

| <b>ADULT CARE HOME POSITIONS</b>                                | <b>DEFINITION BY DEPT OF LABOR</b>  |
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| Accountant and Auditors   | Examine, analyze, and interpret accounting records to prepare financial statements, give advice or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.   |
| Administrative Services Manager                                 | Plan, direct or coordinate one or more administrative services of an organization, such as records & information management, mail distribution, and other office support services.  |
| Advertising and Promotions Managers                             | Plan, direct or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.   |
| Amusement and Recreation Attendants                             | Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.   |
| Bookkeeping, Accounting & Auditing Clerks                       | Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.  |
| Building and Grounds Cleaning and Maintenance Work              | This major group comprises the following occupations: First-Line Supervisors/Managers of Housekeeping and Janitorial Workers ; First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers ; Janitors and Cleaners, Except Maids and Housekeeping Cleaners ; Maids and Housekeeping Cleaners ; Pest Control Workers ; Landscaping and Groundskeeping Workers ; Pesticide Handlers, Sprayers, and Applicators, Vegetation ; Tree Trimmers and Pruners; and residual, "All Other", occupations in this major group |
| Compensation, Benefits and Job Analysis Specialists             | Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.  |
| Compliance Officer  | Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection activities not classified elsewhere.  |
| Cooks, Institution and Cafeteria                                | Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias   |
| Dietetic Technician   | Assist in the provision of food service and nutritional programs, under the supervision of dietitians. May plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals.  |
| Dietitians and nutritionists                                    | Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.   |
| Dishwashers   | Clean dishes, kitchen, food preparation equipment, or utensils.   |
| First-line Supervisors/housekeeping and Janitorial Workers      | Direct supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices and other establishments.   |
| First -Line Supervisors of Food Preparation and Serving Workers | Directly supervise and coordinate activities of workers engaged in preparing and serving food.  |
| First-line Supervisors of Personal Service Workers              | Supervise and coordinate activities of personal service workers   |

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| First-line Supervisors of Office & Administrative Support Workers | Directly supervise and coordinate the activities of clerical and administrative support workers.   |
| Food Preparation Workers  | Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea   |
| Food Server, Non-Restaurant                                       | Serve food to patrons outside of a restaurant environment, such as in hotels, hospital rooms, residential care facilities, or cars.  |
| Food Service Managers   | Plan, direct, or coordinate activities of an organization or department that serves food and beverages.  |
| General and Operations Managers (Administrator)                   | Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.   |
| Health Educators Specialists                                      | Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles. Use data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments. May link health systems, health providers, insurers, and patients to address individuals and population health needs. May serve as resource to assist individuals, other health professionals, or the community, and may administer fiscal resources for health education programs.  |
| Home Health and Personal Care Aides                               | Help people with disabilities, chronic illness, or cognitive impairment by assisting in their daily living activities. <b>Home Health Aids</b> may provide some basic health related services such as checking a client's pulse, temperature, and respiration rate. They may also help with simple prescribed exercises and/or with giving medications. Occasionally, they change bandages or dressings, give massages, care for skin or help with braces and artificial limbs. <b>Personal Care Aids</b> - sometimes called caregivers or personal attendants, generally limited to providing non-medical services, including companionship, cleaning, cooking and driving. |
| Human Resources Manager   | Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits, training and development.   |
| Human Resources Assistants, Except Payroll and Timekeeping        | Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports and date of and reason for termination. May prepare reports from employment records, file employment records or search employee files and furnish information to authorized persons.   |
| Landscaping and Groundskeeping Workers                            | Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units   |

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| Licensed Practical and Vocational Nurse                     | Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.   |
| Maids & Housekeeping Cleaners                               | Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.   |
| Maintenance and Repair Workers, General Managers, All Other | Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. Exclude "Facilities Managers" (11-3013) and "Maintenance Workers, Machinery" (49-9043). |
|   | All managers not listed separately.  |
| Marketing Manager   | Plan, direct, or coordinated marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.   |
| Medical and Health Service Managers                         | Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations   |
| Medical Assistants  | Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician   |
| Medical Records Specialists                                 | Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Classify medical and healthcare concepts, including diagnosis, procedures, medical services, and equipment, into the healthcare industry's numerical coding system. Includes medical coders.  |
| Medical Secretaries and Administrative Assistants           | Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence   |
| Medical Transcriptionist                                    | Transcribe medical reports recorded by physicians and other healthcare professionals using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable forms. Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.  |

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| Mental Health and Substance Abuse Social Workers     | Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.   |
| Nursing Assistants                                   | Provide or assist with basic care or support under the directions of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting or ambulation of patients in a health or nursing facility. May include medication administration or other health-related task. Includes nursing attendants, nursing aides and nursing attendants.   |
| Office and Administrative Support Workers, All Other | All office and administrative support workers not listed separately.  |
| Payroll and Timekeeping Clerk                        | Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.   |
| Pharmacy Aides                                       | Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.   |
| Pharmacy Technicians                                 | Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.  |
| Physician Assistants                                 | Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants. Exclude "Emergency Medical Technicians and Paramedics" (29-2041), "Medical Assistants" (31-9092), "Registered Nurses" (29-1111), "Nurse Practitioners" (29-1171). |
| Physical Therapist                                   | Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury.  |
| Physical Therapist Aides                             | Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.  |
| Physical Therapist Assistant                         | Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.  |
| Psychiatric Technicians                              | Care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. Monitor patients' physical and emotional well-being and report to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral or injectable medications.   |
| Psychiatrists  | Diagnose, treat, and help prevent mental disorders  |
| Public Relations Manager                             | Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.   |

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| Recreation Workers   | Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.   |
| Recreational Therapist   | Plan, direct, or coordinate medically-approved recreation programs for patients in hospitals, nursing homes, or other institutions. Activities include sports, trips, dramatics, social activities, and crafts. May assess a patient condition and recommend appropriate recreational activity   |
| Registered Nurse   | Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists. Excludes nurse anesthetists, nurse midwives, and nurse practitioners.   |
| Rehabilitation Counselors  | Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement.   |
| Residential Advisors   | Coordinate activities for residents in secondary and college dormitories, group homes or similar establishments. Order supplies and determine need for maintenance, repairs, and furnishings. May maintain household records and assign rooms. May assist residents with problem solving or refer them to counseling resources.  |
| Social and Community Service Manager                                 | Plan, organize, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.  |
| Social and Human Services Assistants                                 | Assist other social and human services providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care. Exclude "Rehabilitation Counselors" (21-1015), "Personal Care Aides" (39-9021), "Eligibility Interviewers, Government Programs" (43-4061), and "Psychiatric Technicians" (29-2053). |
| Speech-language Pathologists   | Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.  |
| Substance Abuse and Behavioral Disorder and Mental Health Counselors | Counsel and advise individuals, families or groups to prevent or treat substance abuse problems, behavioral disorders, or a broad range of mental health issues in order to promote optimum mental and emotional health.   |

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| Training and Development Specialist | Design or conduct work-related training and development programs to improve individual skills or organizational performance. May analyze organizational training needs or evaluate training effectiveness. |
| Transportation Workers, All Other   | All transportation workers not listed separately.  |