

ATTACHMENT 3 LABOR CATEGORY DESCRIPTIONS

Program Manager: Under indirect supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

Deputy Program Manager: Under general direction, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

Project Manager: Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Deputy Project Manager: Under general direction, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Professor/Doctor: Plans clinical experiences for and provides direct supervision. Maintains current knowledge related to agency/clinical policies, procedures, and expectations with the assistance of the agency/clinical personnel. Develops and posts written clinical assignments. Complies with all applicable regulatory rules and standards. Handles related duties as assigned.

Scientist/Engineering Specialist: Supervises activities of engineers/scientist and oversees their assignments. Provides coordination for all technical activities while achieving optimum use of workers, machines, materials, and facilities. Supervises professional and paraprofessional engineering personnel. Typically reports to engineering manager level in the organization and is a first line supervisor.: Analyzes and resolves work problems, or assists employees in solving work problems. Assists in the formulation of overall objectives, policies, plans, and programs and provides technical and specialized functional services and recommendations for carrying them out. Assists in administration of personnel functions including recruiting, hiring, review and approval of job descriptions and salary classifications, selection and placement of personnel, performance evaluations, and salary adjustments. Submits cost reduction proposals and investigates proposals from other sources, compiles appropriate information, makes recommendations for action, and checks on results obtained. Renders technical service to all departments at local operation. Recommends new policies or procedures as necessary. Recommends measures to improve methods,

performance, quality of product or service, and suggests changes to increase efficiency. Supervises assembly of cost control and statistical data.

Senior Scientist: Directs evolution experimental design and screening strategies development to analyze data, prepare scientific reports and present internally and externally, as required. S/he will utilize a combination of scientific approaches to improve performance and robustness in the production process and, on an ongoing basis, to generate new knowledge. Scientist should have experience in one or more of the following disciplines: chemistry, biology, mathematics, botany and geology.

Senior Engineer: Develops designs, plans and specifications for a wide variety of projects. Engineers administer or supervise research or other professional and scientific work involving the application of engineering fundamentals. Engineers are responsible for the development of preliminary and conceptual design processes as well as the detailed design of facilities, systems, structures, or equipment, and provide expert technical advice and direction to contractor professionals. Engineers should have experience in one or more of the following disciplines: Aerospace, Mechanical, Structural, Electrical, Civil and Logistics.

Senior Architect: Overseeing the development team, he manages the full life cycle of the process, monitoring research, reviewing codes and supervising any testing. S/he may also be required to administer training throughout various phases of the development cycle. Additionally, s/he ensures that all development practices are in compliance with his employer's best practices policies and procedures. Tracking and maintaining all records and metric, he reports the project's progress to senior management. Architects should have experience in one or more of the following disciplines: Software Development, IT Administration and Database Administration.

Scientist: Analyzes data, prepares scientific reports and presents internally and externally, under the instruction of the Senior Staff. S/he will assist in the utilization of a combination of scientific approaches to improve performance and robustness in the production process and, on an ongoing basis, to generate new knowledge. Scientist should have experience in one or more of the following disciplines: chemistry, biology, mathematics, botany and geology.

Engineer: Engineers advise on, or perform research or other professional and scientific work involving the application of engineering fundamentals. S/he must have professional knowledge of the concepts and principles of general engineering to resolve problems, extend and modify techniques, and/or apply new, innovative, or experimental general engineering theories; knowledge of advanced mathematical techniques; and the ability to analyze and evaluate scientific engineering problems. Engineers should have experience in one or more of the following disciplines: Aerospace, Mechanical, Structural, Electrical, Civil and Logistics.

Architect: Performs research, codes and participates in testing. S/he may also be required to assist in user training throughout various phases of the development cycle. Additionally, s/he ensures that all development practices are in compliance with his employer's best practices policies and procedures. Tracking and maintaining all records and metric, he reports the project's progress to senior management. Architects should have experience in one or more of the following disciplines: Software Development, IT Administration and Database Administration.

Nurse: Provides care to patients in hospitals, clinics, occupational health units, homes, schools and communities; administering anesthetic agents and supportive treatments to patients undergoing surgery or other medical procedures; promoting better health practices; teaching; performing research in one or more phases of the field of nursing; or consulting and advising nurses who provide direct care to patients.

Intern: Demonstrated practical proficiency with standard modeling/data mining software and the ability to plan, organize, and analyze clinical data are a must. The candidate must have excellent communication skills and the ability to work independently.

Site Supervisor/Lead Technician: Responsible for management of the department in accordance with the general laboratory policies. S/he is responsible for scheduling, evaluating, coordinating and

reviewing work performed by the department, assuring that the work is performed in an accurate and timely manner such that the patient, physician, and other medical professionals can receive the highest quality service.

Lab Specialist: Supervise the work of other techs in the lab, ensuring adherence to testing procedures and safety regulations. Technologists also answer questions from and oversee the work of new employees and help lab managers develop new procedures or regulations for the laboratory environments.

Lab Technician: Performs a variety of laboratory tests and assays in accordance with established policies, procedures and regulations in a designated technical department. Interprets results, subject to verification by Technologist/Supervisor, and providing allowance by State regulations.

Lab Assistant: Responsible for performing a wide variety of research laboratory tasks and experiments, making detailed observations, analyzing data, and interpreting results. He or she maintains laboratory equipment and inventory levels for laboratory supplies. He or she may also write reports, summaries, and protocols regarding experiments. A laboratory assistant also performs limited troubleshooting and calibration of instruments. An entry-level laboratory assistant position requires at minimum an associate degree in a science and 0 to 2 years' laboratory experience.

Executive Assistant: Covers all positions the duties of which are to assist one individual, and in some cases the subordinate staff of that individual, by performing general office work auxiliary to the work of the organization. To be included in this series, a position must be the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area.

Lead Administrative Personnel: Covers positions the duties of which are to perform, supervise, or manage two-grade interval administrative or program work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Administrative Personnel: Covers all positions the primary duties of which are to perform office automation work that includes word processing, either solely or in combination with clerical work, when such work is performed in the context of general office clerical support. Also included are positions that supervise work characteristic of this series when the knowledge, skills, and abilities for general office automation support work are essential requirements of the supervisory position. Positions in this series require: (1) knowledge of general office automation software, practices, and procedures; (2) competitive level proficiency in typing; and (3) ability to apply these knowledge and skills in the performance of general office support work.

Administrative Assistant: Covers positions involving the administration, supervision, or performance of clerical work related to the processing of incoming or outgoing mail and/or the systematic arrangement of records for storage or reference purposes, the scheduled disposition of records, and the performance of related work when such duties require the application of established mail or file methods and procedures, knowledge of prescribed systems for governing the flow and control of communications, and/or the filing or storage and retrieval of records, and knowledge of the organization and functions of the operating unit or units serviced.

G&A Executive: Covers positions the duties of which are to manage, advise on, preserve, analyze, and supervise the use of diagnostic and therapeutic medical records. Medical records administration personnel develop medical records policies and procedures and provide advice on the use of medical records. The work requires a knowledge of medical records administration and management skills and abilities.

G&A Manager: Has full line responsibility for the administrative management of a health care delivery system network including many hospitals to a major subdivision of an individual hospital. The fundamental

responsibility of health system administrators is to effectively use all available resources to provide the best possible patient care. This requires an understanding of the critical balance between the administrative and clinical functions in the health care delivery system, and ability to coordinate and control programs and resources to achieve this balance. These positions require the ability to apply the specialized principles and practices of health care management in directing a health care delivery system. They do not require the services of a qualified physician.

G&A Specialist: Provides support to health care management officials by analyzing, evaluating, advising on and/or coordinating health care delivery systems and operations. Such positions may be located within an operating health care facility or at a higher organizational echelon. In addition to a high degree of analytical ability, positions in this series require specialized knowledge of the basic principles and practices related to the management of health care delivery systems. These positions do not have line authority.

G&A Staff: Covers one-grade interval administrative support positions that supervise, lead, or perform support work in connection with the care and treatment given to patients in wards, clinics, or other such units of a medical facility. The work includes functions such as serving as a receptionist, performing record keeping duties, and providing miscellaneous support to the medical staff of the unit. This series includes work that requires a practical knowledge of computerized data entry and information processing systems, the medical facility's organization and services, basic rules and regulations governing visitors and patient treatment, and a practical knowledge of the standard procedures, medical records, and medical terminology of the unit supported.