



JOB DESCRIPTION MANUAL

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EG&G, INC., LAS VEGAS, NEVADA



JOB DESCRIPTION MANUAL

CONTENTS

Alphabetical Index

Index A (By Salary Range)

Job Descriptions

EG/G

JOB DESCRIPTION MANUAL
INDEX A

By Salary Range

		<u>Issue Date</u>
<u>DIRECT SALARIED (Exempt)</u>		
Principal Scientific Executive	200100	11-3-66
Principal Scientific Specialist	200200	11-3-66
Senior Scientific Executive	200101	11-3-66
Senior Scientific Specialist	200201	11-3-66
Senior Technical Executive	200115	11-3-66
Chief Pilot	208440	2-8-67
Scientific Executive	208102	11-3-66
Scientific Specialist	208202	11-3-66
Technical Executive	208116	11-3-66
Captain Pilot	207441	2-8-67
Analysis Supervisor	206310	11-3-66
Chief Draftsman	206419	11-3-66
Programmer IV - Scientific	206361	8-14-67
Senior Engineer	206111	11-3-66
Senior Scientist	206211	11-3-66
Senior Technical Supervisor	206118	11-3-66
Engineer III	205112	3-1-67
Programmer III - Scientific	205362	8-14-67
Project Leader, Systems Programming	205363	11-3-66
Scientist III	205212	3-1-67
Senior Designer	205418	11-3-66
Senior Field Administrator	205460	11-3-66
Senior Pilot	205442	2-8-67
Designer	204417	11-3-66
Engineer II	204113	3-1-67
Field Administrator	204461	11-3-66
Pilot	204443	2-8-67
Quality Control Engineer	204123	11-3-66
Scientist II	204213	3-1-67
Senior Analyst	204311	11-3-66

INDEX A (By Salary Range)

Issue
Date

Senior Technical Writer	204421	11-3-66
Systems Programmer	204364	11-3-66
Technical Supervisor	204117	11-3-66
Engineer I	203114	3-1-67
Programmer	203365	11-3-66
Scientist I	203214	3-1-67
Supervisor, Computer Operator	203330	11-3-66
Technical Writer	203422	11-3-66
Analyst	202313	4-17-69
Assistant Field Administrator	202462	11-3-66
Assistant Quality Control Engineer	202122	11-3-66
Assistant Technical Writer	202423	11-3-66
Associate Programmer	202366	11-3-66

INDIRECT SALARIED (Exempt)

Senior Administrative Executive	108028	1-1-69
Senior Staff Executive	108021	11-3-66
Administrative Executive	107020	11-3-66
Industrial Relations Manager	107051	11-3-66
Laboratory Controller	107013	11-3-66
Materials Manager	107060	11-3-66
Facilities Engineer	106451	11-3-66
Security Officer	106071	11-3-66
Senior Administrative Staff Assistant	106023	11-3-66
Technical Reports Manager	106420	11-3-66
Accountant III	105014	11-3-66
Administrative Staff Assistant	105025	11-3-66
Business Systems Analyst	105321	11-3-66
General Services Manager	105040	11-3-66
Purchasing Agent	105061	11-3-66
Safety Administrator	105073	4-5-71
Senior Materiel Administrator	105065	8-14-67
Senior Personnel Administrator	105052	11-3-66
Accountant II	104015	11-3-66
Buyer III	104062	11-3-66
General Services Administrator	104041	11-3-66
Materiel Administrator	104066	8-14-67

INDEX A (By Salary Range)

Issue
Date

Personnel Administrator	104053	11-3-66
Security Administrator	104072	11-3-66
Senior Administrative Assistant	104027	11-3-66
Senior Safety Engineer	104076	7-5-71
Supervisor, Tabulating	104340	11-3-66
Systems & Procedures Analyst	104322	11-3-66
Buyer II	103063	11-3-66
Graphic Arts Editor	103430	11-3-66
Safety Engineer	103074	4-5-71
Accountant I	102016	11-3-66
Administrative Assistant	102029	11-3-66
Buyer I	102064	11-3-66
General Services Assistant	102042	11-3-66
Health & Safety Nurse	102077	1-3-72
Librarian	102044	11-3-66
Personnel Assistant	102054	11-3-66
Security Assistant	102073	11-3-66

DIRECT HOURLY (Non-exempt)

Technical Specialist	410524	1-1-69
Design Checker	409416	11-3-66
Design Draftsman	409415	11-3-66
Senior Technician	408517	10-9-70
Technical Illustrator "A"	408433	4-5-71
Chief Computer Operator	407334	1-3-72
Instrument Maker	407543	11-3-66
Layout Draftsman	406412	11-3-66
Schematic Draftsman	406413	11-3-66
Senior Machinist	406542	2-8-71
Senior Sheetmetal Worker	406545	10-9-70
Technical Illustrator "B"	406432	11-3-66
Technician	406512	1-1-69
Computer Operator "A"	405333	1-3-72
Machinist	405541	11-3-66
Sheetmetal Worker	405544	11-3-66

INDEX A (By Salary Range)

Issue
Date

Assembler "A"	404534	4-5-71
Computer Operator "B"	404332	1-3-72
Detailer	404410	11-3-66
Laboratory Assistant	404511	11-3-66
Technical Illustrator "C"	404431	11-3-66
Assembler "B"	403533	11-3-66
Computer Operator "C"	403331	1-3-72
Assembler "C"	401531	11-3-66

INDIRECT HOURLY (Non-exempt) Plant Services

Maintenance Mechanic	507653	11-3-66
Materiel Handler "A"	505687	2-8-71
Senior Storekeeper	505683	2-8-71
Materiel Handler "B"	504686	7-7-69
Senior Custodian	504637	7-5-71
Materiel Handler "C"	503685	7-7-69
Storekeeper	503682	11-3-66
Custodian	502634	4-5-71

INDIRECT HOURLY (Non-exempt) Clerical

Executive Secretary	307771	11-3-66
Expediter	307751	11-3-66
Industrial Nurse	307747	8-14-67
Chief Clerk	306781	7-5-71
Senior Offset Press Operator	306762	4-5-71
Senior Secretary	306772	11-3-66
Senior Tabulating Machine Operator	306731	4-5-71
Clerk "A"	305781	7-5-71
Offset Press Operator	305765	8-14-67
Tabulating Machine Operator	305735	11-3-66

INDEX A (By Salary Range)

Issue
Date

Chief Switchboard Operator	304720	4-5-71
Clerk "B"	304781	4-5-71
Secretary	304773	11-3-66
Senior Key punch Operator	304734	11-3-66
Assistant Offset Press Operator	303766	8-14-67
Clerk "C"	303781	7-5-71
Key punch Operator	303736	11-3-66
Clerk "D"	302781	7-5-71
Receptionist	302744	11-3-66
Switchboard Operator	302723	4-5-71

JOB DESCRIPTION MANUAL

ALPHABETICAL INDEX

Accountant I	102016
Accountant II	104015
Accountant III	105014
Administrative Assistant	102029
Administrative Executive	107020
Administrative Staff Assistant	105025
Analysis Supervisor	206310
Analyst	202313
Assembler "A"	404534
Assembler "B"	403533
Assembler "C"	401531
Assistant Field Administrator	202462
Assistant Offset Press Operator	303766
Assistant Quality Control Engineer	202122
Assistant Technical Writer	202423
Associate Programmer	202366
Business Systems Analyst	105321
Buyer I	102064
Buyer II	103063
Buyer III	104062
Captain Pilot	207441
Chief Clerk	306781
Chief Computer Operator	407334
Chief Draftsman	206419
Chief Pilot	208440
Chief Switchboard Operator	304720
Clerk "A"	305781
Clerk "B"	304781
Clerk "C"	303781
Clerk "D"	302781
Computer Operator "A"	405333
Computer Operator "B"	404332
Computer Operator "C"	403331
Custodian	502634
Design Checker	409416
Design Draftsman	409415
Designer	204417
Detailer	404410

Job Description Manual
 Alphabetical Index

Engineer I	203114
Engineer II	204113
Engineer III	205112
Executive Secretary	307771
Expediter	307751
Facilities Engineer	106451
Field Administrator	204461
General Services Administrator	104041
General Services Assistant	102042
General Services Manager	105040
Graphic Arts Editor	103430
Health and Safety Nurse	102077
Industrial Nurse	307747
Industrial Relations Manager	107051
Instrument Maker	407543
Keypunch Operator	303736
Laboratory Assistant	404511
Laboratory Controller	107013
Layout Draftsman	406412
Librarian	102044
Machinist	405541
Maintenance Mechanic	507653
Materials Manager	107060
Materiel Administrator	104066
Materiel Handler "A"	505687
Materiel Handler "B"	504686
Materiel Handler "C"	503685
Offset Press Operator	305765
Personnel Administrator	104053
Personnel Assistant	102054

Job Description Manual
 Alphabetical Index

Pilot	204443
Principal Scientific Executive	200100
Principal Scientific Specialist	200200
Programmer	203365
Programmer III - Scientific	205362
Programmer IV - Scientific	206361
Project Leader, Systems Programming	205363
Purchasing Agent	105061
Quality Control Engineer	204123
Receptionist	302744
Safety Administrator	105073
Safety Engineer	103074
Schematic Draftsman	406413
Scientific Executive	208102
Scientific Specialist	208202
Scientist I	203214
Scientist II	204213
Scientist III	205212
Secretary	304773
Security Administrator	104072
Security Assistant	102073
Security Officer	106071
Senior Administrative Assistant	104027
Senior Administrative Executive	108028
Senior Administrative Staff Assistant	106023
Senior Analyst	204311
Senior Custodian	504637
Senior Designer	205418
Senior Engineer	206111
Senior Field Administrator	205460
Senior Keypunch Operator	304734
Senior Machinist	406542
Senior Materiel Administrator	105065
Senior Offset Press Operator	306762
Senior Personnel Administrator	105052
Senior Pilot	205442

Job Description Manual
 Alphabetical Index

Senior Safety Engineer	104076
Senior Scientific Executive	200101
Senior Scientific Specialist	200201
Senior Scientist	206211
Senior Secretary	306772
Senior Sheetmetal Worker	406545
Senior Staff Executive	108021
Senior Storekeeper	505683
Senior Tabulating Machine Operator	306731
Senior Technical Executive	200115
Senior Technical Supervisor	206118
Senior Technical Writer	204421
Senior Technician	408517
Sheetmetal Worker	405544
Storekeeper.	503682
Supervisor, Computer Operator	203330
Supervisor, Tabulating	104340
Switchboard Operator	302723
Systems & Procedures Analyst	104322
Systems Programmer	204364
Tabulating Machine Operator	305735
Technical Executive	208116
Technical Illustrator "A"	408433
Technical Illustrator "B"	406432
Technical Illustrator "C"	404431
Technical Reports Manager	106420
Technical Specialist	410524
Technical Supervisor	204117
Technical Writer	203422
Technician	406512

**JOB DESCRIPTION MANUAL
ALPHABETICAL INDEX**

·Accountant I	101116
·Accountant II	103115
·Accountant III	104114
·Administrative Assistant	101123
·Administrative Staff Assistant	104121
·Analysis Supervisor	205410
·Analyst	201414
·Assembler "A"	404630
·Assembler "B"	403631
·Assembler "C"	401632
·Assistant Field Administrator	201127
·Assistant General Manager for Administration	110002
·Assistant Offset Press Operator	303952
·Assistant Operations Manager	108006
·Assistant Program Manager	109004
·Assistant Quality Control Engineer	201224
·Assistant Technical Writer	201525
·Associate Health Physicist	103183
·Associate Programmer	201466
Auditor I	101104
Auditor II	103103
Auditor III	104102
·Business Systems Analyst	104421
·Buyer I	101169
·Buyer II	102168
·Buyer III	103167
·Captain Pilot	206542
·Chief Clerk	306972
·Chief Computer Operator	407433
·Chief Draftsman	205502
·Chief Health & Safety Nurse	103186
·Chief Legal Counsel	109008
·Chief Pilot	207541
·Clerk "A"	305974
·Clerk "B"	304975
·Clerk "C"	303976
·Clerk "D"	302977
·Computer Operator "A"	405434
·Computer Operator "B"	404435
·Computer Operator "C"	403436
·Custodian	502731

Job Description Manual
 Alphabetical Index

• Department Manager	108020
• Deputy General Manager	111001
• Design Checker	409513
• Design Drafter	409508
• Designer	203504
• Detailer	404514
• Division Director	109007
• Employee Communications Specialist	104528
• Engineer I	202214
• Engineer II	203213
• Engineer III	204212
• Engineering Specialist I	206205
• Engineering Specialist II	207204
• Engineering Specialist III	208203
• Executive Secretary	307960
• Field Administrator	203126
• General Manager	111000
• General Services Administrator	103141
• General Services Assistant	101142
• General Services Manager	104140
• Graphic Arts Editor	102531
• Group Leader	106060
• Health and Safety Nurse	101187
• Health Physicist	104182
• Industrial Hygienst	104184
• Keypunch Operator	303922
• Layout Drafter	406509
• Legal Counsel	106132
• Librarian	101146
• Maintenance Mechanic	507751
• Maintenance Worker	503753
• Materiel Administrator	103165
• Materiel Handler "A"	505780
• Materiel Handler "B"	504781
• Materiel Handler "C"	503782

Job Description Manual
 Alphabetical Index

· Office Manager I	103073
· Office Manager II	105072
· Office Manager III	107071
· Offset Press Operator	305951
· Operations Manager	109005
· Personnel Administrator	103151
· Personnel Assistant	101152
· Pilot	203544
· Program Manager	110003
· Programmatic Budget Analyst	105112
· Programmer	202465
· Programmer III - Scientific	204312 204462
· Programmer IV - Scientific	205461
· Project Leader, Systems Programming	204463
· Purchasing Agent	104161
· Quality Control Engineer	203313 203223
· Receptionist	302934
· Safety Administrator	104175
· Safety Engineer	102177
· Schematic Drafter	406510
· Scientific Specialist I	206305
· Scientific Specialist II	207304
· Scientific Specialist III	208303
· Scientist I	202314
· Scientist II	203313
· Scientist III	204312 204312
· Secretary	304963
· Section Head I	103053
· Section Head II	105052
· Section Head III	107051
· Security Administrator	103172
· Security Assistant	101173
· Security Officer	105171
· Senior Accountant	105113
· Senior Administrative Assistant	103122
· Senior Administrative Staff Assistant	105120
· Senior Analyst	203411
· Senior Custodian	504730
· Senior Designer	204503
· Senior Engineer	205211

Job Description Manual
Alphabetical Index

· Senior Field Administrator	204125
· Senior Keypunch Operator	304921
· Senior Maintenance Mechanic	508750
· Senior Materiel Administrator	104164
· Senior Offset Press Operator	306950
· Senior Personnel Administrator	104150
· Senior Pilot	204543
· Senior Safety Engineer	103176
· Senior Scientist	205311
· Senior Secretary	306962
· Senior Storekeeper	505785
· Senior Technical Writer	203523
· Storekeeper	503786
· Supervisor, Computer Operator	202431
· Supervisor, Tabulating	103447
· Systems & Procedures Analyst	103423
· Systems Programmer.	203464
· Technical Illustrator "A"	408533
· Technical Illustrator "B"	406534
· Technical Illustrator "C"	404535
· Technical Reports Manager	105522
· Technical Supervisor	204081
· Technical Writer	202524
· Technician I	404614
· Technician II	406613
· Technician III	408612
· Technician IV	410611

JOB CLASSIFICATION LIST

To Be Deleted

Las Vegas - Exempt

Principal Administrative Executive ✓
Principal Administrative Specialist ✓
Principal Scientific Executive ✓
Senior Scientific Executive ✓
Senior Technical Executive ✓

Scientific Executive ✓
Senior Administrative Executive ✓
Senior Staff Executive ✓
Technical Executive ✓

Administrative Executive ✓
Industrial Relations Manager ✓
Laboratory Controller ✓
Materials Manager ✓

Facilities Engineer ✓

Las Vegas - Non-Exempt

Technical Specialist ✓

Senior Technician ✓

Technician ✓

Laboratory Assistant ✓

To Be Added

Las Vegas - Exempt

Assistant General Manager for
Administration
Assistant Program Manager
Chief Legal Counsel
Deputy General Manager
Division Director
General Manager
Operations Manager
Program Manager

Assistant Operations Manager
Department Manager
Engineering Specialist III
Scientific Specialist III

Engineering Specialist II
Office Manager III
Scientific Specialist II
Section Head III

Engineering Specialist I
Group Leader
Scientific Specialist I

Office Manager II
Programmatic Budget Analyst
Section Head II

Auditor III
Employee Communications Specialist
Health Physicist
Technical Supervisor

Associate Health Physicist
Auditor II
Chief Health & Safety Nurse
Office Manager I
Section Head I

Auditor I

To Be Added

Las Vegas - Non-Exempt

Technician IV

Technician III

Technician II

Technician I

JOB DESCRIPTION MANUAL
INDEX A

By Salary Range

		<u>Issue Date</u>
<u>DIRECT SALARIED (Exempt)</u>		
Principal Scientific Executive	200100	11-3-66
Principal Scientific Specialist	200200	11-3-66
Senior Scientific Executive	200101	11-3-66
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Senior Technical Executive	200115	11-3-66
Chief Pilot	208440	2-8-67
Scientific Executive	208102	11-3-66
Scientific Specialist	208202	11-3-66
Technical Executive	208116	11-3-66
Captain Pilot	207441	2-8-67
Analysis Supervisor	206310	11-3-66
Chief Draftsman	206419	11-3-66
Programmer IV - Scientific	206361	8-14-67
Senior Engineer	206111	11-3-66
Senior Scientist	206211	11-3-66
Senior Technical Supervisor	206118	11-3-66
Engineer III	205112	3-1-67
Programmer III - Scientific	205362	8-14-67
Project Leader, Systems Programming	205363	11-3-66
Scientist III	205212	3-1-67
Senior Designer	205418	11-3-66
Senior Field Administrator	205460	11-3-66
Senior Pilot	205442	2-8-67
Designer	204417	11-3-66
Engineer II	204113	3-1-67
Field Administrator	204461	11-3-66
Pilot	204443	2-8-67
Quality Control Engineer	204123	11-3-66
Scientist II	204213	3-1-67
Senior Analyst	204311	11-3-66

INDEX A (By Salary Range)

Issue
Date

Senior Technical Writer	204421	11-3-66
Systems Programmer	204364	11-3-66
Technical Supervisor	204117	11-3-66
Engineer I	203114	3-1-67
Programmer	203365	11-3-66
Scientist I	203214	3-1-67
Supervisor, Computer Operator	203330	11-3-66
Technical Writer	203422	11-3-66
Analyst	202313	4-17-69
Assistant Field Administrator	202462	11-3-66
Assistant Quality Control Engineer	202122	11-3-66
Assistant Technical Writer	202423	11-3-66
Associate Programmer	202366	11-3-66

INDIRECT SALARIED (Exempt)

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Senior Staff Executive	108021	11-3-66
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Laboratory Controller	107013	11-3-66
Materials Manager	107060	11-3-66
Facilities Engineer	106451	11-3-66
Security Officer	106071	11-3-66
Senior Administrative Staff Assistant	106023	11-3-66
Technical Reports Manager	106420	11-3-66
Accountant III	105014	11-3-66
Administrative Staff Assistant	105025	11-3-66
Business Systems Analyst	105321	11-3-66
General Services Manager	105040	11-3-66
Purchasing Agent	105061	11-3-66
Safety Administrator	105073	4-5-71
Senior Materiel Administrator	105065	8-14-67
Senior Personnel Administrator	105052	11-3-66
Accountant II	104015	11-3-66
Buyer III	104062	11-3-66
General Services Administrator	104041	11-3-66
Materiel Administrator	104066	8-14-67

INDEX A (By Salary Range)

Issue
Date

Personnel Administrator	104053	11-3-66
Security Administrator	104072	11-3-66
Senior Administrative Assistant	104027	11-3-66
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Supervisor, Tabulating	104340	11-3-66
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Safety Engineer	103074	4-5-71
Accountant I	102016	11-3-66
Administrative Assistant	102029	11-3-66
Buyer I	102064	11-3-66
General Services Assistant	102042	11-3-66
Health & Safety Nurse	102077	1-3-72
Librarian	102044	11-3-66
Personnel Assistant	102054	11-3-66
Security Assistant	102073	11-3-66

DIRECT HOURLY (Non-exempt)

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Senior Technician	408517	10-9-70
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Layout Draftsman	406412	11-3-66
Schematic Draftsman	406413	11-3-66
Senior Machinist	406542	2-8-71
Senior Sheetmetal Worker	406545	10-9-70
Technical Illustrator "B"	406432	11-3-66
Technician	406512	1-1-69
Computer Operator "A"	405333	1-3-72
Machinist	405541	11-3-66
Sheetmetal Worker	405544	11-3-66

INDEX A (By Salary Range)

Issue
Date

Assembler "A"	404534	4-5-71
Computer Operator "B"	404332	1-3-72
Detailer	404410	11-3-66
Laboratory Assistant	404511	11-3-66
Technical Illustrator "C"	404431	11-3-66
Assembler "B"	403533	11-3-66
Computer Operator "C"	403331	1-3-72
Assembler "C"	401531	11-3-66

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Maintenance Mechanic	507653	11-3-66
Materiel Handler "A"	505687	2-8-71
Senior Storekeeper	505683	2-8-71
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Senior Custodian	504637	7-5-71
Materiel Handler "C"	503685	7-7-69
Storekeeper	503682	11-3-66
Custodian	502634	4-5-71

INDIRECT HOURLY (Non-exempt) Clerical

Executive Secretary	307771	11-3-66
Expediter	307751	11-3-66
Industrial Nurse	307747	8-14-67
Chief Clerk	306781	7-5-71
Senior Offset Press Operator	306762	4-5-71
Senior Secretary	306772	11-3-66
Senior Tabulating Machine Operator	306731	4-5-71
Clerk "A"	305781	7-5-71
Offset Press Operator	305765	8-14-67
Tabulating Machine Operator	305735	11-3-66

INDEX A (By Salary Range)

		<u>Issue Date</u>
Chief Switchboard Operator	304720	4-5-71
Clerk "B"	304781	4-5-71
Secretary	304773	11-3-66
Senior Key punch Operator	304734	11-3-66
Assistant Offset Press Operator	303766	8-14-67
Clerk "C"	303781	7-5-71
Key punch Operator	303736	11-3-66
Clerk "D"	302781	7-5-71
Receptionist	302744	11-3-66
Switchboard Operator	302723	4-5-71

JOB DESCRIPTION MANUAL

ALPHABETICAL INDEX

Accountant I	102016
Accountant II	104015
Accountant III	105014
Administrative Assistant	102029
Administrative Executive	107020
Administrative Staff Assistant	105025
Analysis Supervisor	206310
Analyst	202313
Assembler "A"	404534
Assembler "B"	403533
Assembler "C"	401531
Assistant Field Administrator	202462
Assistant Offset Press Operator	303766
Assistant Quality Control Engineer	202122
Assistant Technical Writer	202423
Associate Programmer	202366
Business Systems Analyst	105321
Buyer I	102064
Buyer II	103063
Buyer III	104062
Captain Pilot	207441
Chief Clerk	306781
Chief Computer Operator	407334
Chief Draftsman	206419
Chief Pilot	208440
Chief Switchboard Operator	304720
Clerk "A"	305781
Clerk "B"	304781
Clerk "C"	303781
Clerk "D"	302781
Computer Operator "A"	405333
Computer Operator "B"	404332
Computer Operator "C"	403331
Custodian	502634
Design Checker	409416
Design Draftsman	409415
Designer	204417
Detailer	404410

Job Description Manual
 Alphabetical Index

Engineer I	203114
Engineer II	204113
Engineer III	205112
Executive Secretary	307771
Expediter	307751
Facilities Engineer	106451
Field Administrator	204461
General Services Administrator	104041
General Services Assistant	102042
General Services Manager	105040
Graphic Arts Editor	103430
Health and Safety Nurse	102077
Industrial Nurse	307747
Industrial Relations Manager	107051
Instrument Maker	407543
Keypunch Operator	303736
Laboratory Assistant	404511
Laboratory Controller	107013
Layout Draftsman	406412
Librarian	102044
Machinist	405541
Maintenance Mechanic	507653
Materials Manager	107060
Materiel Administrator	104066
Materiel Handler "A"	505687
Materiel Handler "B"	504686
Materiel Handler "C"	503685
Offset Press Operator	305765
Personnel Administrator	104053
Personnel Assistant	102054

Job Description Manual
 Alphabetical Index

Pilot	204443
Principal Scientific Executive	200100
Principal Scientific Specialist	200200
Programmer	203365
Programmer III - Scientific	205362
Programmer IV - Scientific	206361
Project Leader, Systems Programming	205363
Purchasing Agent	105061
Quality Control Engineer	204123
Receptionist	302744
Safety Administrator	105073
Safety Engineer	103074
Schematic Draftsman	406413
Scientific Executive	208102
Scientific Specialist	208202
Scientist I	203214
Scientist II	204213
Scientist III	205212
Secretary	304773
Security Administrator	104072
Security Assistant	102073
Security Officer	106071
Senior Administrative Assistant	104027
Senior Administrative Executive	108028
Senior Administrative Staff Assistant	106023
Senior Analyst	204311
Senior Custodian	504637
Senior Designer	205418
Senior Engineer	206111
Senior Field Administrator	205460
Senior Keypunch Operator	304734
Senior Machinist	406542
Senior Materiel Administrator	105065
Senior Offset Press Operator	306762
Senior Personnel Administrator	105052
Senior Pilot	205442

Job Description Manual
 Alphabetical Index

Senior Safety Engineer	104076
Senior Scientific Executive	200101
Senior Scientific Specialist	200201
Senior Scientist	206211
Senior Secretary	306772
Senior Sheetmetal Worker	406545
Senior Staff Executive	108021
Senior Storekeeper	505683
Senior Tabulating Machine Operator	306731
Senior Technical Executive	200115
Senior Technical Supervisor	206118
Senior Technical Writer	204421
Senior Technician	408517
Sheetmetal Worker	405544
Storekeeper.	503682
Supervisor, Computer Operator	203330
Supervisor, Tabulating	104340
Switchboard Operator	302723
Systems & Procedures Analyst	104322
Systems Programmer	204364
Tabulating Machine Operator	305735
Technical Executive	208116
Technical Illustrator "A"	408433
Technical Illustrator "B"	406432
Technical Illustrator "C"	404431
Technical Reports Manager	106420
Technical Specialist	410524
Technical Supervisor	204117
Technical Writer	203422
Technician	406512

JOB DESCRIPTION MANUAL
ALPHABETICAL INDEX

·Accountant I	101116
·Accountant II	103115
·Accountant III	104114
·Administrative Assistant	101123
·Administrative Staff Assistant	104121
·Analysis Supervisor	205410
·Analyst	201414
·Assembler "A"	404630
·Assembler "B"	403631
·Assembler "C"	401632
·Assistant Field Administrator	201127
·Assistant General Manager for Administration	110002
·Assistant Offset Press Operator	303952
·Assistant Operations Manager	108006
·Assistant Program Manager	109004
·Assistant Quality Control Engineer	201224
·Assistant Technical Writer	201525
·Associate Health Physicist	103183
·Associate Programmer	201466
Auditor I	101104
Auditor II	103103
Auditor III	104102
·Business Systems Analyst	104421
·Buyer I	101169
·Buyer II	102168
·Buyer III	103167
·Captain Pilot	206542
·Chief Clerk	306972
·Chief Computer Operator	407433
·Chief Draftsman	205502
·Chief Health & Safety Nurse	103186
·Chief Legal Counsel	109008
·Chief Pilot	207541
·Clerk "A"	305974
·Clerk "B"	304975
·Clerk "C"	303976
·Clerk "D"	302977
·Computer Operator "A"	405434
·Computer Operator "B"	404435
·Computer Operator "C"	403436
·Custodian	502731

Job Description Manual
 Alphabetical Index

•Department Manager	108020
•Deputy General Manager	111001
•Design Checker	409513
•Design Drafter	409508
•Designer	203504
•Detailer	404514
•Division Director	109007
•Employee Communications Specialist	104528
•Engineer I	202214
•Engineer II	203213
•Engineer III	204212
•Engineering Specialist I	206205
•Engineering Specialist II	207204
•Engineering Specialist III	208203
•Executive Secretary	307960
•Field Administrator	203126
•General Manager	111000
•General Services Administrator	103141
•General Services Assistant	101142
•General Services Manager	104140
•Graphic Arts Editor	102531
•Group Leader	106060
•Health and Safety Nurse	101187
•Health Physicist	104182
•Industrial Hygienst	104184
•Keypunch Operator	303922
•Layout Drafter	406509
•Legal Counsel	106132
•Librarian	101146
•Maintenance Mechanic	507751
•Maintenance Worker	503753
•Materiel Administrator	103165
•Materiel Handler "A"	505780
•Materiel Handler "B"	504781
•Materiel Handler "C"	503782

Job Description Manual
 Alphabetical Index

· Office Manager I	103073
· Office Manager II	105072
· Office Manager III	107071
· Offset Press Operator	305951
· Operations Manager	109005
· Personnel Administrator	103151
· Personnel Assistant	101152
· Pilot	203544
· Program Manager	110003
· Programmatic Budget Analyst	105112
· Programmer	202465
· Programmer III - Scientific	204312 204462
· Programmer IV - Scientific	205461
· Project Leader, Systems Programming	204463
· Purchasing Agent	104161
· Quality Control Engineer	203313 203023
· Receptionist	302934
· Safety Administrator	104175
· Safety Engineer	102177
· Schematic Drafter	406510
· Scientific Specialist I	206305
· Scientific Specialist II	207304
· Scientific Specialist III	208303
· Scientist I	202314
· Scientist II	203313
· Scientist III	204312 204312
· Secretary	304963
· Section Head I	103053
· Section Head II	105052
· Section Head III	107051
· Security Administrator	103172
· Security Assistant	101173
· Security Officer	105171
· Senior Accountant	105113
· Senior Administrative Assistant	103122
· Senior Administrative Staff Assistant	105120
· Senior Analyst	203411
· Senior Custodian	504730
· Senior Designer	204503
· Senior Engineer	205211

Job Description Manual
 Alphabetical Index

· Senior Field Administrator	204125
· Senior Keypunch Operator	304921
· Senior Maintenance Mechanic	508750
· Senior Materiel Administrator	104164
· Senior Offset Press Operator	306950
· Senior Personnel Administrator	104150
· Senior Pilot	204543
· Senior Safety Engineer	103176
· Senior Scientist	205311
· Senior Secretary	306962
· Senior Storekeeper	505785
· Senior Technical Writer	203523
· Storekeeper	503786
· Supervisor, Computer Operator	202431
· Supervisor, Tabulating	103447
· Systems & Procedures Analyst	103423
· Systems Programmer.	203464
· Technical Illustrator "A"	408533
· Technical Illustrator "B"	406534
· Technical Illustrator "C"	404535
· Technical Reports Manager	105522
· Technical Supervisor	204081
· Technical Writer	202524
· Technician I	404614
· Technician II	406613
· Technician III	408612
· Technician IV	410611

JOB CLASSIFICATION LIST

To Be Deleted

Las Vegas - Exempt

Principal Administrative Executive ✓
Principal Administrative Specialist ✓
Principal Scientific Executive ✓
Senior Scientific Executive ✓
Senior Technical Executive ✓

Scientific Executive ✓
Senior Administrative Executive ✓
Senior Staff Executive ✓
Technical Executive ✓

Administrative Executive ✓
Industrial Relations Manager ✓
Laboratory Controller ✓
Materials Manager ✓

Facilities Engineer ✓

Las Vegas - Non-Exempt

Technical Specialist ✓

Senior Technician ✓

Technician ✓

Laboratory Assistant ✓

To Be Added

Las Vegas - Exempt

Assistant General Manager for
Administration
Assistant Program Manager
Chief Legal Counsel
Deputy General Manager
Division Director
General Manager
Operations Manager
Program Manager

Assistant Operations Manager
Department Manager
Engineering Specialist III
Scientific Specialist III

Engineering Specialist II
Office Manager III
Scientific Specialist II
Section Head III

Engineering Specialist I
Group Leader
Scientific Specialist I

Office Manager II
Programmatic Budget Analyst
Section Head II

Auditor III
Employee Communications Specialist
Health Physicist
Technical Supervisor

Associate Health Physicist
Auditor II
Chief Health & Safety Nurse
Office Manager I
Section Head I

Auditor I

To Be Added

Las Vegas - Non-Exempt

Technician IV

Technician III

Technician II

Technician I