the camera/stripping/platemaking section; maintain records; determine the type of printing plates to be used for a particular job; and assist in evaluating new processes and materials. In addition, incumbents must possess a thorough knowledge of process cameras, platemaking, and offset printing and bindery operations; and must be capable of efficiently operating and trouble-shooting all equipment, and training others.

Requirements: Demonstrated competence and performance at the Printer 2 level, or an equivalent combination of education and experience, is the minimum qualification for this level.

PRINTER 4 783.4

Under general direction, incumbents perform and supervise the performance of any duties which can be performed by a Printer 3. As assistant supervisors, incumbents schedule work throughout the section, maintain established printing quality standards, train new employees, and perform other related duties as required.

Requirements: Demonstrated competence and performance at the Printer 3 level, or an equivalent combination of education and experience, is the minimum qualification for this level.

784.1 - 784.4
PRINT ROOM OPERATOR

PRINT ROOM OPERATOR 784.1 REVISED: 10/1/78

Under supervision, performs required duties in the operation of a tracing vault. Makes contact prints of tracings, folds, and collates print production, operates tracing loan and storage files, and maintains records of loans from the files and materials used. May operate film viewer, act as courier, and clean print room equipment. Performs related work as required.

Requirements: High school graduate capable of typing 30 words per minute with special skills in manual arts or photography.

PRINT ROOM OPERATOR, SENIOR 784.2

Under general supervision, performs required duties in the operation of a printing section. Makes contact sepia reproducibles, autopositive prints, composite tracing, half-size projection prints and diazo film duplicates. Cuts and mounts film and maintains film files. Is capable of operating a Flexowriter, collator index, diazo printer and electrostatic production printer. Packages prints for distribution, documents secret prints and maintains distribution records. Performs related work as required.

Requirements: Minimum of 2 years' print room experience.

PRINT ROOM OPERATOR, PRINCIPAL 784.3

Supervises job order clarity and authority checks, print documentation and tracing destruction. Rejects or touches up film negatives as required. Plans daily production schedule and trains and rotates other expediters to fit work load. Prepares monthly activity reports and may recommend operation changes.

Requirements: Minimum of five years' print room experience.

PRINT ROOM CAMERA OPERATOR 784.4

Photographs engineering documents on 105, 35, or 16 mm film; processes film, makes production print full-size reproducibles from film; mixes photo chemicals, makes resolution and density tests, and evaluates and selects materials for camera work. Repairs print production equipment and prepares part requisitions.

Requirement: Minimum of 5 years print room experience.

791.1 - 791.2
PLANT ASSISTANT

PLANT ASSISTANT I 791.1 REVISED: 1/9/87

Under close supervision, performs a variety of support jobs in the Plant Shops. Performs tool crib operation, collecting and delivering tools and equipment from storage to job sites. Performs heavy labor tasks, such as digging with pick and shovel, pouring concrete, and lifting and moving heavy objects, assists in preparing job sites, and cleaning job sites, and moves office furniture. May perform routine gardening tasks.

Minimum Qualifications: Completion of training courses in shop work or maintenance work is desirable. Demonstrated mechanical aptitude and manual dexterity is desirable. Physical ability to lift and carry heavy objects is necessary.

PLANT ASSISTANT II 791.2

Under normal supervision performs a variety of semi-skilled duties in assisting higher skilled structural or maintenance personnel in the Plant Shops. May perform rough mechanical work under close direction of a mechanic, on structural or maintenance jobs. Handles materials, tools, equipment, and other supplies, as needed. Interprets standard prints.

Or, performs a variety of semi-skilled labor functions, requiring the ability to operate vehicular equipment for street-sweeping and road repair. Operates power, air, and hand tools in connection with demolition and excavation.

Or, performs a variety of semi-skilled specialized gardening tasks, such as pruning and trimming tree. Operates vehicular equipment, power tools, and hand tools in performing grounds-keeping functions.

Minimum Qualifications: In addition to meeting the requirements for Plant Assistant I, incumbents must have at least two years of experience in shop work, maintenance work, labor or gardening work. Demonstrated ability to operate the specific equipment and tools is essential.

795.1 - 795.4
RESEARCH TECHNICIAN

RESEARCH TECHNICIAN 795.1 REVISED: 10/1/78

Under close supervision, incumbents perform work requiring formal training or experience; must be able to exercise independent judgment when required; and work closely with chemists, physicists or other professional personnel. Research Technicians may also be required to be familiar with the operation and minor maintenance of complex scientific tool and machines. The duties cover a wide variety of specialized technical skills requiring: (l) application of knowledge usually acquired through one or more years of technical college courses, or equivalent and (2) experience gained in some of the following fields: data collection, reduction, and interpretation involving calculations, microscopes, optical comparators, vacuum systems, special purpose electronic tubes and/or systems, spectrometers, chemistry laboratory techniques, and radioactive counting techniques. Incumbents must be suited for work involving expensive materials and equipment.

RESEARCH TECHNICIAN, SENIOR 795.2

Incumbents perform work requiring a high degree of skill and judgment, and usually work independently but closely with the professional supervisor on difficult scientific work requiring an understanding of the attendant principles and unique techniques necessary to complete the work. The duties cover a wide variety of technical skills requiring: (l) application of knowledge usually acquired through two or more years of college training or equivalent experience and (2) two years of experience gained in some of the following fields: microscopes, optical comparators, vacuum systems, special purpose electronic tubes and/or systems, other complex scientific tools and machines, complex data collection, reduction, and interpretation, spectrometers, chemistry laboratory techniques, and radioactive counting techniques.

Incumbents are expected to exercise responsibility in programs involving very large expenditures for equipment and materials. A Senior Research Technician specifically engaged in the operation of research apparatus assists in the fabrication, assembly debugging, and trouble shooting of such apparatus under the supervision of higher level research personnel. The duties cover a wide variety of skills requiring experience gained in research techniques such as nuclear instrumentation, electronic circuitry, accelerators and ancillary research apparatus, optics, ultra low temperature apparatus, and vacuum systems.

RESEARCH TECHNICIAN, PRINCIPAL 795.3

Incumbents perform very difficult technical work requiring an unusual degree of skill and judgment, and must understand and apply a large number of professional qualifications to the subtle and difficult scientific principles associated with the problems posed by the professional supervisor, such as problematic planning and theoretical applications. Incumbents are responsible for costly materials and equipment. A principal Research Technician specifically engaged in the operation of research apparatus is responsible for the operation, trouble-shooting and debugging of such apparatus utilized in unorthodox research experimentation; and performs experiments after the technique has been established by scientists.

Incumbents must be able to exercise independent judgment when required, must be familiar with the operation and maintenance of complex scientific tools and machines, and must work independently, but in alliance with physicists or other professional personnel engaged in experimental work.

Incumbents assigned to research operations assist in the assembly and disassembly of accelerators and associated equipment, experimental setups, and experimental and personnel shielding; operate fork lift and pickup trucks and cranes to store, move or reposition research apparatus; and perform mechanical work as directed in the maintenance of accelerators and associated equipment. The duties cover a wide variety of specialized technical skills requiring: (l) application of broad basic knowledge usually acquired through several years of technical college courses or equivalent, and (2) application of specific knowledge normally obtained .in qualifying for a degree in science or engineering or gained in a long term cooperative working relationship with scientists and engineers.

RESEARCH SPECIALIST 795.4

I. Purpose: The purpose of this position is to identify those people who provide specialized technical services to an individual or group engaged in the scientific investigation of a Laboratory project or program. The Research Specialist combines advanced knowledge and skills in applying technical concepts in areas such as design; analysis and remedy of system problems; fabrication or testing of special materials, components or system which may require both standard and unique methods, techniques, procedures, operations or processes; or the operation, trouble-shooting and debugging of apparatus used in research.

II. Distinguishing Characteristics: Assignments contain elements similar to those performed by the highest qualified technicians. The difference is in the requirement to accomplish the most complex technical support assignments independently. Specifically, the general parameters or objectives are defined by a scientist or Technical Associate, and from these definitions the Research Specialist exercises discretion and judgment in the selection of designs, methods, materials, and equipment to accomplish the task. In the course of activity, incumbents serve as lead persons in directing the work of lower level Research Technician personnel. Incumbents assigned to accelerator operation groups and experimental groups serve as working leaders in the completion of specific phases of the assembly and disassembly of accelerators and associated equipment, experimental equipment and setups, and experimental and personnel shielding. Research Specialists are not required to establish objectives or parameters. The results of tasks, be it a piece of equipment or test data, are submitted to higher authority for evaluation, interpretation or utilization.

III. Qualifications: Entry into this classification requires demonstration of: (1) advanced technical skills in a scientific or engineering field; (2) ability to plan and carry out assignments independently; (3) ability to communicate effectively on technical matters with scientists and engineers; and (4) ability to instruct and give work direction. An individual may acquire these abilities through a combination of college-level technical training and/or work experience normally achieved in a cooperative and close working association with scientists and engineers. The important factor is not how individuals have acquired advanced skills but that they are demonstrated in the performance of the assignment by the incumbent.

797.1 - 797.4
TECHNICAL ILLUSTRATOR

TECHNICAL ILLUSTRATOR I 797.1 REVISED: 10/1/78

Performs relatively simple technical illustration duties such as preparing graphs, charts, line drawings, and illustrative material for slides. Receives detailed instructions from experienced members of the technical illustrating staff. The minimum qualifications for this classification are: (1) two years of formalized instructions in technical illustration or commercial art, or an equivalent combination of education and experience; (2) demonstrated ability to prepare graphs, charts, line drawings and illustrative material for slides in pen and pencil; and (3) the temperament to work effectively with scientists and engineers in support of their programs.

TECHNICAL ILLUSTRATOR 11 797.2

Skillfully prepares charts, graphs, line drawings, lettering, isometric drawings working from engineering blueprints, and engineering drawings employing orthographic projection while working under general supervision. Performs assignments such as preparing three dimensional illustrations, visual aids, animation cells for motion pictures, photographic retouching, and production layout for brochures and technical publications while working under immediate supervision and in accordance with detailed written or verbal instructions.

May be required: (1) to develop or assemble simple finished art work used in visual aid presentations employing color, line work, free hand drawing, and airbrush; (2) to use airbrush to achieve flat tone, simple graduated effects, and basic photographic retouching; (3) to prepare elements for use in displays requiring construction of simple modeling tasks, and background and finished art; (4) to interpret blueprints; and (5) to know graphic reproduction processes.

The minimum qualifications for this classification are: (1) two years of formalized instruction in technical illustration or commercial art plus one year of technical illustration experience, or an equivalent combination of education and experience; (2) demonstrated ability to perform skillfully a variety of assignments using basic techniques, and standard mechanical aids; and (3) the temperament to work effectively with scientists and engineers in support of their programs.

TECHNICAL ILLUSTRATOR III 797.3

Working under general supervision, performs complex technical illustration assignments and exercises a high degree of skill in using many techniques. Plans own work. Understands and translates the requester's verbal or written ideas, and clarified illustrating situations that are not familiar to the requester. Prepares interpretative as well as factual material. Creates renditions of present projects and future concepts in black and white and in color for publications and motion pictures. Applies a working knowledge of graphic reproduction, offset printing processes and typography to obtain optimum effects for publications. Creates and develops extensive finished art and special effects. Collaborates with technical and supervisory personnel in planning for display projects.

The minimum qualifications for this classification are: (1) five years of progressively more responsible technical illustration experience; (2) demonstrated ability to perform assignments applying a journeyman level of skill to all of the technical illustration techniques; and (3) the temperament to work effectively with scientists and engineers in support of their programs.

TECHNICAL ILLUSTRATOR IV 797.4 REVISED: 10/1/78

Working under minimum supervision, performs a variety of highly specialized assignments requiring extensive experience, analytical ability and creative ingenuity. Understands, interprets, and portrays abstract scientific and engineering concepts that cannot be observed or copied. Visualizes in pictorial terms data or objects that are described orally or presented in terms of ideas or suggestions. Determines the size of the finished illustration, degree of detail desired, aspects to be shown, information to be emphasized, and art media to be used based upon ideas of client. Produces high quality and technically accurate environmental conceptual illustrations. Applies a working knowledge of blueprints, graphic reproduction, offset printing processes and typography. May serve as a working supervisor and be responsible for a small group of technical illustrators, or help plan and coordinate the work of a large group of technical illustrators.

The minimum qualifications for this classification are: (1) five years of progressively more responsible technical illustration experience; (2) demonstrated ability to work on own initiative applying advanced techniques in the field of technical illustration, graphic arts, and reproduction processes; and (3) demonstrated ability to work effectively, harmoniously and under pressure with scientists and engineers in support of their programs.

798.1 - 798.4
PHOTOGRAPHIC SPECIALIST

PHOTOGRAPHIC SPECIALIST I 798.1 REVISED: 10/1/78

Under close supervision, incumbents perform a variety of standard photographic laboratory functions such as mounting slides, opaquing negatives, working in the photo finishing area, and checking and filing negatives. Incumbents also perform copy work, make slides, splice negatives, operate the densitometer, and operate film processors on routine jobs. This is an entry level position. Execution of assignments requires formalized training in photographic processes or an equivalent combination of education and experience.

PHOTOGRAPHIC SPECIALIST II 798.2

Under supervision, incumbents make prints from line or continuous tone negatives using automatic print processors, and produce printed circuit film positives from negatives or direct autopositive materials. Working from line or continuous tone art work and photographs, Photographic Specialists II also produce and process black and white slides and copy film. In addition, incumbents process black and white sheet films and various size roll films; copy color originals and make negatives; strip and splice negatives; maintain and make adjustments and minor repairs on the processors; and operate enlargers (35mm to 8 x 10) . Photographic Specialists II operate large process cameras for copying line and continuous tone originals, including photographing printed circuit art work to critical dimensions; perform still photography (either in the studio or on location) for publicity, technical or administrative documentary needs; and use a variety of other equipment to produce quality photographic work. This is an operational level position. Execution of assignments requires the ability to use a view camera, knowledge of lighting techniques, and experience in industrial photography and film processing or an equivalent combination of education and experience.

PHOTOGRAPHIC SPECIALIST III 798.3

Under minimal supervision, incumbents print color work in addition to performing the tasks defined under Photographic Specialist II; and may also plan, schedule, and assign work, and train others and appraise their work. Incumbents must use professional-level camera techniques on photography assignments and possess a thorough key operator knowledge of all equipment used, exercising independent judgment and initiative in the performance of assigned duties. Demonstrated competence and performance at the Photographic Specialist II level, or an equivalent combination of education and experience, is the minimum qualification for this level.

PHOTOGRAPHIC SPECIALIST IV 798.4

Under general direction, incumbents serve as assistant supervisors of the photographic laboratory, or are responsible for the performance of a specialized section within the photo lab. Incumbents plan, schedule, assign and appraise the work of others, develop and maintain procedures for the efficient and economical accomplishment of assigned projects. Demonstrated competence and performance at the Photographic Specialist II level, or an equivalent combination of work and experience, is the minimum qualification for this level.

799.1 - 799.3
INTERN / ON-THE-JOB TRAINEE/ GENERAL HELPER

INTERN 799.1 REVISED: 3/1/89

The classification of Intern is designed to provide a career ladder at the Laboratory for those employees who have been selected to obtain on-the-job training, as well as academic and/or vocational training to upgrade their skills and knowledge in order to progress to a higher classification.

An incumbent in the classification of Intern is required to attend academic and/or vocational classes 50% of the time and receive on-the-job training the remainder of the time (50%). The incumbent receives guidance and work experience directly related to the acquisition of the fundamental knowledge and skills essential to the entrance into the designated classification. The incumbent works under close supervision and performs duties in a training capacity and is expected to learn specific functions and progress significantly during the specified training program.

This classification is distinguished from the class of Special Trainee in that the Intern is expected to obtain academic and/or vocational training for the receipt of a degree, diploma, or certificate.

The entry level salary into this classification is the salary that the employee has when he or she is appointed as an Intern. Any salary adjustments during the time the employee is in this classification will be based on his/her progress in the program. The salary range for the classification is left open as employees from a variety of classifications of various salary ranges will be reclassified to Intern.

ON-THE-JOB TRAINEE 799.2

The classification of Intern is designed to provide a career ladder at the Laboratory for those Under close supervision, performs duties in a training capacity in one of the Laboratory's organizational units, utilizing those vocational skills found to be a current requirement in general industry. The trainee receives guidance and work experience directed toward acquisition of the fundamental knowledge and skills essential to entrance into one of the following fields: clerical services, drafting, equipment maintenance, custodial services, the craft occupations and/or other selected fields as determined from time to time. Qualifications for becoming a trainee are judged on an individual basis in relation to a specific vocational field. This includes an assessment of the candidate's potential for being able to acquire measurable fundamental knowledge and skills within the time limits of a specific training program.

GENERAL HELPER 799 3

Under very close supervision, does simple, miscellaneous work. This may include such work as sorting, arranging, listing, or recording material; simple office work; delivering or picking up light material; taking measurements, recording data or revising drawings; removing weeds or trash; or assembling parts of equipment or operating simple mechanisms.

799.5
STUDENT ASSISTANT

STUDENT ASSISTANT 799.5 REVISED: 3/1/89

The classification of Student Assistant is designed to provide work experience at the Laboratory for high school and college students who are majoring in the physical or life sciences engineering, computer science, business administration, or technical training (i.e., electronics technician, graphic artist, mechanical technician, etc.).

Student Assistants will be associated with members of the scientific, technical, and administrative staff of the Laboratory. Assignments will be in accordance with particular Divisional/Departmental programs, requirements, and needs.

This classification is reserved exclusively for students who will be involved in job assignments which will enhance their education and/or career goals through exposure to tasks in their specific area of study and/or exposure to the working environment.

The Student Assistant definition is distinct from the Graduate Student Research Assistant, GSRA, which is reserved for a student who must be currently enrolled in a UC program and whose research must be performed under the direction of a UC faculty member.

The salary level for incumbents in this classification will be based on a (flat) step rate system determined by the student's level of education (i.e., Step 1, less than high school graduation; Step 2, high school graduate, but less than one year college; Step 3, one or more years college completed but less than four years; Step 4, four years college completed (with a Bachelor's Degree) and above). The top salary step for this classification is aligned with the minimum of the salary range for the LBL classification of Graduate Student Research Assistant.

SKILLED CRAFTS

CLASS SPECIFICATIONS REVISED: 1/9/87

The description of work performed in each classification briefly describes the major rate setting characteristics of that classification and, of necessity, cannot describe all activities, whether regularly performed or not, involved in individual job assignments.

GENERAL SCOPE OF RESPONSIBILITY

Performs the most complex craft work in layout, fabrication, installation, operation, service preservation, troubleshooting, repair and modification of Laboratory facilities and equipment. Performs the most demanding electrical, refrigeration, air conditioning, plumbing, piping, carpentry, welding, sheet metal, painting or related structural and maintenance functions. May be required to perform activities under critical time pressures, in confined spaces and/or at heights. Utilizes required protective clothing and safety equipment as necessary.

Exercises independent judgment, applies theoretical principles, takes measurements and may make complex mathematical calculations. Demonstrates a thorough knowledge of relevant building codes, accepted trade practices and safety regulations. Makes up material lists, and selects substitute material according to availability, based on understanding of specifications and allowable variations. Works from complicated prints, diagrams, charts, sketches and written or verbal instructions.

Evaluates the practicability of designs and processes and contributes ideas regularly for improvements in safety, design or operation. Modifies techniques, tools and equipment as needed. Keeps records and may make written project status reports. May lead and/or instruct lesser-skilled personnel.

Minimum Qualifications: Incumbents must demonstrate the following qualifications as acquired in formal apprenticeship, directly related technical training, equivalent work experience or a combination thereof; an understanding of the theoretical principles of the particular craft, ability to derive and apply information contained in complex blueprints and diagrams, knowledge of relevant building codes and safety regulations, and the ability to carry out the most complex assignments independently.

902.3 - 902.5
SHEET METAL WORKER

SHEET METAL WORKER 902.3 REVISED: 1/9/87

Performs complex fabrication, installation, repair, and modification of Laboratory structural or experimental apparatus and equipment utilizing advanced knowledge, skills and judgment. Fabricates unique apparatus to extremely close tolerances from common or uncommon materials. Utilizes a variety of hand tools, welding equipment, power tools, and precision measuring instruments to cut, spin, shape, join, and smooth material to achieve specified strength, shape, and surface finish.

LEAD SHEET METAL WORKER 902.5 REVISED: 6/13/94

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from the supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports, and evaluates the quantity and quality of work performed by subordinates. Reports progress of delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of department and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

906.3 - 906.5
WELDER

WELDER 906.3 REVISED: 1/9/87

Performs complex fabrication, installation, repair, and modification of Laboratory structural or experimental apparatus and equipment utilizing advance knowledge, skills and judgment. Performs welding operations of all types on a variety of ferrous and non-ferrous material, including alloys and exotic metals. Determines methods, procedures, equipment and material, best suited for the operation to be performed. Fabricated weldments to close tolerance using electric arc or inert gas welding techniques and installs fabricated parts as required using appropriate equipment. Performs reinforcing metal work to reinforce concrete structures.

LEAD WELDER 906.5 REVISED: 6/13/94

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from the supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports and evaluates the quantity and quality of work performed by subordinates. Reports progress of delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of department and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

910.2 - 910.6
PLANT MAINTENANCE TECHNICIAN

PLANT MAINTENANCE TECHNICIAN, SENIOR 910.2 REVISED: 1/9/87

Under normal supervision, performs surveillance, maintenance, and operation, and general fabrication and installation, of a large variety of plant and research equipment. Contributes suggestions for improvements in design and operation of equipment and systems.

Plant Maintenance and Operation: Inspects, tests, and evaluates the operation of plant equipment and components, diagnosing malfunctions without detailed instruction, utilizing test equipment as required; and monitors and operates low and high pressure boilers. Performs various service procedures, including calibration, on a large number of units and systems. Repairs and fabricates parts in the field or in a shop. Operates utility distribution systems.

Research Maintenance and Operation: Performs complex layout, fabrication, and installation of experimental equipment, from general instructions and diagrams. Fabricates a variety of parts, using hand tools, lathes, milling machines, and drill presses. Starts and stops various units according to experiment requirements.

Minimum Qualifications: Completion of an apprenticeship program is highly desirable, although the completion of two years of technical college courses, plus two years of related experience in the field of maintenance, plant operation, installation or fabrication, or an equivalent combination of experience and education, would be acceptable.

PLANT MAINTENANCE TECHNICIAN, PRINCIPLE 910.3

Under limited supervision, performs varied and difficult surveillance, maintenance, operation, fabrication, and installation of plant and research equipment. Contributes ideas for improvements in design and operations, based upon practical knowledge and experience. May lead and/or instruct Technicians or Senior Technicians.

Plant Maintenance and Operation: Inspects, tests, and evaluates the operation of critical equipment and systems, including boilers and gas engines; monitors and operates low and high pressure boilers; provides emergency solutions in cases of breakdown; services, repairs and overhauls cranes, and extensive units and systems; and fabricates complex parts.

Research Maintenance and Operation: Designs, fabricates and installs highly specialized experimental equipment, from verbal instructions, sketches, or engineering drawings.

Minimum Qualifications: In addition to meeting the requirements for Senior Plant. Maintenance Technician, incumbents must have fours years of experience in the field of maintenance, plant operations, installation, or fabrication; or incumbent must have satisfactorily completed a four-year apprenticeship program in plant maintenance.

PLANT MAINTENANCE SPECIALIST 910.4 REVISED: 1/9/87

Performs complex surveillance, maintenance, repair, fabrication, installation, and operation of plant and research equipment. Performs the most demanding techniques on critical equipment and systems involving utilization of theoretical knowledge, application of precision skills, and exercise of independent judgment. Works from print, sketches, or verbal instructions; and contributes ideas regularly for improvements in design or operation; modifies techniques, tools, and equipment as needed. May lead and/or instruct lesser-skilled personnel.

Plant Maintenance and Operation: Inspects, tests, and evaluates the operation of complicated controls, including thermostats, humidistats, and pressurestats, accumulators, regulators, valves, pumps, and gauges. Trouble-shoots vital systems to determine cause of disruption; makes emergency adjustments and repairs where feasible, or arranges alternative means of service, involving heating and ventilating, air conditioning, cooling, vacuum, and hydraulic systems. May test, operate, calibrate and trouble-shoot mechanical fire detection, annunciation, and suppression systems as necessary to assure safety and reliability. Coordinates activities with fire department and other craft personnel to provide alternative services during systems failures, modifications and additions to assure continuous coverage. Develops and maintains documentation indicating testing periods, responses and corrective action taken.

Research Maintenance and Operation: Installs, maintains, modifies, and provides design consultation of various complicated equipment advanced technical skills and the ability to plan and carry out the most complex assignments independently.

Minimum Qualifications: In addition to meeting the requirements for Principal Plant Maintenance Technician, incumbents must demonstrate advanced technical skills and the ability to plan and carry out the most complex assignments independently.

LEAD PLANT MAINTENANCE TECHNICIAN 910.5

Under general supervision, performs leadership duties in plant maintenance and operation, and research maintenance and operation. Receives general direction from supervisor, provides leadership to a minimum to two subordinates in the Plant Maintenance Technician series. Provides instructions on the scope and objectives of assigned work. In addition to leadership. performs technical work for a substantial part of the time. Explains and demonstrates techniques as demanded by the jobs. Evaluates quality and quantity of work of subordinates. Reports job progress to supervisor; refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies.

Minimum Qualifications: In addition to the requirements for the particular Plant Maintenance Technician level, incumbents must demonstrate leadership ability.

PLANNER ESTIMATOR - PLANT MAINTENANCE TECHNICIAN 910.6 REVISED: 6/13/94

Under direction, Planner-Estimators perform the planning and estimating for construction and maintenance shops in the repair, alteration, and new construction of buildings and equipment installed on grounds or in buildings. Incumbents estimate job-hour requirements and costs by shops, using available performance standards, historical data, and the application of knowledge acquired as a craftworker; assist in determining the amount, types and costs of material needed; analyze work to be accomplished in line with accepted trade practices, specifications, drawings and sketches; review work to assure compliance with appropriate building codes and standards, and policies established by appropriate Laboratory divisions for departments; and perform other related duties as required. Execution of assignments requires experience in one or more building or mechanical crafts, including experience at the operational level in one of the crafts; experience in reading and interpreting blueprints and construction or modification specifications; or an equivalent combination of education and experience.

920.5
LABORER SPECIALIST

LABORER SPECIALIST 920.5 REVISED: 1/9/87

Under general supervision, performs various duties as a working leader of semi-skilled and unskilled laborers. Provides leadership a minimum of 25% of the time. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports and evaluates the quantity and quality of work performed by subordinates. Reports progress or delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies. May, in addition to providing leadership, operate vehicular equipment for excavating, grading and material movement and may spread, shape, level, smooth or otherwise finish poured concrete.

930.3 - 930.6
CARPENTER

CARPENTER 930.3 REVISED: 1/9/87

Works with a wide variety of adhesives, anchors, joiners, woods, plastics, tiles, composites, and hardware to perform standard and custom engineered framing and finish work on a variety of projects such as concrete forms, foundations, floors, stairs, handrails, platforms, equipment enclosures, and retaining walls. Erects and installs scaffolding and trench shoring. Fabricates shipping and storage containers. Specialized areas of responsibility may include more technically demanding and complex equipment and processes such as fabrication of custom cabinets, furniture, precision research apparatus containers, device models and the installation, service and repair of intricate locking mechanisms for doors, files and safes.

LEAD CARPENTER 930.5

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports, and evaluates the quantity and quality of work performed by subordinates.

Reports progress of delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

PLANNER ESTIMATOR - CARPENTER 930.6 REVISED: 6/13/94

Under direction, Planner-Estimators perform the planning and estimating for construction and maintenance shops in the repair, alteration, and new construction of buildings and equipment installed on grounds or in buildings. Incumbents estimate job-hour requirements and costs by shops, using available performance standards, historical data, and the application of knowledge acquired as a craftworker; assist in determining the amount, types, and costs of material needed; analyze work to be accomplished in line with accepted trade practices, specifications, and drawings and sketches; review work to assure compliance with appropriate building codes and standards, and policies established by appropriate Laboratory divisions for departments; and perform other related duties as required. Execution of assignments requires experience in one or more building or mechanical crafts, including experience at the operational level in one of the crafts; experience in reading and interpreting blueprints and construction or modification specifications; or an equivalent combination of education and experience.

940.3 - 940.6
ELECTRICIAN

ELECTRICIAN 940.3 REVISED: 1/22/91

Installs conduit, wireways, cable trays, raceways, and enclosures; installs and connects wires, cables, and busswork; and connects outlet devices, switches, lighting, transformers, relays, motors, generators, electromechanical and electronic controls, signaling, and overcurrent protection systems. Specialized areas of responsibility may include more technically complicated plant and research equipment and processes such as servicing, trouble-shooting, and repairing of machine tools, alarm systems, motors generators, conveyors, cranes, automatic doors, and a variety of controls associated with energy management systems, solid state electronics, boiler operations, high pressure gas, and hydraulic systems. May perform high voltage cable splicing.

LEAD ELECTRICIAN 940.5

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports and evaluates the quantity and quality of work performed by subordinates. Reports progress or delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

PLANNER ESTIMATOR - ELECTRICIAL 940.6 REVISED: 6/13/94

Under direction, Planner-Estimators perform the planning and estimating for construction and maintenance shops in the repair, alteration, and new construction of buildings and equipment installed on grounds or in buildings. Incumbents estimate job-hour requirements and costs by shops, using available performance standards, historical data, and the application of knowledge acquired as a craftworker; assist in determining the amount, types and costs of material needed; analyze work to be accomplished in line with accepted trade practices, specifications, drawings and sketches; review work to assure compliance with appropriate building codes and standards, and policies established by appropriate Laboratory divisions for departments; and perform other related duties as required. Execution of assignments requires experience in one or more building or mechanical crafts, including experience at the operational level in one of the crafts; experience in reading and interpreting blueprints and construction or modification specifications; or an equivalent combination of education and experience.

942.3 - 942.5
ELEVATOR MECHANIC

ELEVATOR MECHANIC 942.3 REVISED: 1/22/91

Performs a variety of skilled tasks in the maintenance, modification and repair of elevators and dumbwaiters to meet applicable safety regulations and building codes. Locates and determines causes of trouble in brakes, motors, switches and signal control systems, using test lamps, ammeters, and voltmeters; disassembles defective units and repairs or replaces parts such as locks, gears, cables, electrical wiring and faulty safety devices; and installs pushbutton controls and other devices to modernize elevators.

LEAD ELEVATOR MECHANIC 942.5

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives on assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports and evaluates the quantity and quality of work performed by subordinates. Reports progress or delays and refers major problems to supervisor for resolution. In absence of Supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

950.3 - 950.6
PLUMBER/FITTER

PLUMBER / FITTER 950.3 REVISED: 1/22/91

Utilizes knowledge of flow principles, pressures, and pipe dimensions to modify and provide design consultation on unique experimental equipment piping systems involving water, air, waste disposal, special liquids, and gases. Works with a variety of piping material such as polyvinyl chloride, terra-cotta cast iron, and glass tubing. Utilizes a variety of craft-related tools and techniques, including welding, brazing, and pipefitting to accomplish repair and installation.

LEAD PLUMBER/FITTER 950.5

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports, and evaluates the quantity of work performed by subordinates. Reports progress or delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

PLANNER ESTIMATOR - PLUMBER 950.6 REVISED: 6/13/94

Under direction, Planner-Estimators perform the planning and estimating for construction and maintenance shops in the repair, alteration, and new construction of buildings and equipment installed on grounds or in buildings. Incumbents estimate job-hour requirements and costs by shops, using available performance standards, historical data, and the application of knowledge acquired as a craftworker; assist in determining the amount, types and costs of material needed; analyze work to be accomplished in line with accepted trade practices, specifications, drawings and sketches; and review work to assure compliance with appropriate building codes and standards, and policies established by appropriate Laboratory divisions for departments; and perform other related duties as required. Execution of assignments requires experience in one or more building or mechanical crafts, including experience at the operational level in one of the crafts; experience in reading and interpreting blueprints and construction or modification specifications; or an equivalent combination of education and experience.

952.3 - 952.5
AIR-CONDITIONING/REFRIGERATION MECHANIC

AIR-CONDITIONING/REFRIGERATION MECHANIC 952.3 REVISED: 1/22/91

Fabricates, installs, operates, modifies, troubleshoots, services, and repairs residential, commercial, industrial and scientific research air-conditioning and refrigeration equipment and control systems. Performs complete overhaul on chiller, compressor, refrigeration, heating, and air-conditioning units utilizing a variety of craft-related tools and techniques.

LEAD AIR-CONDITIONING/REFRIGERATION MECHANIC 952.5

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports and evaluates the quantity and quality of work performed by subordinates. Reports progress or delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

960.3 - 960.5
PAINTER

PAINTER 960.3 REVISED: 1/22/91

Prepares surfaces and applies a wide variety of coatings to protect, improve appearance, and code the function of plant and designated research equipment, structures, buildings, roadways, and parking areas. Selects, mixes, and matches coatings for specific utilization, consistency, texture, and color. Uses a variety of application techniques including dipping, mopping, brushing, and spraying. May also perform glazier work, drywall tape and texture, sign painting, stencil fabrication, and sand/water blasting operations.

LEAD PAINTER 960.5

Under general supervision, performs leadership duties and tasks of the trade in the accomplishment of structural and maintenance jobs. Receives general direction from the supervisor and provides leadership a minimum of 25% of the time, to at least one subordinate, depending on the complexity of the particular project. Gives instructions on scope and objectives of assigned projects, explains and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports, and evaluates the quantity and quality of work performed by subordinates. Reports progress of delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of department and Laboratory policies. In addition to leadership, performs craft work, as specified in the appropriate description, a minimum of 50% of the time.

970.0 - 970.5
LEAD LIGHTING TECHNICIAN

LIGHTING TECHNICIAN 970.3 REVISED: 6/13/94

Performs a variety of duties associated with the maintenance, repair, alteration, testing and installation of regular and emergency lighting fixtures. Trouble-shoots, identifies, and replaces defective switches, ballasts, wiring, etc.

LEAD LIGHTING TECHNICIAN 970 5 REVISED: 1/9/87

Performs a variety of duties associated with the maintenance, repair, alteration, testing and installation of regular and emergency lighting fixtures. Trouble-shoots, identifies, and replaces defective switches, ballasts, wiring, etc. Coordinates access to work site and directs the work of lesser-skilled personnel when performing lighting maintenance projects such as identifying defective ballasts, washing florescent tubes and re-lamping lighting fixtures Laboratory-wide.

980.5
GARDENER SPECIALIST

GARDENER SPECIALIST 980.5 REVISED: 1/9/87

Under general supervision, performs various duties as a working leader of semi-skilled and unskilled employees in gardening operations. Provides leadership a minimum of 25% of the time. Gives instructions on scope and objectives of assigned projects, explains, and demonstrates techniques, obtains materials and equipment, maintains records, prepares status reports, and evaluates the quantity and quality of work performed by subordinates. Reports progress of delays and refers major problems to supervisor for resolution. In absence of supervisor, may assume supervisor's duties, requiring knowledge of departmental and Laboratory policies.

FY 1996 Non-Represented Rate Ranges
Alphabetical Order

JOB TITLE	JOB CODE	REPRE-SENTED	FLSA STATUS	EEO CODE	RANGE MINIMUM	2nd QUARTILE	MIDPOINT	3rd QUARTILE	RANGE MAXIMUM
‹dministrative Specialist 1	568.1	NR	NE	D02	$13.85	$15.08	$16.31	$17.53	$18.75
Administrative Specialist 2	168.2	NR	E	B13	$2,722	$3,063	$3,403	$3,744	$4,084
Administrative Specialist 2 - N/E	504.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Administrative Specialist 3	168.3	NR	E	B13	$3,205	$3,606	$4,006	$4,407	$4,807
Administrative Specialist 3 - N/E	505.0	NR	NE	D01	$17.97	$20.22	$22.46	$24.71	$26.95
Administrative Specialist 4	168.4	NR	E	B13	$3,772	$4,244	$4,715	$5,187	$5,658
Administrative Specialist 5	168.5	NR	E	A03	$4,372	$4,971	$5,569	$6,168	$6,766
Administrator 1	567.1	NR	NE	D02	$13.85	$15.08	$16.31	$17.53	$18.75
Administrator 2	167.2	NR	E	B13	$2,722	$3,063	$3,403	$3,744	$4,084
Administrator 2 -N/E	502.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Administrator 3	167.3	NR	E	B13	$3,205	$3,606	$4,006	$4,407	$4,807
Administrator 3 - N/E	503.0	NR	NE	D01	$17.97	$20.22	$22.46	$24.71	$26.95
Administrator 4	167.4	NR	E	B13	$3,772	$4,244	$4,715	$5,187	$5,658
Administrator 5	167.5	NR	E	A03	$4,372	$4,971	$5,569	$6,168	$6,766
Change Control Administrator	263.1	NR	E	B04	$2,718	$3,058	$3,398	$3,738	$4,078
Change Control/Security Supervisor	263.2	NR	E	B04	$3,810	$4,372	$4,934	$5,496	$6,057
Chief Facilities Estimator III	226.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Computer Operations Supervisor	262.3	NR	E	B04	$4,691	$5,395	$6,098	$6,802	$7,505
Computer Systems Engineer I	260.1	NR	E	B04	$3,166	$3,617	$4,068	$4,520	$4,971
Computer Systems Engineer I, Trainee	260.0	NR	E	B04	$2,906	$3,313	$3,719	$4,126	$4,533
Computer Systems Engineer II	260.2	NR	E	B04	$3,810	$4,372	$4,934	$5,496	$6,057
Computer Systems Engineer III	260.3	NR	E	B04	$4,691	$5,395	$6,098	$6,802	$7,505
Computer Systems Engineer IV	260.4	NR	E	B04	$5,879	$6,761	$7,643	$8,525	$9,407
Computer Systems Manager I	261.4	NR	E	B04	$5,225	$6,009	$6,793	$7,577	$8,361
Computer Systems Manager II	261.5	NR	E	B04	$5,879	$6,761	$7,643	$8,525	$9,407
Computer Systems Supervisor	261.3	NR	E	B04	$4,691	$5,395	$6,098	$6,802	$7,505
Division Director	198.1	NR	E	A01	$8,807	$10,122	$11,437	$12,752	$14,067
Electronics Engineering Associate	302.1	NR	E	C03	$3,680	$4,189	$4,698	$5,207	$5,716
'ectronics Engineering Associate, Senior	302.2	NR	E	C03	$3,985	$4,533	$5,081	$5,629	$6,177
›nvironmental Health & Safety Professional 1	230.1	NR	E	B16	$2,906	$3,313	$3,719	$4,126	$4,533
Environmental Health & Safety Professional 2	230.2	NR	E	B16	$3,810	$4,372	$4,934	$5,496	$6,057
Environmental Health & Safety Professional 3	230.3	NR	E	B16	$4,691	$5,395	$6,098	$6,802	$7,505
Environmental Health & Safety Professional 4	230.4	NR	E	B16	$5,879	$6,761	$7,643	$8,525	$9,407
Facilities Architect I	220.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Architect II	220.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Architect, Chief	220.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Civil/Structural Engineer I	221.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Civil/Structural Engineer II	221.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Civil/Structural Engineer, Chief	221.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Electrical Engineer I	222.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Electrical Engineer II	222.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Electrical Engineer, Chief	222.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Energy Management Eng., Chief	224.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Energy Management Engineer I	224.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Energy Management Engineer II	224.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Estimator II	226.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Mechanical Engineer I	223.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Mechanical Engineer II	223.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Mechanical Engineer, Chief	223.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Planner I	227.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Planner II	227.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Planner, Chief	227.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Project Manager I	225.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Project Manager II	225.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Project Manager, Chief	225.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Fire Chief	345.1	NR	E	A05	$4,665	$5,365	$6,065	$6,765	$7,465
Fire Chief, Assistant	345.0	NR	E	A05	$3,985	$4,533	$5,081	$5,629	$6,177

FY 1996 Non-Represented Rate Ranges
Alphabetical Order

JOB TITLE	JOB CODE	REPRE-SENTED	FLSA STATUS	EEO CODE	RANGE MINIMUM	2nd QUARTILE	MIDPOINT	3rd QUARTILE	RANGE MAXIMUM
Graduate Student Research Assistant*	214.1	NR	E	N/A	$2,166	$2,166	$2,166	$2,166	$2,166
Graduate Student Research Assistant*	214.2	NR	E	N/A	$2,332	$2,332	$2,332	$2,332	$2,332
Graduate Student Research Assistant*	214.3	NR	E	N/A	$2,587	$2,587	$2,587	$2,587	$2,587
Graduate Student Research Assistant*	214.4	NR	E	N/A	$2,795	$2,795	$2,795	$2,795	$2,795
Graduate Student Research Assistant*	214.5	NR	E	N/A	$2,981	$2,981	$2,981	$2,981	$2,981
Graduate Student Research Assistant*	214.6	NR	E	N/A	$3,120	$3,120	$3,120	$3,120	$3,120
Lead Technologist	720.0	NR	NE	C04	$19.85	$22.60	$25.35	$28.10	$30.85
Management 1	199.1	NR	E	A03	$4,976	$5,720	$6,463	$7,206	$7,949
Management II	199.2	NR	E	A03	$6,424	$7,383	$8,342	$9,302	$10,261
Management III	199.3	NR	E	A03	$7,387	$8,491	$9,594	$10,698	$11,801
Material Specialist	166.1	NR	E	F01	$2,722	$3,063	$3,403	$3,744	$4,084
Material Specialist - N/E	501.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Mechanical Engineering Associate	306.1	NR	E	C02	$3,680	$4,189	$4,698	$5,207	$5,716
Mechanical Engineering Associate, Senior	306.2	NR	E	C02	$3,985	$4,533	$5,081	$5,629	$6,177
Medical Laboratory Technologist I	731.1	NR	NE	C06	$18.40	$20.70	$23.00	$25.30	$27.60
Medical Laboratory Technologist II	731.2	NR	NE	C06	$19.85	$22.60	$25.35	$28.10	$30.85
Occupational Health Nurse III	180.3	NR	E	C06	$3,810	$4,372	$4,934	$5,496	$6,057
Occupational Physician	231.1	NR	E	B01	$6,616	$7,609	$8,601	$9,593	$10,585
Patent Advisor I	280.1	NR	E	A03	$3,772	$4,244	$4,715	$5,187	$5,658
Patent Advisor II	280.2	NR	E	A03	$4,372	$4,971	$5,569	$6,168	$6,766
Patent Advisor III	280.3	NR	E	A03	$4,976	$5,720	$6,463	$7,206	$7,949
Plant/Facilities Engineering Associate	308.1	NR	E	C07	$3,680	$4,189	$4,698	$5,207	$5,716
Plant/Facilities Engineering Associate, Senior	308.2	NR	E	C07	$3,985	$4,533	$5,081	$5,629	$6,177
Program Manager	218.2	NR	E	A03	$5,225	$6,009	$6,793	$7,577	$8,361
Program Manager, Sr.	218.3	NR	E	A03	$5,879	$6,761	$7,643	$8,525	$9,407
Project Manager	218.1	NR	E	A03	$4,216	$4,838	$5,459	$6,081	$6,703
Research Associate	381.1	NR	E	B11	$2,325	$2,643	$2,961	$3,279	$3,597
Research Associate, Principal	381.3	NR	E	B11	$3,680	$4,189	$4,698	$5,207	$5,716
Research Associate, Senior	381.2	NR	E	B11	$2,927	$3,328	$3,729	$4,130	$4,531
Research Associate, Staff	381.4	NR	E	B11	$3,985	$4,533	$5,081	$5,629	$6,177
Research Clinic Lab Technologist, Chief	372.1	NR	E	C06	$3,680	$4,189	$4,698	$5,207	$5,716
Scientific Engineering Associate	310.1	NR	E	C07	$3,680	$4,189	$4,698	$5,207	$5,716
Scientific Engineering Associate, Senior	310.2	NR	E	C07	$3,985	$4,533	$5,081	$5,629	$6,177
Supervisor Admin Serv 2 - N/E	506.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Supervisor Administrative Services 2	169.2	NR	E	D02	$2,722	$3,063	$3,403	$3,744	$4,084
Supervisor Administrative Services 3	169.3	NR	E	D02	$3,205	$3,606	$4,006	$4,407	$4,807
Technical Editor & Writer I	191.1	NR	E	B10	$2,280	$2,565	$2,850	$3,135	$3,420
Technical Editor & Writer II	191.2	NR	E	B10	$2,722	$3,105	$3,487	$3,870	$4,252
Technical Editor & Writer III	191.3	NR	E	B10	$3,205	$3,651	$4,096	$4,541	$4,986
Technical Editor & Writer IV	191.4	NR	E	B10	$3,772	$4,294	$4,815	$5,336	$5,856
Technical Editor & Writer V	191.5	NR	E	B10	$4,372	$5,009	$5,646	$6,283	$6,920
Technical Information Specialist 1	194.1	NR	E	B10	$2,280	$2,565	$2,850	$3,135	$3,420
Technical Information Specialist 2	194.2	NR	E	B10	$2,722	$3,105	$3,487	$3,870	$4,252
Technical Information Specialist 3	194.3	NR	E	B10	$3,205	$3,651	$4,096	$4,541	$4,986
Technical Information Specialist 4	194.4	NR	E	B10	$3,772	$4,294	$4,815	$5,336	$5,856
Technical Information Specialist 5	194.5	NR	E	B10	$4,372	$5,009	$5,646	$6,283	$6,920
Technical Manager	330.3	NR	E	A05	$5,108	$5,876	$6,643	$7,411	$8,178
Technical Superintendent	330.2	NR	E	A05	$4,260	$4,900	$5,539	$6,179	$6,818
Technical Supervisor	330.1	NR	E	A05	$3,680	$4,189	$4,698	$5,207	$5,716
Truck Driver, Lead	745.3	NR	NE	F01	$18.40	$20.70	$23.00	$25.30	$27.60
Student Assistant, Step 1	799.5	NR	NE	N/A	$6.23	(Less than high school graduation)			
Student Assistant, Step 2	799.5	NR	NE	N/A	$8.72	(H.S. graduation but < one year of college)			
Student Assistant, Step 3	799.5	NR	NE	N/A	$10.58	(One or more years of college)			
Student Assistant, Step 4	799.5	NR	NE	N/A	$12.45	(Bachelor's degree)			

NOTE: Non exempt employees' salaries reflect hourly wage and exempt employees' salaries reflect monthly salary.
"E" indicates Exempt and "NE" indicates Non Exempt.
"R" indicates Represented and "NR" indicates Not Represented.
* Single rate classification level.

FY 1996 Non-Represented Rate Ranges
Numerical Order

JOB TITLE	JOB CODE	REPRE SENTED	FLSA STATUS	EEO CODE	RANGE MINIMUM	2nd QUARTILE	MIDPOINT	3rd QUARTILE	RANGE MAXIMUM
Material Specialist	166.1	NR	E	F01	$2,722	$3,063	$3,403	$3,744	$4,084
Administrator 2	167.2	NR	E	B13	$2,722	$3,063	$3,403	$3,744	$4,084
Administrator 3	167.3	NR	E	B13	$3,205	$3,606	$4,006	$4,407	$4,807
Administrator 4	167.4	NR	E	B13	$3,772	$4,244	$4,715	$5,187	$5,658
Administrator 5	167.5	NR	E	A03	$4,372	$4,971	$5,569	$6,168	$6,766
Administrative Specialist 2	168.2	NR	E	B13	$2,722	$3,063	$3,403	$3,744	$4,084
Administrative Specialist 3	168.3	NR	E	B13	$3,205	$3,606	$4,006	$4,407	$4,807
Administrative Specialist 4	168.4	NR	E	B13	$3,772	$4,244	$4,715	$5,187	$5,658
Administrative Specialist 5	168.5	NR	E	A03	$4,372	$4,971	$5,569	$6,168	$6,766
Supervisor Administrative Services 2	169.2	NR	E	D02	$2,722	$3,063	$3,403	$3,744	$4,084
Supervisor Administrative Services 3	169.3	NR	E	D02	$3,205	$3,606	$4,006	$4,407	$4,807
Occupational Health Nurse III	180.3	NR	E	C06	$3,810	$4,372	$4,934	$5,496	$6,057
Technical Editor & Writer I	191.1	NR	E	B10	$2,280	$2,565	$2,850	$3,135	$3,420
Technical Editor & Writer II	191.2	NR	E	B10	$2,722	$3,105	$3,487	$3,870	$4,252
Technical Editor & Writer III	191.3	NR	E	B10	$3,205	$3,651	$4,096	$4,541	$4,986
Technical Editor & Writer IV	191.4	NR	E	B10	$3,772	$4,294	$4,815	$5,336	$5,856
Technical Editor & Writer V	191.5	NR	E	B10	$4,372	$5,009	$5,646	$6,283	$6,920
Technical Information Specialist 1	194.1	NR	E	B10	$2,280	$2,565	$2,850	$3,135	$3,420
Technical Information Specialist 2	194.2	NR	E	B10	$2,722	$3,105	$3,487	$3,870	$4,252
Technical Information Specialist 3	194.3	NR	E	B10	$3,205	$3,651	$4,096	$4,541	$4,986
Technical Information Specialist 4	194.4	NR	E	B10	$3,772	$4,294	$4,815	$5,336	$5,856
Technical Information Specialist 5	194.5	NR	E	B10	$4,372	$5,009	$5,646	$6,283	$6,920
Division Director	198.1	NR	E	A01	$8,807	$10,122	$11,437	$12,752	$14,067
Management 1	199.1	NR	E	A03	$4,976	$5,720	$6,463	$7,206	$7,949
Management II	199.2	NR	E	A03	$6,424	$7,383	$8,342	$9,302	$10,261
Management III	199.3	NR	E	A03	$7,387	$8,491	$9,594	$10,698	$11,801
Graduate Student Research Assistant*	214.1	NR	E	N/A	$2,166	$2,166	$2,166	$2,166	$2,166
Graduate Student Research Assistant*	214.2	NR	E	N/A	$2,332	$2,332	$2,332	$2,332	$2,332
Graduate Student Research Assistant*	214.3	NR	E	N/A	$2,587	$2,587	$2,587	$2,587	$2,587
Graduate Student Research Assistant*	214.4	NR	E	N/A	$2,795	$2,795	$2,795	$2,795	$2,795
Graduate Student Research Assistant*	214.5	NR	E	N/A	$2,981	$2,981	$2,981	$2,981	$2,981
Graduate Student Research Assistant*	214.6	NR	E	N/A	$3,120	$3,120	$3,120	$3,120	$3,120
Project Manager	218.1	NR	E	A03	$4,216	$4,838	$5,459	$6,081	$6,703
Program Manager	218.2	NR	E	A03	$5,225	$6,009	$6,793	$7,577	$8,361
Program Manager, Sr.	218.3	NR	E	A03	$5,879	$6,761	$7,643	$8,525	$9,407
Facilities Architect I	220.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Architect II	220.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Architect, Chief	220.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Civil/Structural Engineer I	221.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Civil/Structural Engineer II	221.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Civil/Structural Engineer, Chief	221.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Electrical Engineer I	222.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Electrical Engineer II	222.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Electrical Engineer, Chief	222.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Mechanical Engineer I	223.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Mechanical Engineer II	223.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Mechanical Engineer, Chief	223.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Energy Management Engineer I	224.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Energy Management Engineer II	224.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Energy Management Eng., Chief	224.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Project Manager I	225.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Project Manager II	225.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Project Manager, Chief	225.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Estimator II	226.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Chief Facilities Estimator III	226.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361
Facilities Planner I	227.1	NR	E	B08	$4,216	$4,838	$5,459	$6,081	$6,703
Facilities Planner II	227.2	NR	E	B08	$4,691	$5,395	$6,098	$6,802	$7,505
Facilities Planner, Chief	227.3	NR	E	B08	$5,225	$6,009	$6,793	$7,577	$8,361

FY 1996 Non-Represented Rate Ranges
Numerical Order

JOB TITLE	JOB CODE	REPRE SENTED	FLSA STATUS	EEO CODE	RANGE MINIMUM	2nd QUARTILE	MIDPOINT	3rd QUARTILE	RANGE MAXIMU
Environmental Health & Safety Professional 1	230.1	NR	E	B16	$2,906	$3,313	$3,719	$4,126	$4,53.
Environmental Health & Safety Professional 2	230.2	NR	E	B16	$3,810	$4,372	$4,934	$5,496	$6,057
Environmental Health & Safety Professional 3	230.3	NR	E	B16	$4,691	$5,395	$6,098	$6,802	$7,505
Environmental Health & Safety Professional 4	230.4	NR	E	B16	$5,879	$6,761	$7,643	$8,525	$9,407
Occupational Physician	231.1	NR	E	B01	$6,616	$7,609	$8,601	$9,593	$10,585
Computer Systems Engineer I, Trainee	260.0	NR	E	B04	$2,906	$3,313	$3,719	$4,126	$4,533
Computer Systems Engineer I	260.1	NR	E	B04	$3,166	$3,617	$4,068	$4,520	$4,971
Computer Systems Engineer II	260.2	NR	E	B04	$3,810	$4,372	$4,934	$5,496	$6,057
Computer Systems Engineer III	260.3	NR	E	B04	$4,691	$5,395	$6,098	$6,802	$7,505
Computer Systems Engineer IV	260.4	NR	E	B04	$5,879	$6,761	$7,643	$8,525	$9,407
Computer Systems Supervisor	261.3	NR	E	B04	$4,691	$5,395	$6,098	$6,802	$7,505
Computer Systems Manager I	261.4	NR	E	B04	$5,225	$6,009	$6,793	$7,577	$8,361
Computer Systems Manager II	261.5	NR	E	B04	$5,879	$6,761	$7,643	$8,525	$9,407
Computer Operations Supervisor	262.3	NR	E	B04	$4,691	$5,395	$6,098	$6,802	$7,505
Change Control Administrator	263.1	NR	E	B04	$2,718	$3,058	$3,398	$3,738	$4,078
Change Control/Security Supervisor	263.2	NR	E	B04	$3,810	$4,372	$4,934	$5,496	$6,057
Patent Advisor I	280.1	NR	E	A03	$3,772	$4,244	$4,715	$5,187	$5,658
Patent Advisor II	280.2	NR	E	A03	$4,372	$4,971	$5,569	$6,168	$6,766
Patent Advisor III	280.3	NR	E	A03	$4,976	$5,720	$6,463	$7,206	$7,949
Electronics Engineering Associate	302.1	NR	E	C03	$3,680	$4,189	$4,698	$5,207	$5,716
Electronics Engineering Associate, Senior	302.2	NR	E	C03	$3,985	$4,533	$5,081	$5,629	$6,177
Mechanical Engineering Associate	306.1	NR	E	C02	$3,680	$4,189	$4,698	$5,207	$5,716
Mechanical Engineering Associate, Senior	306.2	NR	E	C02	$3,985	$4,533	$5,081	$5,629	$6,177
Plant/Facilities Engineering Associate	308.1	NR	E	C07	$3,680	$4,189	$4,698	$5,207	$5,716
Plant/Facilities Engineering Associate, Senior	308.2	NR	E	C07	$3,985	$4,533	$5,081	$5,629	$6,177
Scientific Engineering Associate	310.1	NR	E	C07	$3,680	$4,189	$4,698	$5,207	$5,716
Scientific Engineering Associate, Senior	310.2	NR	E	C07	$3,985	$4,533	$5,081	$5,629	$6,177
Technical Supervisor	330.1	NR	E	A05	$3,680	$4,189	$4,698	$5,207	$5,716
Technical Superintendent	330.2	NR	E	A05	$4,260	$4,900	$5,539	$6,179	$6,81
Technical Manager	330.3	NR	E	A05	$5,108	$5,876	$6,643	$7,411	$8,17
Fire Chief, Assistant	345.0	NR	E	A05	$3,985	$4,533	$5,081	$5,629	$6,177
Fire Chief	345.1	NR	E	A05	$4,665	$5,365	$6,065	$6,765	$7,465
Research Clinic Lab Technologist, Chief	372.1	NR	E	C06	$3,680	$4,189	$4,698	$5,207	$5,716
Research Associate	381.1	NR	E	B11	$2,325	$2,643	$2,961	$3,279	$3,597
Research Associate, Senior	381.2	NR	E	B11	$2,927	$3,328	$3,729	$4,130	$4,531
Research Associate, Principal	381.3	NR	E	B11	$3,680	$4,189	$4,698	$5,207	$5,716
Research Associate, Staff	381.4	NR	E	B11	$3,985	$4,533	$5,081	$5,629	$6,177
Material Specialist - N/E	501.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Administrator 2 -N/E	502.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Administrator 3 - N/E	503.0	NR	NE	D01	$17.97	$20.22	$22.46	$24.71	$26.95
Administrative Specialist 2 - N/E	504.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Administrative Specialist 3 - N/E	505.0	NR	NE	D01	$17.97	$20.22	$22.46	$24.71	$26.95
Supervisor Admin Serv 2 - N/E	506.0	NR	NE	D01	$15.26	$17.17	$19.08	$20.99	$22.90
Administrator 1	567.1	NR	NE	D02	$13.85	$15.08	$16.31	$17.53	$18.75
Administrative Specialist 1	568.1	NR	NE	D02	$13.85	$15.08	$16.31	$17.53	$18.75
Lead Technologist	720.0	NR	NE	C04	$19.85	$22.60	$25.35	$28.10	$30.85
Medical Laboratory Technologist I	731.1	NR	NE	C06	$18.40	$20.70	$23.00	$25.30	$27.60
Medical Laboratory Technologist II	731.2	NR	NE	C06	$19.85	$22.60	$25.35	$28.10	$30.85
Truck Driver, Lead	745.3	NR	NE	F01	$18.40	$20.70	$23.00	$25.30	$27.60
Student Assistant, Step 1	799.5	NR	NE	N/A	$6.23	(Less than high school graduation)			
Student Assistant, Step 2	799.5	NR	NE	N/A	$8.72	(H.S. graduation but < one year of college)			
Student Assistant, Step 3	799.5	NR	NE	N/A	$10.58	(One or more years of college)			
Student Assistant, Step 4	799.5	NR	NE	N/A	$12.45	(Bachelor's degree)			

NOTE: Non exempt employees' salaries reflect hourly wage and exempt employees' salaries reflect monthly salary.
"E" indicates Exempt and "NE" indicates Non Exempt.
"R" indicates Represented and "NR" indicates Not Represented.
* Single rate classification level.

ATTACHMENT C
FY 1996 SCIENTIST AND ENGINEER APPOINTMENT LEVEL PAY BANDS

CODE	JOB TITLE	MINIMUM*	MAXIMUM*
0XX.X	Special Scientist	Special arrangement.	
1XX.1	Post Doctoral Fellow	$2,200	$4,400
1XXV1	Visiting Post Doctoral Fellow	$2,200	$4,400
1XX.2	Divisional Fellow	$3,400	$9,500
1XX.4	Scientist/Engineer	$2,900	$5,800
1XX.5	Staff Scientist/Engineer	$3,400	$9,500
1XX.6	Senior Staff S&E	$4,400	$11,390**
1XX.7	Distinguished Staff S&E	Salaries individually evaluated.	
1XX.8	Faculty Scientist/Engineer	Special arrangement (See Section IV, Chapter F)	
1XX.9	Senior Faculty Scientist/Engineer	Special arrangement (See Section IV, Chapter F)	

* Laboratory Director must approve salaries below or above pay bands.

** Tied to Regents Approval Level

Pay Bands are effective as of 10/1/95 and reflect monthly salary.

LAWRENCE BERKELEY NATIONAL LABORATORY
BLDG: 50A ROOM: 4119 EXT: 6100

October 5, 1995

TO: Division Directors

FROM: Piermaria J. Oddone, Chair
Scientist/Engineer Salary Committee (SESC)

SUBJECT: FY 1996 Post Doctoral Fellow Salary Schedule

Attached is the FY 1996 Post Doctoral Fellow (1XX.1 & 1XXV1) Salary Schedule as approved by the Scientist/Engineer Salary Committee.

The Human Resources Department is authorized to approve hire rates consistent with this salary schedule. Exceptions to the established salary rates will be considered and reviewed by the SESC Chair and should be directed to your HR Staffing Specialist.

Please submit a Request for Salary / Wage Actions (Form 2201) to your Staffing Specialist to increase your Postdoctoral Fellows' salaries effective October 1, 1995. Normally, only Post Doctoral Fellows hired on or before April 1 are eligible for a step increase.

If you have any questions regarding the schedule, please contact your Staffing Specialist.

Attachment

CC: Klaus Berkner
HR Head, Walter Blount
Division Administrators
Personnel Administrators
Staffing Specialists

FY 1996 POSTDOCTORAL
AND VISITING POSTDOCTORAL FELLOW SALARY SCHEDULE
Range ($2200 - $4400)

Classification 1XX.1 and 1XXV1
10/1/95 - 9/30/96

		YEARS OF EXPERIENCE				
DIVISION	**DISCIPLINE**	**NONE**	**1**	**2**	**3**	**4**
AFRD	PHYSICIST	$3,610	$3,730	$3,845	N/A	N/A
CSD	CHEMIST	$2,300	$2,370	$2,440	$2,515	N/A
	SCIENTIST	$2,880	$2,965	$3,055	$3,150	N/A
	PHYSICIST	$2,600	$2,680	$2,760	$2,840	N/A
E&E	ENGINEER	$3,595	$3,685	$3,775	$3,870	N/A
	SCIENTIST	$3,265	$3,350	$3,430	$3,515	N/A
ENGINEERING	ENG/COMP. SCI	$3,615	$3,755	$3,865	$3,960	$4,060
ESD	ALL	$3,710	$3,895	$4,090	$4,120	$4,175
ICSD	COMP. SCI	$3,840	$4,025	$4,135	N/A	N/A
LSD	BIOLOGIST	$2,525	$2,625	$2,730	$2,840	$2,955
	CHEMIST	$2,525	$2,625	$2,730	$2,840	$2,955
	RADIOCHEMIST	$3,135	$3,260	$3,390	$3,525	$3,665
	ENGINEER	$3,135	$3,260	$3,390	$3,525	$3,665
	PHYSICIST	$3,135	$3,260	$3,390	$3,525	$3,665
MSD	CHEMIST	$2,360	$2,425	$2,480	N/A	N/A
	BIOLOGIST	$2,230	$2,275	$2,315	N/A	N/A
	ENGINEER	$2,965	$3,050	$3,140	N/A	N/A
	PHYSICIST	$2,675	$2,760	$2,855	N/A	N/A
	SCIENTIST	$3,150	$3,275	$3,400	N/A	N/A
NSD	ALL	$3,300	$3,370	$3,440	$3,545	$3,650
PHYSICS	PHYSICIST*	$3,135	$3,260	$3,385	$3,515	$3,645
	MATHEMATICIAN	$3,785	$3,915	$4,045	$4,175	N/A
STRB	ALL	$2,525	$2,625	$2,730	N/A	N/A

* $3,820 for 5 years of experience
$3,960 for 6 years of experience

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Accelerator Operators	Accelerator Operator	C08	650.1
	Principal Accelerator Operator	C08	650.2
Administrative Management	Administrator 5	A03	167.5
	Administrative Specialist 5	A03	168.5
	Management I	A03	199.1
	Management II	A03	199.2
	Management III	A03	199.3
	Project Manager	A03	218.1
	Program Manager	A03	218.2
	Sr. Program Manager	A03	218.3
	Patent Advisor I	A03	280.1
	Patent Advisor II	A03	280.2
	Patent Advisor III	A03	280.3
Administrators / Analysts	Administrator 2	B13	167.2
	Administrator 3	B13	167.3
	Administrator 4	B13	167.4
	Administrative Specialist 2	B13	168.2
	Administrative Specialist 3	B13	168.3
	Administrative Specialist 4	B13	168.4
Bus Drivers	Bus Driver	G02	738.1
	Senior Bus Driver	G02	738.2
Computer Science/Math/Stat.	Trainee, Computer Systems Engineer I	B04	260.0
	Computer Systems Engineer I	B04	260.1
	Computer Systems Engineer II	B04	260.2
	Computer Systems Engineer III	B04	260.3
	Computer Systems Engineer IV	B04	260.4
	Computer Systems Supervisor	B04	261.3
	Computer Systems Manager I	B04	261.4
	Computer Systems Manager II	B04	261.5
	Computer Operations Supervisor	B04	262.3
	Change Control Administrator	B04	263.1
	Security/Change Control Supervisor	B04	263.2
Computer Technicians	Digital Computer Trainee	C01	757.0
	Digital Computer Operator	C01	757.1
	Digital Computer Operator, Senior	C01	757.2
	Digital Computer Operator, Principal	C01	757.3
	Digital Computer Operator, Specialist	C01	757.4
	Computing Technician	C01	759.1
	Computing Technician, Senior	C01	759.2
	Computing Technician, Principal	C01	759.3
Crafts / Trades	Vehicle Mechanic	E02	739.1
	Diesel / Forklift Vehicle Mechanic	E02	739.2
	Lead Vehicle Mechanic	E02	739.3
	Sheet Metal Worker	E02	902.3

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Crafts / Trades	Lead Sheet Metal Worker	E02	902.5
	Welder	E02	906.3
	Lead Welder	E02	906.5
	Plant Maintenance Technician, Senior	E02	910.2
	Plant Maintenance Technician, Principal	E02	910.3
	Plant Maintenance Technician Specialist	E02	910.4
	Lead Plant Maintenance Technician	E02	910.5
	Planner Estimator - Plant Maintenance Tech	E02	910.6
	Carpenter	E02	930.3
	Lead Carpenter	E02	930.5
	Planner Estimator - Carpenter	E02	930.6
	Electrician	E02	940.3
	Lead Electrician	E02	940.5
	Planner Estimator - Electrical	E02	940.6
	Elevator Mechanic	E02	942.3
	Plumber / Fitter	E02	950.3
	Lead Plumber / Fitter	E02	950.5
	Planner Estimator - Plumber	E02	950.6
	Air Conditioning / Refrigerator Mechanic	E02	952.3
	Painter	E02	960.3
	Lead Painter	E02	960.5
	Lighting Technician	E02	970.0
	Lead Lighting Technician	E02	970.5
Custodians	Custodian	G03	630.1
	Senior Custodian	G03	630.2
	Assistant Custodian Supervisor	G03	630.3
	Custodian Supervisor	G03	630.4
	General Helper	G03	799.3
Design / Graphics	Drafter I	C05	700.1
	Design / Drafter II	C05	700.2
	Design / Drafter III	C05	700.3
	Engineering Assistant	C05	730.0
	Engineering Assistant, Senior	C05	730.1
	Graphics Arts Technician	C05	781.1
	Senior Graphics Arts Technician	C05	781.2
	Principal Graphics Arts Technician	C05	781.3
	Printer 2	C05	783.2
	Printer 3	C05	783.3
	Printer 4	C05	783.4
	Technical Illustrator I	C05	797.1
	Technical Illustrator II	C05	797.2
	Technical Illustrator III	C05	797.3
	Technical Illustrator IV	C05	797.4
	Photographic Specialist I	C05	798.1
	Photographic Specialist II	C05	798.2
	Photographic Specialist III	C05	798.3
	Photographic Specialist IV	C05	798.4

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Directors	Division Director	A01	198.1
	Division Director, Faculty	A01	198.2
	Associate Laboratory Director	A01	198.3
	Deputy Director	A01	198.4
EH&S	EH&S Professional 1	B16	230.1
	EH&S Professional 2	B16	230.2
	EH&S Professional 3	B16	230.3
	EH&S Professional 4	B16	230.4
Electronic Technicians	Electronic Engineering Associate, Senior	C03	302.2
	Electronic Engineering Technologist I	C03	702.1
	Electronic Engineering Technologist II	C03	702.2
	Electronic Engineering Technologist III	C03	702.3
Eng and Computer Sciences	Electronic Sci Post Doc Fellow	B05	135.1
	Electronic Sci Div Fellow	B05	135.2
	Electronic Engineer	B05	135.4
	Electronic Staff Engineer	B05	135.5
	Electronic Senior Engineer	B05	135.6
	Electronic Dist. Engineer	B05	135.7
	Electronic Faculty	B05	135.8
	Electronic Senior Faculty	B05	135.9
	Mechanical Sci Post Doc Fellow	B06	136.1
	Mechanical Sci Div Fellow	B06	136.2
	Mechanical Engineer	B06	136.4
	Mechanical Staff Engineer	B06	136.5
	Mechanical Senior Engineer	B06	136.6
	Mechanical Dist. Engineer	B06	136.7
	Mechanical Faculty	B06	136.8
	Mechanical Senior Faculty	B06	136.9
	Math / Stat Sci Post Doc Fellow	B04	137.1
	Math / Stat Sci Div Fellow	B04	137.2
	Math / Stat Sci. / Eng.	B04	137.4
	Math / Stat Staff Sci. / Eng.	B04	137.5
	Math / Stat Senior Sci. / Eng.	B04	137.6
	Math / Stat Dist. Sci. / Eng.	B04	137.7
	Math / Stat Faculty	B04	137.8
	Math / Stat Senior Faculty	B04	137.9
	Computer Sci Post Doc Fellow	B04	138.1
	Computer Sci Div Fellow	B04	138.2
	Computer Scientist	B04	138.4
	Computer Staff Scientist	B04	138.5
	Computer Senior Scientist	B04	138.6
	Computer Dist. Scientist	B04	138.7
	Computer Faculty	B04	138.8
	Computer Senior Faculty	B04	138.9

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Facilities Engineering	Facilities Architect I	B08	220.1
	Facilities Architect II	B08	220.2
	Chief Facilities Architect	B08	220.3
	Facilities Civil/Structural Engineer I	B08	221.1
	Facilities Civil/Structural Engineer II	B08	221.2
	Chief Facilities Electrical Engineer	B08	221.3
	Facilities Electrical Engineer I	B08	222.1
	Facilities Electrical Engineer I	B08	222.2
	Chief Facilities Electrical Engineer	B08	222.3
	Facilities Mechanical Engineer I	B08	223.1
	Facilities Mechanical Engineer II	B08	223.2
	Chief Facilities Mechanical Engineer	B08	223.3
	Facilities Energy Management Engineer I	B08	224.1
	Facilities Energy Management Engineer II	B08	224.2
	Chief Facilities Energy Management Eng.	B08	224.3
	Facilities Project Manager I	B08	225.1
	Facilities Project Manager II	B08	225.2
	Chief Facilities Project Manager	B08	225.3
	Facilities Estimator II	B08	226.2
	Facilities Planner I	B08	227.1
	Facilities Planner II	B08	227.2
	Chief Facilities Planner	B08	227.3
Fire	Firefighter	G01	644.0
	Fire Captain	G01	644.1
	Firefighter, Trainee	G01	645.0
Health / Medical	Occupational Health Nurse I	C06	180.1
	Occupational Health Nurse II	C06	180.2
	Chief Res Clinical Lab Technologist	C06	372.1
	Medical Lab Technologist I	C06	731.1
	Medical Lab Technologist II	C06	731.2
	Radiation Safety Technician	C06	740.1
	Radiation Safety Technician, Senior	C06	740.2
	Radiation Safety Technician, Principal	C06	740.3
	Health / Safety Technician Trainee	C06	741.0
	Health / Safety Technician	C06	741.1
	Health / Safety Technician, Senior	C06	741.2
	Health / Safety Technician, Principal	C06	741.3
	Health / Safety Technician, Specialist	C06	741.4
	Health / Safety Technician Apprentice	C06	741.6
	Nurse	C06	742.1
	Research Clinical Lab Technologist	C06	743.1
	Animal Technician 1	C06	744.1
	Animal Technician 2	C06	744.2
	Animal Technician 3	C06	744.3

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Life and Medical Sciences	Medical Scientist Post Doc Fellow	B01	102.1
	Medical Scientist Div Fellow	B01	102.2
	Medical Scientist	B01	102.4
	Medical Staff Scientist	B01	102.5
	Medical Senior Scientist	B01	102.6
	Medical Dist. Scientist	B01	102.7
	Medical Faculty	B01	102.8
	Medical Senior Faculty	B01	102.9
	Biochemist Sci Post Doc Fellow	B01	103.1
	Biochemist Sci Div Fellow	B01	103.2
	Biochemist Sci. / Eng.	B01	103.4
	Biochemist Staff Sci. / Eng.	B01	103.5
	Biochemist Senior Sci. / Eng.	B01	103.6
	Biochemist Dist. Sci. / Eng.	B01	103.7
	Biochemist Faculty	B01	103.8
	Biochemist Senior Faculty	B01	103.9
	Biologist Sci Post Doc Fellow	B01	105.1
	Biologist Sci Div Fellow	B01	105.2
	Biologist Sci. / Eng.	B01	105.4
	Biologist Staff Sci. / Eng.	B01	105.5
	Biologist Senior Sci. / Eng.	B01	105.6
	Biologist Dist. Sci. / Eng.	B01	105.7
	Biologist Faculty	B01	105.8
	Biologist Senior Faculty	B01	105.9
	Biophysicist Sci Post Doc Fellow	B01	107.1
	Biophysicist Sci Div Fellow	B01	107.2
	Biophysicist Sci. / Eng.	B01	107.4
	Biophysicist Staff Sci. / Eng.	B01	107.5
	Biophysicist Senior Sci. / Eng.	B01	107.6
	Biophysicist Dist. Sci. / Eng.	B01	107.7
	Biophysicist Faculty	B01	107.8
	Biophysicist Senior Faculty	B01	107.9
	Physiologist Sci Post Doc Fellow	B01	109.1
	Physiologist Sci Div Fellow	B01	109.2
	Physiologist Sci. / Eng.	B01	109.4
	Physiologist Staff Sci. / Eng.	B01	109.5
	Physiologist Senior Sci. / Eng.	B01	109.6
	Physiologist Dist. Sci. / Eng.	B01	109.7
	Physiologist Faculty	B01	109.8
	Physiologist Senior Faculty	B01	109.9
Machine Shop	Mechanical Eng. Machinist Assistant I	E01	707.1
	Mechanical Engineering Machinist II	E01	707.2
	Mechanical Engineering Machinist III	E01	707.3
Mechanical Technicians	Mechanical Engineering Associate	C02	306.1
	Mechanical Engineering Associate, Senior	C02	306.2
	Mechanical Engineering Technologist I	C02	706.1
	Mechanical Engineering Technologist II	C02	706.2
	Mechanical Engineering Technologist III	C02	706.3

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Office Services	Administrative Services 1	D01	518.1
	Administrative Services 2	D01	518.2
	Administrative Services 3	D01	518.3
	Administrative Services 4	D01	518.4
	Material Handler 1	D01	566.1
	Material Handler 2	D01	566.2
	Material Handler 3	D01	566.3
	Dispatcher, Emergency Comm	D01	642.0
Office Specialists / Supervisors	Supervisor Administrative Services 2	D02	169.2
	Supervisor Administrative Services 3	D02	169.3
	Administrative Services 5	D02	518.5
	Supervisor Administrative Services 1	D02	519.1
	Administrator 1	D02	567.1
	Administrative Specialist 1	D02	568.1
Other Professional Disciplines	Physician Sci Post Doc Fellow	B01	146.1
	Physician Sci Div Fellow	B01	146.2
	Physician Sci. / Eng.	B01	146.4
	Physician Staff Sci. / Eng.	B01	146.5
	Physician Senior Sci. / Eng.	B01	146.6
	Physician Dist. Sci. / Eng.	B01	146.7
	Physician Faculty	B01	146.8
	Physician Senior Faculty	B01	146.9
	Architect Sci Post Doc Fellow	B09	147.1
	Architect Sci Div Fellow	B09	147.2
	Architect Sci. / Eng.	B09	147.4
	Architect Staff Sci. / Eng.	B09	147.5
	Architect Senior Sci. / Eng.	B09	147.6
	Architect Dist. Sci. / Eng.	B09	147.7
	Architect Faculty	B09	147.8
	Architect Senior Faculty	B09	147.9
	E&E. Policy Analyst Sci Post Doc Fellow	B09	148.1
	E&E Policy Analyst Sci Div Fellow	B09	148.2
	E&E Policy Analyst Sci. / Engineer	B09	148.4
	E&E Policy Analyst Staff Sci. / Eng	B09	148.5
	E&E Policy Analyst Senior Sci. / Eng	B09	148.6
	E&E Policy Analyst Dist. Sci. / Eng	B09	148.7
	E&E Policy Analyst Faculty	B09	148.7
	E&E Policy Analyst Senior Faculty	B09	148.9
Physical Sciences	Chemist Sci Post Doc Fellow	B02	111.1
	Chemist Sci Div Fellow	B02	111.2
	Chemist Sci. / Eng.	B02	111.4
	Chemist Staff Sci. / Eng.	B02	111.5
	Chemist Senior Sci. / Eng.	B02	111.6
	Chemist Dist. Sci. / Eng.	B02	111.7
	Chemist Faculty	B02	111.8
	Chemist Senior Faculty	B02	111.9
	Physicist Sci Post Doc Fellow	B03	113.1

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Physical Sciences	Physicist Sci Div Fellow	B03	113.2
	Physicist Sci. / Eng.	B03	113.4
	Physicist Staff Sci. / Eng.	B03	113.5
	Physicist Senior Sci. / Eng.	B03	113.6
	Physicist Dist. Sci. / Eng.	B03	113.7
	Physicist Faculty	B03	113.8
	Physicist Senior Faculty	B03	113.9
	Materials Sci Post Doc Fellow	B07	114.1
	Materials Sci Div Fellow	B07	114.2
	Materials Sci. / Eng.	B07	114.4
	Materials Staff Sci. / Eng.	B07	114.5
	Materials Senior Sci. / Eng.	B07	114.6
	Materials Dist. Sci. / Eng.	B07	114.7
	Materials Faculty	B07	114.8
	Materials Senior Faculty	B07	114.9
	Geological Sci Post Doc Fellow	B07	115.1
	Geological Sci Div Fellow	B07	115.2
	Geological Scientist	B07	115.4
	Geological Staff Scientist	B07	115.5
	Geological Senior Scientist	B07	115.6
	Geological Dist. Scientist	B07	115.7
	Geological Faculty	B07	115.8
	Geological Senior Faculty	B07	115.9
	Geological Sci Post Doc Fellow	B07	128.1
	Geological Sci Div Fellow	B07	128.2
	Geological Engineer	B07	128.4
	Geological Staff Engineer	B07	128.5
	Geological Senior Engineer	B07	128.6
	Geological Dist. Engineer	B07	128.7
	Geological Faculty	B07	128.8
	Geological Senior Faculty	B07	128.9
	Chemical Sci Post Doc Fellow	B07	134.1
	Chemical Sci Div Fellow	B07	134.2
	Chemical Engineer	B07	134.4
	Chemical Staff Engineer	B07	134.5
	Chemical Senior Engineer	B07	134.6
	Chemical Dist. Engineer	B07	134.7
	Chemical Faculty	B07	134.8
	Chemical Senior Faculty	B07	134.9
Research Associates	Research Associate	B11	381.1
	Senior Research Associate	B11	381.2
	Principal Research Associate	B11	381.3
	Staff Research Associate	B11	381.4

EEO Job Group Identification

GROUP NAME	JOB TITLE	JOB GROUP	JOB CODE
Semi-Skilled	Material Specialist	F01	166.1
	Truck Driver, Light	F01	745.1
	Truck Driver	F01	745.2
	Lead Truck Driver	F01	745.3
	Printer 1	F01	783.1
	Print Room Operator	F01	784.1
	Print Room Operator, Senior	F01	784.2
	Print Room Operator, Principal	F01	784.3
	Print Room Camera Operator	F01	784.4
	Plant Assistant I	F01	791.1
	Plant Assistant II	F01	791.2
	Gardener Specialist	F01	980.5
Technical / Research	Lead Technologist	C04	720.0
	Technical Assistant 1	C04	724.1
	Technical Assistant 2	C04	724.2
	Assistant Technical Coordinator	C04	730.2
	Assistant Technical Coordinator Senior	C04	730.3
	Research Technician	C04	795.1
	Research Technician, Senior	C04	795.2
	Research Technician, Principal	C04	795.3
	Research Specialist	C04	795.4
Technical Associates	Plant / Facilities Eng. Associate	C07	308.1
	Plant / Facilities Eng. Associate, Senior	C07	308.2
	Sci. / Eng. Associate	C07	310.1
	Sci. / Eng. Associate, Senior	C07	310.2
Technical Editing / Writing	Technical Editor and Writer I	B10	191.1
	Technical Editor and Writer II	B10	191.2
	Technical Editor and Writer III	B10	191.3
	Technical Editor and Writer IV	B10	191.4
	Technical Editor and Writer V	B10	191.5
	Technical Information Specialist I	B10	194.1
	Technical Information Specialist II	B10	194.2
	Technical Information Specialist III	B10	194.3
	Technical Information Specialist IV	B10	194.4
	Technical Information Specialist V	B10	194.5
Technical Management	Technical Supervisor	A05	330.1
	Technical Superintendent	A05	330.2
	Technical Manager	A05	330.3
	Assistant Fire Chief	A05	345.0
	Fire Chief	A05	345.1

Glossary

Compa-Ratio	The ratio of an actual pay rate (numerator) to the midpoint for the respective pay grade (denominator). Compa-Ratio is used primarily to compare an individual's actual rate of pay to the midpoint.
Classification	A set of functional duties, responsibilities, and tasks, sometimes defined as a particular level within a series of jobs in the same functional area. Identified by a four digit code (XXX.X). Used interchangeably with job.
Classification Description	A generic description of the typical duties, responsibilities, and qualifications required that applies to all positions with the same title. Used interchangeably with job description.
Demotion	A re-assignment of an employee from one job to another job that is in a lower pay grade.
Development	The acquisition of new or increased levels of knowledge, skills, or abilities (KSA's) by an individual employee through training, job experience, or on-the-job-training.
Exempt	Refers to employees in positions that are exempt from overtime provisions of the Fair Labor Standards Act.
Experience Curve	A statistical compilation of actual pay levels of a population of employees arrayed primarily based on length of professional experience since a particular academic degree was obtained.
Factor Ranking	One particular method used to develop a relative internal job value hierarchy which utilizes the input of individual department heads in a structured, quantitative process. Factor ranking is a method used by LBL in developing and updating jobs and salary ranges.

Continued on next page

Glossary (continued)

First Quartile	The first quartile is the area between the minimum salary and the second quartile of a given salary range. This quartile is generally used for individuals who have little experience performing at that job level.
Fourth Quartile	The fourth quartile is the area between the third quartile and the maximum rate of a give salary range. This quartile is generally reserved for employees who consistently exceed performance expectations.
Job	A set of functional duties, responsibilities, and tasks, sometimes defined as a particular level within a series of jobs in the same functional area. Identified by a four digit code (XXX.X). Used interchangeably with classification.
Job Description	A generic description of the typical duties, responsibilities, and qualifications required that applies to all positions with the same title. Used interchangeably with classification description.
Job Evaluation	A formal process by which management determines the relative value to be placed on various jobs within the organization. The end result of job evaluation consists of an assignment of jobs to a hierarchy of grades or some other hierarchical index of job value.
Job Family	A series of progressively more responsible jobs in the same functional area.
Job Qualifications	The skills, abilities, licenses, or knowledge required of any individual as minimum criteria for placement into a job.
Knowledge, Skills & Abilities (KSA's)	The particular personal attributes of an individual employee or candidate that may or may not qualify them to hold a job or position. Knowledge refers to acquired information necessary to do the job (e.g. principles of nuclear physics); skills refer to acquired measurable behaviors (e.g., analytical and computer skills in the collection of data), and abilities refer to natural talents or acquired dexterity (e.g. capacity to lift 200 pounds).

Continued on next page

Glossary (continued)

Laboratory Compensation Committee (LCC)	The Laboratory Compensation Committee is chartered by the Deputy Director for Operations to foster the generation and implementation of the goals of the LBL Compensation Program. The LCC serves in an advisory capacity to make recommendations for policy and implementation as well as communication of policy changes.
Labor Market Data	Statistical averages of actual pay and pay ranges applicable to employees and jobs, respectively, in a sample of employer organizations with which another organization compares for employees, usually found in wage and salary surveys and/or maturity curve data.
Merit Rating	A method for appraising the performance of an employee with respect to his or her job. It serves as a basis for making pay adjustments, promotion decisions, or work reassignments.
Midpoint	The salary midway between the minimum and maximum rates of a salary range.
Non Exempt	Employees in classifications who are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act.
Pay Grade	*Pay grades* are specific salary ranges. Each job is classified into a pay grade with an associated salary range as a part of the job evaluation process. The widths of each salary range, and the percentage differences between the grades at their midpoints are graduated from lowest to highest to accommodate the usual patterns of salary movement within them.
Performance	The actual productivity or results achieved by an employee; how well an employee executes his/her duties as reflected by the Performance/Progress Review.
Performance Standards	The required levels of performance implicit in a given job or position which are a minimum condition of employment.

Continued on next page

Glossary (continued)

Position	The job held by an individual employee. (For example, Mary's position is classified as Computer Systems Engineer II. There are 90 employees whose positions are classified in the Computer Systems Engineering job family.)
Position Description	A specific description of the duties and responsibilities performed by an individual employee.
Promotion	A re-assignment of an employee from one job to another job that is in a higher pay grade. If a job is reclassified to a higher pay grade, and the same individual employee remains in the job, it is a promotion-in-place.
Quartile	A quartile separates the salary range into four equal parts. First the midpoint is calculated by adding the minimum and maximum rates of the range and dividing by 2. The 2nd quartile is calculated by adding the minimum rate and the midpoint and dividing by two. The 3rd quartile is calculated by adding the midpoint and the maximum rate and dividing by 2. The minimum rate is the first quartile and the maximum rate is the fourth quartile.
Reclassification	When changes in the position affect the level of responsibility, functional content and/or reporting relationships, the position is reclassified into a different pay grade. Such changes relate solely to the positions themselves, not to changes in levels of performance or personal skill development defined or perceived by the incumbents and/or their supervisors.
Red Circle Rates	Rates that are above the maximum rate for a job or above the pay range for a pay grade.
Salary Midpoint	The salary midway between the minimum and maximum rates of a salary range.
Salary Structure	The structure of pay grades and salary ranges established within an organization.

Continued on next page

Glossary (continued)

Scientist/ Engineer Salary Committee (SESC)	The mission of the SESC is to: recommend Head-level appointments to the Director; approve post-October salary adjustments for S&E appointment levels; approve salary offers for Senior Staff Scientist/Engineer and Division Fellow appointments; adjudicate S&E salary offers on appeal; and approve the Post Doctoral salary schedule.
Temporary Assignment	*Temporary assignments* are usually the result of a department's need to place an individual in a position being temporarily vacated by another employee. Temporary assignments must have specified duration and should not exceed six months.
Temporary Promotional Increase (TPI)	A Temporary Promotional Increase recognizes the additional administrative responsibilities undertaken by individual contributors temporarily filling Head-level positions. A TPI is a non-base building, fixed dollar supplement with no associated, built-in additional escalating costs. A TPI must be at least three months but should not exceed three years. (See section IV, page 5 for additional information.)
Transfer	A transfer is a move from one job to another. If the new job is classified at a higher salary grade than the old job, the transfer is, by definition, a promotion. If the new job is classified at a lower salary grade than the old job, the transfer is a demotion.

FY 1996 Non-Represented Salary Review Guidelines

Objectives

- Reward accomplishments and contributions toward department/division and overall Laboratory objectives.
- Motivate high levels of productivity and performance.
- Maintain a competitive compensation position within our marketplace.

Pay for Performance

As in previous years, productivity, overall performance and contribution are the most important considerations in determining new salaries. Our objective is to recognize high quality work and reward it accordingly.

S&E Appointment Levels

For salary review guidance for Scientist and Engineer Appointment Levels (codes 1XX.X - 150.X), please refer to the document "FY 1996 Review Process for Scientists and Engineers" or Section IV "Scientist and Engineer Appointment Levels" in the Salary Administration Manual.

Performance Rating

Any merit increase system which relates pay levels and pay programs to the performance of employees in their jobs is dependent upon performance ratings as the primary tool. It is the Supervisor's responsibility to assess individual performance and consider this level of performance in recommending a new salary.

Market-Based Salary Ranges

The attached salary ranges are effective October 1, 1995. Midpoints of each salary range are positioned to reflect the "going" rate for comparable levels of responsibility among our competitors in the job market. Thus, the midpoint establishes a "market value" for the salary range and becomes the focal point for all internal salary determinations. Based on a comparison of our current range midpoints to available market data (projected to April 1996), salary ranges have been adjusted to reflect market competitive rates.

Merit Increase Recommenda - tion

Each employee's salary, over time, should be commensurate with his/her level of performance. Assuming that the job classification has been compared to the appropriate market, and the individual position is properly classified, the two major considerations in the merit process are "current position of salary in a salary range for the job" and "performance rating". By using the merit plan matrix guidelines, the employee's salary, over time, will be in the appropriate segment of the range, based on his/her performance. Employees with demonstrated outstanding sustained performance should have salaries targeted toward the third and fourth quartiles of the respective salary ranges.

Continued on next page

FY 1996 Non Represented Salary Review Guidelines, Continued

Eligibility

Employees hired on or before April 1 in an eligible category are eligible for an October 1 merit increase, if they successfully complete the six-month probationary period. Eligible categories of employees include full and part time career, term, or temporary employees. The following employee categories are **not** eligible:

- Temporary employees hired before April 1, with an expected termination date of September 30 or earlier,
- Employees hired after April 1, 1995,
- VERIP rehires,
- Faculty,
- Special scientists,
- Postdocs,
- GSRAs, and Student Assistants.

(Refer to page 5 for guidance regarding increases for Indeterminate employees.)

Merit Plan Matrix

To use the Merit Plan Matrix Guidelines below, locate the block on the matrix where the performance rating of the individual intersects with the quartile in which the current salary falls. For example, the minimum salary for an Administrative Specialist 2 (classification code 168.2) is $2,722, and the 2nd quartile is $3,063. Therefore, if the salary for an Administrative Specialist 2 (classification code 168.2) employee is $2,850, and his or her performance rating is "Meets", the salary would fall in the first quartile and the employee could receive a merit increase of up to 5% of base salary (or up to $143), to a new salary of up to $2,993.

Please indicate on the enclosed computerized worksheet, a merit increase recommendation for each eligible employee in your division, utilizing the matrix guidelines. Merit spending must be within the budget provided, by employee category (i.e., Professional Exempt, Administrative Exempt and Non Exempt, and Technical Exempt and Non Exempt) for your division. As in previous years, the Division Director's Reserve can be used across employee categories. **Salary Increase Worksheets are to be returned to the Compensation Unit by Friday, August 25, 1995.**

Continued on next page

FY 1996 Non Represented Salary Review Guidelines, Continued

FY 1996 Merit Plan Matrix Guidelines

Salary Range Position	*1st Quartile*	*2nd Quartile*	*3rd Quartile*	*4th Quartile*
Performance Rating				
Exceeds	up to 8.0%	up to 7.0%	up to 6.0%	up to 5.0%
Meets	up to 5.0%	up to 4.0%	up to 3.5%	Up to 3.0%
Improvement Needed	0%	0%	0%	0%

Minimum Midpoint Maximum

Merit Plan Matrix (cont.)

The Merit Plan matrix guidelines give you a range of increase percentages with which to work. These are only guidelines and it is understood that there will be other factors which influence the salary recommendation. For example, all salaries must be within the new range minimum unless the employee's performance rating is "Improvement Needed" or is a VERIP rehire.

Lump Sum Merit Awards

Individuals receiving an Exceeds (E) performance rating who are paid at or near the salary range maximum, are eligible for a lump sum, non base-building, merit award. If the merit increase (base rate) amount will result in the employee's salary exceeding the range maximum, a lump sum merit award may be proposed in conjunction with a base rate merit increase (Example: 2% merit increase, 3% lump sum). If the employee is already paid at or above the salary range maximum, a lump sum for the entire amount may be proposed. The percentage should be indicated in the "Percent Lump Sum" column of the computerized worksheet. The dollar amount of the lump sum (Column P) will be automatically calculated, as will the monthly/hourly charge to the merit budget (Column Q). NOTE: Lump sum increases are paid on a one time basis and are subject to withholding taxes.

Dual Rate Increases

Employees receiving a dual rate are eligible for merit increases up to but not exceeding the percentage increase used for their primary classification. (e.g. receiving 4% in primary classification, increase may not exceed 4% in dual rated classification).

Time Frame

Performance ratings and proposed new salaries should be based on the employee's achievements and performance in the current position for the July 1, 1994 through June 30, 1995 review period, and not relative to his/her potential, education, or experience.

Continued on next page

FY 1996 Non Represented Salary Review Guidelines, Continued

Criteria to Consider

Several other factors must be given consideration before the salary recommendation is finalized:

- Salary administration must be nondiscriminatory and consistent with the objectives of our Affirmative Action Policy and Guidelines.
- Salary relationships with peers, supervisors, and subordinates should be equitable.
- Salary history, particular date, amounts since last increase may be considered. For instance, an employee's receipt of a post- October reclassification salary increase due to additional job responsibilities, may have some bearing on the salary recommendation for this review.

Written Justification Requirement

Divisions are required to provide written justification for salary increases of 9% or greater which result in a proposed salary of $115,000 ($9,584 monthly) or greater. This is the new DOE approval level. Justifications should be in the form of a memo and submitted no later than September 22, 1995 to Human Resources.

Input of Salaries

Please input only the proposed **percentage** increases for exempt and non-exempt employees. Note that the "$ Increase" column contains a formula which automatically calculates the dollar increase once the proposed percentage increase has been inserted into the "% Increase" column. Dual Rated employees are listed separately at the bottom of each worksheet.

Additional Worksheet Input Requirements

Columns U through X require input as part of the validation process for this year's UC/DOE Performance Measures. These must be completed prior to approval of the FY 1996 salary increases. Required input includes the date the P^2R was signed by the employee, the performance rating, the date the position description was last updated or reviewed as indicated on the form, and whether Part V. Performance Planning and Development was completed (Yes or No).

Continued on next page

FY 1996 Non Represented Salary Review Guidelines, Continued

Indeterminate Employees

Indeterminate employees (excluding VERIP rehires) are eligible for merit increases. Merit increases for these employees must be submitted separately on a **PAF** with an October 1, 1995 effective date. A written justification must be attached to the PAF for increases which exceed the percent allocated for the respective employee group. **Do not** include increases for Indeterminate employees on the automated worksheet.

Reclassification Requests

Requests for reclassifications should be submitted for the October review to the Division's Staffing Specialist. The package should include an updated Position Description, and a Salary Action form. Both forms are available in: AppleShare, LBL-Servers, WKSG Server, Public Access, LBL Forms, Reclass Forms. Personnel Action Forms (PAFs) are not required for the October review, but will be required for all post-October cases that request a change in salary or classification. Reclassification requests for October 1 are due to the Staffing Unit by **August 25, 1995.**

Post October Actions

The annual salary review is intended to be a once-a-year, focal date assessment of each eligible employee's salary and classification. Divisions are therefore urged to spend the majority of their total merit allocation during the October Salary Review and recommend a minimum of salary recommendations outside of the October Review.

Reclassification requests will continue to be reviewed throughout the year by Human Resources with the effective date usually the first of the month following receipt of request.

For further information or questions regarding the salary review process and procedures, please contact the Compensation Unit as follows:

Tom Taylor (Manager)	Ext. 5245
Kari Bast	Ext. 4389
Carrie Joy	Ext. 4100

If you have questions regarding reclassification requests, contact your Staffing Specialist, as follows:

Christine Kurata (Manager)	Ext. 5077
Mary Bishop	Ext. 5557

LBL Salary Review Guidelines For Clerical and Service Represented Employees

FY 1995 LBL SALARY REVIEW GUIDELINES FOR CLERICAL AND SERVICE REPRESENTED EMPLOYEES

The Fiscal Year 1995 Salary Program covering represented employees has been designed to:

- Reward accomplishments and contributions toward department / division and overall Lab objectives.
- Motivate high levels of productivity and performance.
- Maintain our competitive compensation position within the marketplace.

An employee's salary level and future increase are influenced by performance and competitive salary factors. Therefore, we must have a program that enables us to define and evaluate these elements and then target the appropriate salary level for each employee.

PROGRAM HIGHLIGHTS

This year's Salary Review Program includes the following key components:

PAY FOR PERFORMANCE - As in previous years, productivity and overall performance and contribution are the most important considerations in determining salary increases. Our objective is to recognize high quality work and reward it accordingly.

PERFORMANCE RATING -Any merit increase system which relates pay levels and pay programs to the performance of employees in their jobs is dependent upon performance ratings to begin with. It is the Manager's responsibility to assess individual performance and consider this level of performance in recommending salary increases.

MARKET BASED SALARY RANGES - The attached salary ranges are effective October 1, 1994. Midpoints of each salary range are positioned to reflect the 'going' rate for comparable levels of responsibility among our competitors in the job market. Thus, the midpoint establishes a "market value" for the salary range and becomes the focal point for all internal salary determinations.

The attached salary ranges include the range minimums, midpoints and maximums. In addition, salary range quartiles are being introduced. For example, 2nd quartile is the value which equally separates the range minimum from the range midpoint.

MERIT INCREASE RECOMMENDATION - Each employee's salary, over time, should be commensurate with his/her level of performance. Assuming that the job classification has been compared to the appropriate market, and the individual position is properly classified, the two major considerations in the merit process are "current position of salary in a salary range for the job" and "performance rating". By using the merit plan matrix guidelines described later, the employee's salary, over time, will be in the appropriate segment of the range, based on his/her performance. Employees with demonstrated outstanding sustained performance should have salaries targeted toward the third and fourth quartiles of the respective salary ranges.

FY 1995 LBL SALARY REVIEW GUIDELINES FOR CLERICAL AND SERVICE REPRESENTED EMPLOYEES

1. Employees hired on or before April 1 in an eligible category are eligible for an October 1 merit increase, if they pass the six-month probationary period. Eligible categories of employees include full and part time career, term, or temporary employees as well as indeterminate time represented employees. VERIP retirees are ineligible. **Employees must also be on the active payroll and in the clerical or service unit on the date each respective contract has been ratified** (i.e., Clerical Unit contract was ratified on October 31, 1994) **to be eligible for retroactive October 1, 1994 merit increases.**

2. To use the Merit Plan Matrix Guidelines below, locate the block on the matrix where the performance rating of the individual and the quartile in which the current salary falls intersect. Using the example below for an hourly salary range, a salary for a Material Handler (classification code 566.1) is $13.00, and his performance rating is 'Meets'. Therefore, the salary would fall in the third quartile as the midpoint is $12.40 and the 3rd quartile is $13.57. The employee could receive a merit increase up to 2.0% of base salary (or up to $0.26 to $13.26). Please indicate a merit increase recommendation using the matrix guidelines, on the enclosed computerized worksheet, for each eligible employee in your division. Merit spending must be within the budget allocation provided, by employee categories (i.e., Clerical and Service) for your division. **Salary Increase Worksheets are to be returned to the Compensation Unit by November 18, 1994.**

LBL FY 1995 MERIT PLAN MATRIX GUIDELINES*
FOR CLERICAL AND SERVICE REPRESENTED EMPLOYEES

SALARY RANGE POSITION

	1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
Performance				
Exceeds	up to 6.0%	up to 5.0%	up to 4.0%	up to 3.0%
Meets	up to 4.0%	up to 3.0%	up to 2.0%	Up to 1.5%
Improvement Needed	0%	0%	0%	0%
	Minimum		Midpoint	Maximum

* Merit increase percentages are valid for 3% budget.

The Merit Plan Matrix guidelines gives you a range of increase percentages with which to work. These are only guidelines and it is understood that there will be other factors which influence the salary recommendation. Please note that employees must have a performance appraisal rating of "meets" or "exceeds" to be eligible for a October 1, merit increase. Employees with "needs improvement" or "I" rating are not eligible.

3. Performance rating should be based on the employee's achievements and performance in the current position for the July 1, 1993 through June 30, 1994 review period, and not relative to his/her potential, education, or experience.

4. Several other factors must be given consideration before the salary recommendation is finalized:

   - Salary administration must be nondiscriminatory and consistent with the objectives of our Affirmative Action Policy and Guidelines.

   - Salary relationships with peers, supervisors, and subordinates should be equitable.

   - Salary history, particular date, amounts since last increase may be considered. For instance, if the employee received a post- October reclassification salary increase due to an increase in job responsibilities, that may have some bearing on the salary recommendation for this review.

5. **EXCEPTIONAL MERIT INCREASES** - Divisions are required to provide written justification for all merit increases of 10% or greater. Justifications should be in the form of a memo and submitted no later than November 18, 1994 to Human Resources.

Note that the worksheet columns "$ Increase" and "% Increase" contain formulas which automatically calculate the dollar increase and percent increase for each employee once the proposed hourly salary has been inserted. Represented hourly salaries are noted in dollars and cents and should not be rounded. Dual Rated employees are listed separately at the bottom of each worksheet.

LUMP SUM (NON BASE BUILDING) MERIT PAYMENT - Employees must meet three criteria in order to be eligible for a lump sum merit payment. First, employees must have been **hired on or before April 1** in an eligible category. Eligible categories of employees include full and part time career, term, or temporary employees as well as indeterminate time represented employees. VERIP retirees are ineligible. Second, employees must also be on the active payroll and in the clerical or service unit on **December 1, 1994** to be eligible for the lump sum merit payment. Third, employees must also receive a minimum "meets" performance appraisal rating to receive the 1.0% lump sum merit payment.

Payments will be calculated by taking 1.0% of the employee's new annualized hourly base rate as of October 1, 1994. Eligible employees who were less than full time employees as of October 1, 1994, will receive a prorated payment based on the percent of time worked. For example if a full-time employee earns $13.26 per hour after the salary review on October 1, 1994, the calculation would be as follows: 13.26 x 174 (number of working hours per month) x 12 (number of months per year) for an annualized rate of $27,686.88. One percent of $27,686.88 yields a lump sum award of $276.87. If an employee earned $13.26 per hour and was appointed 25% time, the lump sum would equal $69.22.

Upon completion of the represented salary review, the Compensation Unit will provide each Division with a list of calculated lump sum merit payments for your review. It is our goal to provide a separate payroll check to employees for distribution before the holiday shutdown. The lump sum merit payment will be subject to normal tax withholdings.

FY 1995 LBL SALARY REVIEW GUIDELINES FOR CLERICAL AND SERVICE REPRESENTED EMPLOYEES

GUIDANCE FOR PREPARING REQUESTS RECLASSIFICATION - Requests for reclassifications should be submitted for the October review to the Division's Staffing Specialist. The package should include an updated Position Description, and a Salary Action form. Both forms are available in the AppleShare WKSG-50b zone WKSG Server & Public Access: LBL Forms: Reclass forms. Personnel Action Forms (PAFs) are not required for the October review, but will be required for all post-October cases that request a change in salary or classification. Reclassification requests for October 1 are due to the Staffing Unit by **November 18, 1994**. Reclassifications received after that date will be effective the first of the month following receipt by HR.

RECLASSIFICATION / PROMOTION ALLOCATION - One half of one percent (0.50%) of payroll base for Clerical and Service employees will be held centrally for reclassifications and promotions. Typically, up to 5% will be funded for either a reclassification or a promotion. When requesting reclassifications or promotions, divisions need to designate exact dollar amount charged to reclassification / promotion allocation and exact dollar amount charged to merit increase fund. If Divisions wish to request more than 5%, they must include a written rationale as part of the reclassification request.

DUAL RATED EMPLOYEES - Dual rated employees are eligible for merit increases up to but not exceeding the percentage increase used for their primary classification. For example if an employee receives a 4% increase in their primary classification, then the increase for their dual rated classification cannot exceed 4%.

OUT-OF-CLASS ASSIGNMENTS - All merit increases for employees currently receiving a pay differential for out-of-class assignment must be handled separately and not on the worksheet. Two PAF's are required, one PAF to reflect the merit increase and another PAF to reflect the current out-of-class salary.

POST-OCTOBER ACTIONS - The annual salary review is intended to be a once-a-year, focal date assessment of each eligible employee's salary and classification. Divisions are therefore urged to spend the majority of their total merit allocation during the October Salary Review and recommend a minimum of salary recommendations outside of the October Review.

Reclassification requests will continue to be reviewed throughout the year by Human Resources with the effective date usually the first of the month following receipt of request.

For further information or questions regarding the salary review process and procedures, please contact the Compensation Unit as follows:

Tom Taylor (Manager)	Ext. 5245
Kari Bast	Ext. 4389
Rafael Gonzales	Ext. 6750
Kent Ryden	Ext. 6928
Carrie Joy	Ext. 4100

If you have questions regarding reclassification requests, contact your Staffing Specialist, as follows:

Mary Bishop	Ext. 5557
Norm Budman	Ext. 5520
Mary Anne Holman	Ext. 5398