



JOB DESCRIPTION MANUAL

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EG&G, INC., LAS VEGAS, NEVADA



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EG/G

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JOB CLASSIFICATION LIST

To Be Deleted

Las Vegas - Exempt

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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

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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
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Las Vegas - Non-Exempt

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Design Draftsman	409415	11-3-66
Senior Technician	408517	10-9-70
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Maintenance Mechanic	507653	11-3-66
Materiel Handler "A"	505687	2-8-71
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Executive Secretary	307771	11-3-66
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Design Draftsman	409415
Designer	204417
Detailer	404410

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General Services Assistant	102042
General Services Manager	105040
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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
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Materiel Handler "A"	505687
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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
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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
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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
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·Assistant General Manager for Administration	110002
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·Assistant Operations Manager	108006
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•Engineer III	204212
•Engineering Specialist I	206205
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•Field Administrator	203126
•General Manager	111000
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•General Services Assistant	101142
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•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
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· 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
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· Schematic Drafter	406510
· Scientific Specialist I	206305
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· Secretary	304963
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· 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
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· Technician III	408612
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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

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Access Control Operator

JOB DESCRIPTION

Operates CCTV monitoring equipment to determine identity of authorized personnel and allows entry to and exit from restricted areas. Maintains logs of authorized personnel access. Reports all unusual occurrences to immediate supervisor and duty officer of the Protective Guard Force.

QUALIFICATION REQUIREMENTS

Ability to write and speak at a high school graduate level. Normal or corrected vision; physical ability to operate equipment and move about normally. Ability to learn security guidelines and equipment operation within a few hours.

IR DIV (ES DEPT)
24 April 1980

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Accounting Assistant

JOB DESCRIPTION

Working under close supervision, performs tasks from specific detailed instructions. Work is reviewed by the supervisor for technical accuracy and compliance with established procedures. Assignments are of limited scope and complexity. Incumbent interacts primarily with the immediate supervisor. Some positions require inter-company and/or external interaction to obtain information or resolve routine matters.

Performs assigned duties related to a specific area of financial accounting such as: accounts payable, inventory, company travel, cash accounting, branch accounting, or accounting for fringe benefits.

Typical tasks include: reconciliation and analysis of activity in ledger accounts to ensure correct posting of source documents; review of transactions to ensure compliance with company policy; reconciliation of ledger activity with subsidiary software systems, preparation of reports for use by other internal personnel.

QUALIFICATION REQUIREMENTS

Associates degree in Business Administration or equivalent education and experience. In addition, must have a minimum two years experience working in an accounting environment performing progressively more complex accounting assignments.

Requires ability to communicate effectively to gain the cooperation of others when processing transactions, performing research, or resolving problems (verbal and written).

Requires a basic understanding of computer capabilities and computer hardware plus skill to utilize mainframe computer software. Examples of basic skills are: electronic mail, text editor, basic word processing techniques, basic electronic spreadsheet techniques, basic file management techniques, menu driven software, and basic understanding of data query techniques.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Accountant I

JOB DESCRIPTION

Working under close supervision, performs assigned tasks from instructions and established procedures. Work is reviewed by the supervisor for technical accuracy, compliance with established procedures and resolutions to problems where procedures may be lacking. Assignments deal with a variety of problems of moderate scope and complexity. Inter-company and external interaction is required to obtain information or resolve routine matters.

Performs assigned duties related to a specific area of financial accounting such as: accounts payable, inventory, company travel, cash accounting, branch accounting, cost accounting, or accounting for fringe benefits.

Typical tasks include: reconciliation and analysis of activity in ledger accounts to ensure correct posting of source documents; review of transactions to ensure compliance with company policy; reconciliation of ledger activity with subsidiary software systems, preparation of reports for use by other internal personnel.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Business Administration with emphasis in accounting or equivalent education and experience.

Requires ability to communicate effectively to gain the cooperation of others when processing transactions, performing research, or resolving problems (verbal and written).

Requires a basic understanding of computer capabilities and computer hardware plus skill to utilize mainframe computer software. Examples of basic skills are: electronic mail, text editor, basic word processing techniques, basic electronic spreadsheet techniques, basic file management techniques, menu driven software, and basic understanding of data query techniques.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Accountant II

JOB DESCRIPTION

Working under general supervision, performs tasks from established procedures. Work is reviewed by the supervisor for soundness of technical judgement and overall adequacy. Assignments deal with a variety of problems of moderate scope and complexity. Represents finance as the prime contact in a functional area. Interacts with internal and external personnel to resolve problems across organizational lines. Supervises the work of other exempt and/or non-exempt personnel.

Performs assigned duties related to specific areas of financial accounting such as: accounts payable, inventory, company travel, cash accounting, branch accounting, cost accounting, accounting for fringe benefits or corporate reporting.

Typical tasks include: reconciliation and analysis of activity in ledger accounts to ensure correct allocation of costs; review of transactions to ensure compliance with company policy; reconciliation of ledger activity with subsidiary software systems, preparation of reports for use by other internal and external personnel, and initiation of divisional desk instructions.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Business Administration with emphasis in accounting or equivalent education and experience. In addition, must have a minimum of 2 years experience working in accounting environment performing progressively more complex accounting assignments.

Requires ability to communicate effectively to gain the cooperation of others when processing transactions, performing research, or resolving problems (verbal and written).

Requires a general understanding of computer capabilities and computer hardware plus skill to utilize mainframe computer software. Examples of skills are: electronic mail, text editor, word processing, electronic spreadsheet, file management, menu driven software, and understanding of data query techniques.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Accountant III

JOB DESCRIPTION

Working under very general direction, independently plans, schedules and determines activities to accomplish objectives. Work is reviewed upon completion for adequacy in meeting objectives. Assignments deal with a variety of complex issues across various accounting functions. Represents finance as the prime contact in a functional area. Interacts with internal and external personnel on significant matters often requiring coordinative activity across organizational lines. Supervises the work of other exempt and/or non-exempt personnel.

Performs assigned duties related to specific areas of financial accounting such as: accounts payable, inventory, company travel, cash accounting, branch accounting, cost accounting, accounting for fringe benefits or corporate reporting.

Typical tasks include: reconciliation and analysis of activity in ledger accounts to ensure correct allocation of costs; review of transactions to ensure compliance with company policy; reconciliation of ledger activity with subsidiary software systems, preparation of reports for use by other internal and external personnel, and initiation of divisional desk instructions.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Business Administration with emphasis in accounting or equivalent education and experience. In addition, must have a minimum of 6 years experience working in accounting environment performing progressively more complex accounting assignments.

Requires ability to communicate effectively to gain the cooperation of others when processing transactions, performing research, or resolving problems (verbal and written).

Requires a general understanding of computer capabilities and computer hardware plus skill to utilize mainframe computer software. Examples of skills are: electronic mail, text editor, word processing, electronic spreadsheet, file management, menu driven software, and understanding of data query techniques.



JOB DESCRIPTION

5/30/1976
Revision Original
Date 11-3-66
Class Code ~~102016~~
10114

CLASSIFICATION : Accountant I

JOB DESCRIPTION:

Perform a regular range of duties within one or more of the major areas in the financial functions including, but not necessarily limited to: general ledger, budgets, accounts payable, cashiers, and property. Assist in the administration of established programs through the application of accounting practices. Refer difficult technical problems to senior personnel. May be required to assign and check work of supporting personnel. Typical tasks may include: analysis of ledgers, payrolls, and other accounting media; estimating of expenditures based upon present and past operations; and recording of Company owned or contractual equipment. Prepare statements and reports. Perform other related tasks of a comparable complexity as may be directed.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration (Accounting major) or the equivalent, some previous accounting experience, plus leadership potential.

Source: Corporate IR

Approved: _____

C. Kangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-3-66
Class Code	104015 103/15

CLASSIFICATION : Accountant II

JOB DESCRIPTION:

Perform broad assignments within one of the major areas in the financial function, or designated assignments crossing several areas of activity including: general ledger, budgets, accounts payable, cashiers, and property. Administer established programs through the application of well-established accounting principles and practices to a wide variety of problems. May be required to plan, organize, and/or schedule the work of subordinates. Typical tasks include those encompassed in the classification Accountant I, requiring a greater scope of responsibility. Review data, prepare statements and reports, and make recommendations for improvements. Perform other related tasks of a comparable complexity as may be directed.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration (Accounting major), or the equivalent; sufficient related laboratory/plant experience; plus leadership qualities.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-8-66
Class Code	105014 108114

CLASSIFICATION : Accountant III

JOB DESCRIPTION:

Perform, and direct the activities of subordinates, in all tasks associated with one of the major disciplines in the financial function such as: costs and proposals, general accounting, and accounting services. Administer a complete program, encompassing several areas of activity, through the application of accounting theories, principles, and practices to the full range of operating problems. Responsible for daily transactions, including the employment, discipline, and review of work of subordinates, and solving complex technical problems. Prepare authoritative reports for presentation to, and discussion with, the Controller. Make effective recommendations for the improvement of methods and systems. Perform such other senior level tasks as may be deemed necessary to the advancement of the financial function.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration (with major emphasis in Accounting); a broad background of related laboratory/plan experience; plus demonstrated leadership qualities.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager

EG&G, Inc.
Las Vegas Area Operations

Revision - Original
7-5-76
Date - 4/29/74
Class. Code - 106019
105113

Job Title: SENIOR ACCOUNTANT

Job Summary: Under the direction of and responsible to the Accounting Department Manager; directs and coordinates the technical functions and personnel of a major accounting area.

Work Performed: Is responsible for supervising, scheduling and coordinating the accounting functions and personnel of a major accounting area; participates in the development of Company accounting policy and administers approved accounting procedures; plans and directs the activities of the area including Financial Accounting, Accounts Receivable, Banking and Cost Reporting; supervises the maintenance of prepaid and accrued insurance and tax records and checks insurance invoices; responsible for all accounting transactions, reconciliations, financial statements and cost reports; assures compliance with established Company and AEC accounting and reporting procedures; maintains statistical records and charts of accounting data as necessary; coordinates and assists the Data Processing Department in the processing schedule of financial and cost information; reviews financial and operating statements of other divisions of EG&G; supervises the preparation of periodic and special financial reports, reviewing and editing same; recommends personnel action, and performs related work as required.

Qualifications: Bachelor's degree in accounting or equivalent plus eight to ten years of professional accounting experience.

Salary Range: \$275.00 - \$405.00 weekly
\$14,300 - \$21,060 annually

*never done in
orig form for
Job Desc Manual.*

ACCOUNTING CLERK

Reservations, airline ticketing, processing travel expense vouchers, airline and car rental payments, petty cash, and filing.

Job to include all phases of company travel and other accounting duties as required.

Some experience in the tasks above.

10-Key

Should be familiar with the OAG

JOB DESCRIPTION

CLASSIFICATION : Accounting Clerk "A"

JOB DESCRIPTION:

An individual who maintains, under supervision, accounts or books, making proper entries and verifying balances; records purchase orders and invoices; prepares vouchers for payment and assists in preparation of financial reports.

QUALIFICATION REQUIREMENTS:

Approximately three years' experience in bookkeeping or accounting or the equivalent.

Source: Corporate IR

Approved: C. Hangle

Industrial Relations Manager



Revision Original
Date 11-3-66
Class Code 303713

JOB DESCRIPTION

CLASSIFICATION : Accounting Clerk "B"

JOB DESCRIPTION:

An individual having responsibility for some phase of accounting work and who assists the Senior Accounting Clerk.

QUALIFICATION REQUIREMENTS:

Approximately one year's experience in bookkeeping or accounting or the equivalent.

Source: Corporate IR

Approved

C. Nangle
Industrial Relations Manager

CLASSIFICATION: Administrative Assistant

APPLICABLE LOCATION(S): Las Vegas, Los Alamos, San Ramon, Santa Barbara,
Kirtland, and Bedford

JOB DESCRIPTION:

Under general supervision, performs administrative assignments which are of substantial importance to the management of a recognized organizational activity at section, department, or higher managerial level. Plans, coordinates, and conducts a variety of research and administrative staff studies concerning the organization, procedures, administrative practices, and operations of an assigned unit. Prepares and submits comprehensive reports indicating scope of studies, findings, conclusions, and recommendations. Aids in the development of budgets, forecasts, manpower planning, etc. Conducts surveys and investigations. Completes proposals and reports for management consideration. Performs related work as required.

QUALIFICATION REQUIREMENTS:

Administrative experience which has provided a good working knowledge of administrative policies and procedures plus completion of a two-year course at a college of business administration or equivalent experience.

C. E. Naugle, Director
Industrial Relations Division

CAP BUDGET PROPOSAL - OCTOBER, 1991

Administrative Assistant I

JOB DESCRIPTION

Working under close supervision, performs administrative assignments for an organizational unit. Conducts a variety of research and administrative staff studies concerning the organization, procedures, administrative practices, and operations of an assigned unit. Prepares and submits reports indicating scope of studies, findings, conclusions, and recommendations. Aids in the development of budgets, forecasts, manpower planning, etc. Completes proposals and reports for management consideration. Projects are limited in scope and tend to follow established guidelines, policies, and procedures.

QUALIFICATION REQUIREMENTS

Associate's degree in Business Administration or equivalent education and experience. In addition, must have a minimum two years administrative experience.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Administrative Assistant II

JOB DESCRIPTION

Working under general supervision, performs administrative assignments for an organizational unit. Plans, coordinates, and conducts a variety of research and administrative staff studies concerning the organization, procedures, administrative practices, and operations of an assigned unit. Prepares and submits comprehensive reports indicating scope of studies, findings, conclusions, and recommendations. Aids in the development of budgets, forecasts, manpower planning, etc. Completes proposals and reports for management consideration. Resolves problems of limited complexity.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Business Administration or equivalent education and experience.



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	107020

CLASSIFICATION : Administrative Executive

JOB DESCRIPTION:

Administer and direct more than one major business or non-scientific functional area at the Corporate or Division level. Counsel management on matters pertaining to the areas of designated responsibility. Disseminate policy, audit adherence thereto, and recommend remedial measures. Initiate new programs and institute changes in current programs in interest of efficient operation. Maintain liaison with operating staffs to assure optimum communication. Provide administrative and technical guidance to subordinates, performing senior level tasks in support of the operation as required. (Areas of responsibility may encompass such functions as: Procurement, Contracts, Security, Communication and Information Services.)

QUALIFICATION REQUIREMENTS:

Graduation from a four year course at a school of Business Administration plus additional courses relevant to the field, and a successful work record to demonstrate qualifications.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision Original
Date ~~7-5-76~~
11-3-66
Class Code 105025
104121

CLASSIFICATION : Administrative Staff Assistant

JOB DESCRIPTION:

Assume administrative cognizance of the business or non-technical activity reporting either to a senior level staff assistant or the divisional department manager. Maintain liaison, both inter- and intra-departmental, and coordinate related support activities in an expeditious manner. Assist supervisor and other technical personnel with the day-to-day operation of administrative affairs. Typical tasks encompassed in this position are similar to those delineated in the senior position, being lesser in scope only. May supervise supporting clerical personnel as assigned. Perform other duties of an equivalent level as may be deemed necessary to the benefit of the department.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration, or the equivalent, and a successful work record in industrial administration.

Source: Corporate IR

Approved: C. Kuyper
Industrial Relations Manager



JOB DESCRIPTION

Revision ~~Original~~
Date ~~11-3-88~~ 2-5-26
Class Code ~~200310~~ 205410

CLASSIFICATION : Analysis Supervisor

JOB DESCRIPTION:

An individual responsible for the technical supervision and work planning of a group of Analysts and Senior Analysts. He will have the responsibility for the quality of the work performed as well as the ability to set up all calculations, prepare reports, and generally coordinate the work of those under his supervision.

QUALIFICATION REQUIREMENTS:

Scientific degree, plus approximately five years' experience in data reduction, plus demonstration of supervisory ability.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982

Analyst

JOB DESCRIPTION

Provide assistance in scientific or engineering work by operating electronic equipment, gathering data, performing calculations and summarizing various types of information for others. Performs file maintenance and other duties associated with data acquisition and processing.

QUALIFICATION REQUIREMENTS

A Bachelors degree with strong math or science background or equivalent experience to include mathematical computation, electronic equipment operation, and data presentation.



JOB DESCRIPTION

Revision Original
Date ~~7-5-76~~
~~4-17-69~~
Class Code ~~202313~~
201414

CLASSIFICATION : Analyst

JOB DESCRIPTION:

An individual who renders routine assistance in research or engineering work by analysis and computation.

QUALIFICATION REQUIREMENTS:

A BS degree with a strong math and/or science background from an accredited college or the equivalent of related experience.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Analyst

JOB DESCRIPTION

Provide assistance in scientific or engineering work by operating electronic equipment, gathering data, performing calculations and summarizing various types of information for others. Performs file maintenance and other duties associated with data acquisition and processing.

QUALIFICATION REQUIREMENTS

A Bachelors degree with strong math or science background or equivalent experience to include mathematical computation, electronic equipment operation, and data presentation.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - MAY 1979

Assembler "A"

JOB DESCRIPTION:

Perform a variety of precision bench assembly operations for final assembly of intricate electronic units, often requiring installation of a large number of diversified components and assemblies.

Work from verbal instructions, point-to-point layouts, operational sequence sheets, drawings, pictorials and previous experience with the same or similar type units to assemble, wire and solder fairly complex products. Construct initial units of production orders for use as models by other assemblers.

Install, wire and solder a wide variety of components such as switches, transformers, tube sockets, spacers, cables, modules and miniature components to circuit boards, panels, chassis, etc. Select and utilize lightweight hand tools such as pliers, wrenches, screw drivers, soldering irons, tweezers, wire cutters and strippers, bench vise and bench grinder. Use small quantities of liquid cleaners, flux, adhesives and varnish to clean, prepare and protect specified areas.

Work under routine line supervision, proceeding on own initiative to assemble complex units with occasional visual spot checks by supervision. Select own tools, work methods and sequence of operations, following standard practice with assistance on new or unusual assembly problems or difficulties.

Exercise considerable care and manual precision to install large numbers of small components within closely confined areas while maintaining requirements for appearance, accuracy and quality of work. May direct work and train other employees of lower classification.

QUALIFICATION REQUIREMENTS:

Understand and work from point-to-point drawings, operation sequence sheets, pictorials, assembly drawings and models and to follow verbal instructions concerning work methods and procedures. A minimum of one years' experience on assembly of complex electronic instrumentation.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - MAY 1979

Assembler "A"

JOB DESCRIPTION:

Perform a variety of precision bench assembly operations for final assembly of intricate electronic units, often requiring installation of a large number of diversified components and assemblies.

Work from verbal instructions, point-to-point layouts, operational sequence sheets, drawings, pictorials and previous experience with the same or similar type units to assemble, wire and solder fairly complex products. Construct initial units of production orders for use as models by other assemblers.

Install, wire and solder a wide variety of components such as switches, transformers, tube sockets, spacers, cables, modules and miniature components to circuit boards, panels, chassis, etc. Select and utilize lightweight hand tools such as pliers, wrenches, screw drivers, soldering irons, tweezers, wire cutters and strippers, bench vise and bench grinder. Use small quantities of liquid cleaners, flux, adhesives and varnish to clean, prepare and protect specified areas.

Work under routine line supervision, proceeding on own initiative to assemble complex units with occasional visual spot checks by supervision. Select own tools, work methods and sequence of operations, following standard practice with assistance on new or unusual assembly problems or difficulties.

Exercise considerable care and manual precision to install large numbers of small components within closely confined areas while maintaining requirements for appearance, accuracy and quality of work. May direct work and train other employees of lower classification.

QUALIFICATION REQUIREMENTS:

Understand and work from point-to-point drawings, operation sequence sheets, pictorials, assembly drawings and models and to follow verbal instructions concerning work methods and procedures. A minimum of one years' experience on assembly of complex electronic instrumentation.



JOB DESCRIPTION

Revision ~~A~~
Date ~~4-5-71~~ 7-5-76

Class Code ~~404534~~
404630

CLASSIFICATION : Assembler "A"

JOB DESCRIPTION:

Perform a variety of precision bench assembly operations for final assembly of intricate electronic units, often requiring installation of a large number of diversified components and assemblies.

Work from verbal instructions, point-to-point layouts, operational sequence sheets, drawings, pictorials and previous experience with the same or similar type units to assemble, wire and solder fairly complex products. Construct initial units of production orders for use as models by other assemblers.

Install, wire and solder a wide variety of components such as switches, transformers, tube sockets, spacers, cables, modules and miniature components to circuit boards, panels, chassis, etc. Select and utilize lightweight hand tools such as pliers, wrenches, screw drivers, soldering irons, tweezers, wire cutters and strippers, bench vise and bench grinder. Use small quantities of liquid cleaners, flux, adhesives and varnish to clean, prepare and protect specified areas.

Work under routine line supervision, proceeding on own initiative to assemble complex units with occasional visual spot checks by supervision. Select own tools, work methods and sequence of operations, following standard practice with assistance on new or unusual assembly problems or difficulties.

Exercise considerable care and manual precision to install large numbers of small components within closely confined areas while maintaining requirements for appearance, accuracy and quality of work. May direct work and train other employees of lower classification.

QUALIFICATION REQUIREMENTS:

Understand and work from point-to-point drawings, operation sequence sheets, pictorials, assembly drawings and models and to follow verbal instructions concerning work methods and procedures. A minimum of one years' experience on assembly of complex electronic instrumentation.

Source: Corporate IR

Approved:


Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - MAY 1979

Assembler 'B'

JOB DESCRIPTION:

Perform a variety of routine electrical and mechanical assembly operations to construct recurrent lightweight sub-assemblies, assemblies, modules, circuit boards and units for a variety of electronic devices.

Follow specific verbal instructions for work methods and procedures and work from completed sample model, point-to-point layouts and operational sequence sheets, drawings and pictorials. Assemble a wide variety of specified components and sub-assemblies such as switches, transformers, sockets, spacers, cables, modules and miniature components. Utilize lightweight hand tools such as pliers, wire stripper, crimpers, wrenches, screw drivers, soldering irons, tweezers, bench vise and grinders in performing specific wiring, soldering and mechanical assembly operations. As required, use small quantities of liquid cleaner, flux, adhesives and varnish to clean, prepare and protect specific areas.

Work under fairly close line supervision and refer all problems and difficulties to supervisor for clarification and assistance. Exercise considerable care and manual precision to install large numbers of small components within closely confined areas while maintaining requirements for appearance, accuracy and quality of work.

QUALIFICATION REQUIREMENTS:

Ability to understand and work from point-to-point drawings, operations sequence sheets, pictorials, simple assembly drawings and completed models, and to follow verbal instructions concerning work methods and procedures, plus six to twelve months experience on assembly of electronic instruments to acquire required techniques and proficiency for a variety of operations.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - MAY 1979

Assembler 'B'

JOB DESCRIPTION:

Perform a variety of routine electrical and mechanical assembly operations to construct recurrent lightweight sub-assemblies, assemblies, modules, circuit boards and units for a variety of electronic devices.

Follow specific verbal instructions for work methods and procedures and work from completed sample model, point-to-point layouts and operational sequence sheets, drawings and pictorials. Assemble a wide variety of specified components and sub-assemblies such as switches, transformers, sockets, spacers, cables, modules and miniature components. Utilize lightweight hand tools such as pliers, wire stripper, crimpers, wrenches, screw drivers, soldering irons, tweezers, bench vise and grinders in performing specific wiring, soldering and mechanical assembly operations. As required, use small quantities of liquid cleaner, flux, adhesives and varnish to clean, prepare and protect specific areas.

Work under fairly close line supervision and refer all problems and difficulties to supervisor for clarification and assistance. Exercise considerable care and manual precision to install large numbers of small components within closely confined areas while maintaining requirements for appearance, accuracy and quality of work.

QUALIFICATION REQUIREMENTS:

Ability to understand and work from point-to-point drawings, operations sequence sheets, pictorials, simple assembly drawings and completed models, and to follow verbal instructions concerning work methods and procedures, plus six to twelve months experience on assembly of electronic instruments to acquire required techniques and proficiency for a variety of operations.



JOB DESCRIPTION

Revision Original

Date ~~11-3-66~~
2-5-76

Class Code ~~403583~~

403631

CLASSIFICATION : Assembler "B"

JOB DESCRIPTION:

Perform a variety of routine electrical and mechanical assembly operations to construct recurrent lightweight, sub-assemblies, assemblies, modules, circuit boards and units for variety of electronic devices.

Follow specific verbal instructions for work methods and procedures and work from completed sample model, point-to-point layouts and operational sequence sheets, drawing and pictorials. Assemble a wide variety of specified components and sub-assemblies such as switches, transformers, sockets, spacers, cables, modules and miniature components. Utilize lightweight hand tools such as pliers, wire stripper, crimpers, wrenches, screw drivers, soldering irons, tweezers, bench vise and grinders in performing specified wiring, soldering and mechanical assembly operations. As required, use small quantities of liquid cleaner, flux, adhesives and varnish to clean, prepare and protect specific areas.

Work under fairly close line supervision and refer all problems and difficulties to supervisor for clarification and assistance. Exercise considerable care and manual precision to install large numbers of small components within closely confined areas while maintaining requirements for appearance, accuracy and quality of work.

QUALIFICATION REQUIREMENTS:

Ability to understand and work from point-to-point drawings, operations sequence sheets, pictorials, simple assembly drawings and completed models, and to follow verbal instructions concerning work methods and procedures plus six to twelve months experience on assembly of electronic instruments to acquire required techniques and proficiency for a variety of operations.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76
	11-3-66
Class Code	401531
	401632

CLASSIFICATION : Assembler "C"

JOB DESCRIPTION:

Perform routine electrical and mechanical bench assembly operations to wire and solder components and construct semi-repetitive sub-assemblies for electronic instruments.

Follow specific verbal instructions and completed models and work from simple point-to-point layouts, operational sequence sheets, drawings, and pictorials to assemble, wire and solder components such as tube sockets, switches, transistors, capacitors, leads, cables, spacers and hardware to panels, circuit boards and chassis. Follow specified procedures and sequence of operations and utilize lightweight hand tools such as pliers, wire strippers, crimpers, wrenches, screw drivers, soldering irons, tweezers, bench vise, etc. to perform operations. As required, use small amounts of liquid cleaner, flux, adhesives and varnish to clean, prepare and protect specific areas.

Generally work under close line supervision or with the assistance and guidance of more experienced assemblers on new or unfamiliar work and for training on more complex units.

QUALIFICATION REQUIREMENTS:

Ability to understand and follow oral and written instructions and work from simple drawings, operation sheets and completed models plus a minimum of three months experience to acquire proficiency in assembly operations, wiring and soldering for a variety of operations.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978

Assembly/Fabrication Supervisor

JOB DESCRIPTION

Under the direction of a Section Head, responsible for the supervision, training and coordination of the activities of a technical group of employees engaged primarily in a specific area of expertise. Assigns personnel, schedules and organizes work to achieve efficient production. Examines work for quality of workmanship and customer requirements. Assures that work is completed to meet deadlines and commitments. Coordinates work within a group. Establishes priorities based on customer scheduling requirements. Interfaces with customers to develop criticality of job schedules. Guide assemblers and technicians in locating and correcting errors. Establishes training procedures for new and semi-skilled personnel. Recommends changes in procedures and quality control standards. Assists Section Head in evaluating employee performance. Maintains time accounting records of subordinates. Assembly/Fabrication Supervisor directly participates in the work of the Section.

QUALIFICATION REQUIREMENTS

Thorough knowledge of Section programs, policies and practices as well as the procedures, functions, methods, and terminology of the specific organizational area. Position requires ability to organize, interface and coordinate the activities of a group of subordinates with customer and in-house engineering personnel.

JOB DESCRIPTION

CLASSIFICATION : Assistant Analyst

JOB DESCRIPTION:

Perform a range of duties including film reading, hand calculations, tabulation, paper tape punching, etc. Assist qualified Analysts in the performance of their studies. May accomplish more intricate work in the areas of non-automatic plotting, report preparation and data processing under the immediate guidance of an Analyst.

QUALIFICATION REQUIREMENTS:

High school education or the equivalent and a demonstrated proficiency in algebra and trigonometry.

Source: Corporate IR

Approved: C. Haugle

Industrial Relations Manager

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1985
ASSISTANT CHIEF PILOT - DUAL

JOB DESCRIPTION

Under general direction, is responsible for the supervision of assigned, dual-rated pilots and all associated aviation activities relative to the scheduling and safe conduct of flight operations. Monitors and evaluates pilots performance in accordance to FAA and company policies and regulations. Prepares and maintains records on each pilot to document all phases of flight qualifications. Ensures that aircraft and equipment are available.

Performs assigned flight functions in a safe manner when acting as pilot in command of EG&G/DOE aircraft. Maintains personal records and flight logs. Performs and documents all preflight functions, weights and balance, and flight plans. Reports to the Chief Pilot.

QUALIFICATIONS

Possessor of a current valid air transport license (ATP) with a multi-engine band endorsement and a commercial rotor craft certificate; a valid first class FAA medical certificate; a valid radiotelephone license; and broad and extensive aviation experience (flying more than 100 hours per year) involving a total of at least 2500 hours as pilot-in-command of aircraft, of which at least 1000 hours are in multi-engine aircraft. In addition, the position requires supervisory experience gained in the management of a comparable aircraft operation.

HR PER-C/B
18 September 1985



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-3-86
Class Code	202462 201127

CLASSIFICATION : Assistant Field Administrator

JOB DESCRIPTION:

Responsible for the coordination of administrative functions necessary to pre and post events at a field test site. Area of responsibility may be in security, personnel, air operations, etc. Duties may include the maintenance of the Operations Daily Log Book; the gathering, reading, and grouping of Event Cards; the preparation of area and overlay maps and instruction boards; other administrative duties of a liaison nature with participating agencies as assigned;

or

Perform general administrative duties necessary to the Corporation's operations at a test site in the areas of purchasing, accounting, shipping and receiving, personnel, etc. May direct the activities of clerks, typists and other hourly personnel in the maintenance of systems, files and the processing of required forms and memoranda.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration, or training and experience sufficient to perform the duties of the classification in a proficient manner.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



Revision Original
Date 5 July 76
Class Code 110002

JOB DESCRIPTION

CLASSIFICATION : Assistant General Manager for Administration

JOB DESCRIPTION

Responsible for all administration matters on a Group-wide basis, particularly in their relationship to ERDA. Responsible for the development of continual responsiveness combined with effective administrative support to Group operations. Plans, organizes, and directs the program areas for Finance, Industrial Relations, Information Systems, Procurement, Property Management, Safety, Security, Technical Services Divisions and the Internal Audit and Plans Programs and Budget Office. Provides overall supervision of Central Staff members and Group administrative activities regardless of geographic location. Organizes administrative functions within the group on a centralized functional basis. Interfaces with Program Managers, Operations Managers, General Manager and Corporate Headquarters to effectively administer Group-wide policies, programs and procedures.

QUALIFICATION REQUIREMENTS

Thorough knowledge of EG&G policies, programs, and procedures and Group-wide ^{Division} activities and extensive administrative experience which requires the ability to plan, organize and direct the administrative programs of a major organizational unit.

Approved: J. E. Bush
Manager, Industrial Relations
Services Department

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Assistant General Manager for General
Technical Services

JOB DESCRIPTION

Responsible for providing technical support to each of the major Programs comprising the Energy Measurements Group.

Provides comprehensive technical direction by identifying areas to be investigated, capabilities required, specific programs, projects or results to be accomplished.

Monitors activities through his/her Operations Manager and Division Directors to insure performance on assigned tasks is timely, and meets all technical standards within budget limits.

Plans and recommends methods to improve performance and customer satisfaction.

Manages one Operation, three Divisions and one office which are responsible for Detector and Fabrication Services, Quality Assurance, Health and Safety, Facilities, and Energy Conservation.

Additionally, responsible for the Morgantown Operations, serving as Program Manager.

QUALIFICATION REQUIREMENTS

Extensive managerial and technical experience and a thorough knowledge of the Energy Measurements Group programs and the DOE and customer organizational milieu.

Attachment III



JOB DESCRIPTION

Revision B
Date ~~5-1-72~~
~~7-5-76~~
Class Code ~~303766~~
303952

CLASSIFICATION : Assistant Offset Press Operator

JOB DESCRIPTION:

An individual who operates a multilith or other offset-type printing machine with a fair amount of skill and can make satisfactory copies from ordinary master material. May be required to perform work of a higher classification when such assignments are necessary or serve as a step to develop the skills and duties for advancement.

ASSOCIATED DUTIES:

1. Makes ready and operates machines.
2. Assists in minor maintenance and repair of equipment.
3. Performs related work as required.

Source: LV IR

Approved: *C. Hauge*
Industrial Relations Manager



INTER-OFFICE MEMORANDUM

TO *N. Cowan*

DATE 31 January 1977

FROM T. E. Bush, Compensation Office *T. E. Bush*

SUBJECT JOB DESCRIPTION

Please replace Assistant Operations Manager job description dated 5 July 1976, Class Code 108006, with revision enclosed dated 24 January 1977.

TEB:AGQ:jh
Enclosure a/s



Revision A

Date 24 Jan 77

Class Code 108006

JOB DESCRIPTION


CLASSIFICATION : Assistant Operations Manager

JOB DESCRIPTION:

Responsible for planning, coordinating, and directing the activities of a number of departments and offices located in a geographic area. Assists the Operations Manager in the overall management of all functions supported in that particular geographic area but recognizes pertinent interfaces at other locations. Recommends and implements staffing, procurement, and operating systems as required. May also be assigned specific responsibility for selected functional areas as determined by the Operations Manager. Assists in the selection and appraisal of personnel in functions for which he or she has been assigned responsibility. May be called upon to act for the Operations Manager during his or her absence.

QUALIFICATION REQUIREMENTS:

Substantial knowledge of the EG&G Contract Group structure, its systems and capabilities, and customer programs and their demands. A general knowledge of ERDA Contract Group policies, programs, and procedures. A demonstrated ability to perform management functions in a complex organizational structure where interface relationships are multiple and requirements are high to stimulate coordination and cooperation among the various participants.

Approved: 
Compensation Office

JOB DESCRIPTION


CLASSIFICATION : Assistant Operations Manager

JOB DESCRIPTION:

Responsible for planning, coordinating, and directing the activities of a number of departments and offices located in a geographic area. Assists the Operations Manager in the overall management of all functions supported in that particular geographic area but recognizes pertinent interfaces at other locations. Recommends and implements staffing, procurement, and operating systems as required. May also be assigned specific responsibility for selected functional areas as determined by the Operations Manager. Assists in the selection and appraisal of personnel in functions for which he or she has been assigned responsibility. May be called upon to act for the Operations Manager during his or her absence.

QUALIFICATION REQUIREMENTS:

Substantial knowledge of the EG&G Contract Group structure, its systems and capabilities, and customer programs and their demands. A general knowledge of ERDA Contract Group policies, programs, and procedures. A demonstrated ability to perform management functions in a complex organizational structure where interface relationships are multiple and requirements are high to stimulate coordination and cooperation among the various participants.

Approved: 
Compensation Office

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1976

Assistant Operations Manager

JOB DESCRIPTION

Responsible for planning, coordinating and directing EG&G support services for related projects of a specific operations. Provides technical and administrative management support as a Program Representative for an Operations Manager. Interfaces with customer management on scheduling, manpower, equipment resources, and funding for non-routine items. Responsible for the overall technical expertise and managerial knowledge necessary to fulfill customer program objectives. Assists the Operations Manager in the activities of departments engaged in technical support activities pertinent to a major program of the ERDA Contract Group. Responsibilities may also involve the monitoring and application of administrative and financial analysis for all program areas. Assists in selection and appraisal of subordinate personnel. Acts for the Operations Manager during his absence.

QUALIFICATION REQUIREMENTS

Thorough knowledge of specific program responsible for customer needs and requirements, general knowledge of Company policies, programs and procedures. Position requires considerable administrative and technical expertise and ability to plan, coordinate, and direct the activities of a number of departments in support of a major program.

IR SVS
4 June 1976



Revision	Original
Date	5 July 76
Class Code	109004

JOB DESCRIPTION

CLASSIFICATION : Assistant Program Manager

JOB DESCRIPTION

Assists the Program Manager in directing, planning and monitoring of Company activities in support of a specific program. Responsible for insuring responses to customer as well as coordinating and monitoring all activities within the customer's program. May be responsible for technical direction of a segment of a program in conjunction with customer management. Reviews and plans methods to improve performance and customer satisfaction. Establishes and maintains appropriate working relationships to maintain awareness of significant internal and external factors in regards to the Company's ability to perform assigned work. Acts for the Program Manager during an absence.

QUALIFICATION REQUIREMENTS

Thorough knowledge of specific technical aspects, programs and capabilities of a specific program. Familiarity with customer needs and requirements which require substantial experience to perform management functions in the environment of ERDA Weapons Test and other programs and Federal Government activities.

Approved: J. C. Bush
Manager, Industrial Relations
Services Department

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1976

Assistant Program Manager

JOB DESCRIPTION

Assists the Program Manager in directing, planning and monitoring of Company activities in support of a specific program. Responsible for insuring responses to customer as well as coordinating and monitoring all activities within the customer's program. May be responsible for technical direction of a segment of a program in conjunction with customer management. Reviews and plans methods to improve performance and customer satisfaction. Establishes and maintains appropriate working relationships to maintain awareness of significant internal and external factors in regards to the Company's ability to perform assigned work. Acts for the Program Manager during an absence.

QUALIFICATION REQUIREMENTS

Thorough knowledge of specific technical aspects, programs and capabilities of a specific program. Familiarity with customer needs and requirements which require substantial experience to perform management functions in the environment of ERDA Weapons Test and other programs and Federal Government activities.

IR SVS
4 June 1976



JOB DESCRIPTION

Revision Original
Date ~~7-5-76~~
~~11-3-66~~
Class Code 202122
201224

CLASSIFICATION : Assistant Quality Control Engineer

JOB DESCRIPTION:

An individual who, under supervision, assists in quality control by selecting random samples of items to be tested, conducting required tests, maintaining records and preparing control charts.

QUALIFICATION REQUIREMENTS:

A working knowledge of mechanical inspection, electrical testing, or material analysis, plus an engineering degree or the equivalent.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
	2-5-76
Date	11-3-66
Class Code	202423
	201525

CLASSIFICATION : Assistant Technical Writer

JOB DESCRIPTION:

An individual who puts technical material into report form by editing rough drafts for grammar, spelling, clarity and continuity, arranges for preparation of illustrations, checks final copy before printing, and distributes reports.

QUALIFICATION REQUIREMENTS:

Education equivalent to graduation from a recognized school or college.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager



Revision	Original
Date	5 July 76
Class Code	103183

JOB DESCRIPTION

CLASSIFICATION : Associate Health Physicist

JOB DESCRIPTION

Responsible for assisting Health Physicist in the performing of scientific and technical functions related to assigned phases of health physics. Is responsible for performing the less complex analytical and development work and recommending solutions to problems related to various phases of health physics or a segment of a complex assignment. Assists in the planning and organizing of radiological health programs as required. Recommends standards of inspection and assists in the establishment of procedures for protecting personnel and eliminating radiological hazards where possible. Prepares instructions covering safe work procedures for areas with potential or existing radiation hazards and submits to Health Physicist for review. Investigates, evaluates, and documents non-routine occurrences involving unusual radiation or contamination encounters. Conducts tests to assure precise calibration of radiation detection and measuring devices, calibration ranges and contained radioactive sources. Provides laboratory assistance as required and prepares or presents reports and studies as to the activities and aspects of the work accomplished by the laboratory.

QUALIFICATION REQUIREMENTS

Progressive technical experience and/or education that provides a comprehensive understanding of health physics as well as the principles of applied radiation protection to effectively submit, investigate and draw conclusions or recommendations for action by management.

Approved: J. E. Bush
Manager, Industrial Relations
Services Department



JOB DESCRIPTION

Revision ~~Original~~
Date ~~7-5-76~~
~~11-3-86~~
Class Code ~~202366~~
201466

CLASSIFICATION : Associate Programmer

JOB DESCRIPTION:

Analyze and interpret several phases of, or well defined complete, programming systems design and output specifications. Prepare general and detailed block and machine logic flow charts. Code and prepare instruction sheets for computer operators. Develop test data and routines and determine machine time requirements for checkout. Accomplish checkout locating and correcting errors. Document procedures used throughout the program. Assist in modifying existing computer programs. May perform other related duties of a comparable complexity as required.

QUALIFICATION REQUIREMENTS:

Bachelor's degree or equivalent plus normally a minimum of one to two years' business programming experience.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager

CLASSIFICATION: Auditor I

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Under close supervision, is responsible for performing and/or assisting in conducting internal audits of the Company's financial and functional activities. As an auditor is responsible for verifying petty cash funds and checking assigned subsidiary ledger accounts against supporting vouchers or bills. Checks transactions for degree of compliance with specific policies and procedures. Physically counts inventory items to verify quantity. Checks and balances various subsidiary ledgers against control accounts. Sets up, cross references, and assembles audit working papers. Summarizes work performed. May be required to perform other similar duties designed to assist the auditor in charge to determine the validity of accounting entries.

CLASS DIFFERENTIATION:

This is the entry level classification in the Auditor series. Duties performed at this level are primarily routine and repetitive and may be limited to a specific segment of an audit.

QUALIFICATION REQUIREMENTS:

Professional auditing experience, training, or education which has provided a working knowledge of both financial and functional auditing methods and techniques. Possession of C.P.A. status or ability to obtain certification is desirable.

C. E. Naugle, Director
Industrial Relations Division

CLASSIFICATION: Auditor II

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Under supervision, is responsible for planning and conducting audits of the Company's financial, administrative, and service functions, such as financial accounting and reporting, contracting, procurement, management of capital assets, warehousing, inventory control, and cost distribution. May be assigned responsibility for performing a specific segment of an audit, such as checking, verifying, and balancing of accounts receivable and accounts payable or the inspecting and evaluating of controls and procedures. Is responsible for preparing and submitting clear and concise reports supported by adequate documentation and making recommendations to effect corrections of cited deficiencies or irregularities. May assist auditors in a higher classification as required.

CLASS DIFFERENTIATION:

This is the second level in the Auditor series. It is differentiated from the Auditor I classification as being the fully skilled professional level. Duties performed are reviewed minimally for consistency and accuracy. The position may be assigned responsibility for the auditing of one specific segment, or inspecting and evaluating controls and procedures.

QUALIFICATION REQUIREMENTS:

Possess qualification for Auditor I and in-depth professional experience, training, or education which demonstrates knowledge and ability to plan and conduct audits, review and prepare concise reports or records, and make recommendations on problems involving auditing practices and procedures. Possession of C.P.A. status or ability to obtain certification is desirable.

C. E. Naugle, Director
Industrial Relations Division

CLASSIFICATION: Auditor III

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Under general supervision, is responsible for independently conducting audits or performing as a team leader in administering the Company audit program, policies, and procedures. Plans, coordinates, and conducts audit assignments employing accepted techniques of examination, review, survey, analysis, and evaluation as appropriate relative to operations, administration, and financial records. Evaluates the practices and procedures of organizational and functional activities to determine the degree of compliance with contractual obligations, policies, and procedures prescribed by management and the ERDA Audit Handbook. Examines records to verify the accuracy of cost and pricing data, ensuring the proper application of Government Cost Accounting Standards. Prepares comprehensive reports reflecting the scope of audit work, findings, and conclusions, plus recommendations to management for correction of deficiencies and irregularities or revisions of policies and procedures. Maintains open and continuing contact at all levels of management. Conducts post-audit conferences with members of management. Cooperates and assists ERDA auditing staff in supportive work.

CLASS DIFFERENTIATION:

This is the highest level in the Auditor series. It is differentiated from the Auditor II classification by the high degree of independence and experience required for planning and conducting audits or performing as a team leader.

QUALIFICATION REQUIREMENTS:

Broad and extensive professional experience, training, or education which has required the knowledge, ability, and application of generally accepted accounting principles and auditing standards to develop audit programs; conduct audits; prepare or review financial statements and reports on the funding of audits; develop, install, or review accounting and cost accounting systems and procedures; prepare and make recommendations on problems involving accounting procedures; and examine the functional activities reflected in financial records. Possession of C.P.A. status or ability to obtain certification is desirable.

C. E. Naugle, Director
Industrial Relations Division



CAP BUDGET PROPOSAL - JANUARY 1994

AVIATION MAINTENANCE ADMINISTRATOR

Job Description

Serves as the primary member for aircraft maintenance activities; suggests methods of accomplishment of scheduled inspections and scheduled and unscheduled maintenance activities; advises maintenance personnel on compliance requirements and accepted maintenance practices; advises maintenance personnel on maintenance manpower requirements in regards to scheduling, personnel qualifications and upcoming major events in the maintenance of specific aircraft; advises maintenance personnel on the tools and equipment necessary to accomplish each project; provides input for self-assessment; interprets maintenance requirements and aircraft historical records compliance; recommends aircraft modifications and coordinates requirements between engineering, drafting, fabrication with regards to scheduling and fabrication; recommends training for maintenance personnel; makes recommendations for revising, updating, and writing procedures and instructions; and recommends maintenance personnel necessary to perform or control life-limited parts, time controlled functions, and timely performance of airworthiness directives.

Qualifications

Bachelor's degree in Aviation Management or equivalent training and experience. Six years experience in aviation maintenance to include providing work direction to aircraft maintenance personnel. Knowledge of rotorcraft and fixed-wing aircraft, their principals of flight system performance, and safety. Professional understanding of aircraft modifications, engineering, construction and stress analysis.



CAP BUDGET PROPOSAL - JANUARY 1994

AVIATION SUPPORT ADMINISTRATOR

Job Description

Performs as the leader for aviation support activities for a physical location; receives project requirements, including objectives, schedules and budgets for the project or mission; determines essential employees from flight operations, maintenance, avionics, quality assurance and stockroom and organizes initial planning sessions; determines specific personnel requirements, tasks, duties, responsibilities, schedules, budgets, equipment, and reporting requirements; maintains tracking system of projects; assures personnel and equipment are maintained for aviation preparedness and readiness for emergency deployment; coordinates how projects are monitored and the performance is reported; determines training, certification and evaluation activities for flight crew members; and interprets policies and rules, giving guidance and facilitating implementation.

Qualifications

Bachelor's degree in Aviation Management or equivalent training and experience. Eight years experience in aviation support activities including work direction responsibilities. Knowledge, experience and skill in aeronautics sufficient to maintain an Airline Transport Pilots rating in airplanes and helicopters. Complete understanding of FAA, U.S. DOE, and EG&G/EM pilot training requirements. Knowledge of applicable FAA and U.S. DOE policies and regulations pertaining to aviation. Knowledge of Flight and Maintenance Operating Requirements Manual, FAA Regulations, Aircraft Operator's Manuals and other instructions pertinent to the Aviation Support functions.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

BENEFITS ADMINISTRATOR

JOB DESCRIPTION:

Responsible for the development and implementation of Energy Measurements Benefits policies and procedures. Directs and conducts studies for improvement of Energy Measurements benefits programs, assists the Human Resources Division Director in meeting compliance requirements of DOE and other governmental agencies; provides support to all Energy Measurements locations in benefits matters; conducts studies, surveys and analyses on benefits issues; oversees the maintenance of the benefits policies to employees and management; and performs other duties as required.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration/Personnel Management/Finance or equivalent training and experience. Thorough knowledge of benefits theory, practices, applicable laws, government regulations and requirements, and Company policies and requirements. Extensive experience formulating, implementing, administering and maintaining benefit policies and procedures. Experience using computer systems for benefits analysis.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

BENEFITS ANALYST I

JOB DESCRIPTION:

Orients new-hires and enrolls them in various benefits; researches and answers routine benefits questions where guidelines and/or previous practices are applicable; assists in the maintenance of benefits, procedures, and files; interfaces with internal and external organizations to insure data provided and received is accurate; prepares various reports and analyses some of which require the use of Human Resources computer systems; assists in the administration of the various benefit plans such as health, pension plan, savings plan, A&S, LTD, etc.; drafts original benefits correspondence; and performs other tasks as required.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration/Personnel Management/Finance or equivalent training and experience. Knowledge of benefits theory and practices, applicable laws, and government regulations and requirements. Experience using computer systems for analysis purposes. Knowledge of Company benefits procedures.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

BENEFITS ANALYST II

JOB DESCRIPTION:

Orients new-hires and enrolls them in various benefits; researches and answers benefits questions which requires the interpretation and adaptation of existing guidelines; maintains benefits, procedures, and files; interfaces with internal and external organizations to insure data provided and received is accurate; assists higher level benefits personnel and/or management in the research and development of benefits policies, practices and procedures and makes appropriate recommendations to supervision; prepares various reports and analyses some of which require the use of Human Resources computer systems; assists in the administration of the various benefits plans such as health, pension plan, savings plan, A&S, LTD, etc.; prepares various benefits correspondence; and performs other tasks as required.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration/Personnel Management/Finance or equivalent training and experience. Experience in benefits administration, gathering and analyzing benefits data, resolving conflicts, and presentation of data. Knowledge of benefits theory and practices, applicable laws, and government regulations and requirements. Experience using computer systems for analysis purposes. Knowledge of Company benefit procedures.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - APRIL, 1983

Budget Analyst II

JOB DESCRIPTION

Responsible for preparing, analyzing and monitoring the internal budget/costs for General Management, including determining distribution of facilities costs based upon cost estimates and space allocations; prepares and distributes numerous budget schedules and reports as needed.

Assures that overhead cost reports reconcile with FIS Reports and prepares monthly reports on overhead variances, personnel strength, and indirect/direct ratios.

Prepares Resource Requirement Schedules (RRS) and actual RRS year-end reports; ~~estimates future fringe benefits and direct and indirect support costs and man hours.~~

QUALIFICATION REQUIREMENTS

Accounting or business degree, or equivalent experience and training, in order to prepare, analyze, and monitor the internal budget; knowledge of general budgeting and accounting principles including fixed vs. variable costs, direct vs. indirect costs, and overhead distribution methods.

Knowledge and ability to use computer terminals, data processing languages and batch processing systems, and statistical techniques.



JOB DESCRIPTION

Revision	Original
	7-5-16
Date	11-3-66
Class Code	105321
	104421

CLASSIFICATION : Business Systems Analyst

JOB DESCRIPTION:

Conduct and participate in comprehensive surveys and analyses of administrative processes and business information systems and flow patterns. Confer with Company officials and departmental supervisors and representatives on the development of concepts or techniques for new or revised systems to facilitate integration of business information flow throughout the organization. Prepare feasibility and cost studies of systems concept. Design organizational, procedural and work or information flow patterns for new integrated systems considering and utilizing the combined application of equipment ranging from office reproduction machines to more intricate data transmission equipment and digital computers. Assure optimum coordination between business systems and EDP systems programming operations such as providing and defining flow charts to EDP Systems Programmers and assisting in systems programming operations to accomplish the necessary integration and fulfillment of tasks. May perform other related duties of a comparable complexity as required.

QUALIFICATION REQUIREMENTS:

Requires a broad knowledge of business, accounting and manufacturing, including EDP applications equivalent to four years of college with a major in Business Administration, Accounting, Economics, or Industrial Engineering plus one to two years of graduate work in related advanced or specialized fields. Five to six years' generalized business experience including systems analysis and programming business applications for EDP processing machines and/or integrated data processing systems.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-3-86
Class Code	102064 101169

CLASSIFICATION : Buyer I

JOB DESCRIPTION:

Perform various tasks associated with the procurement of items within the framework of a divisional Purchasing Department.

Under direction from supervisor, and in compliance with regulations, policies, procedures, and objectives; procure any or a combination of the following: Maintenance-Repair - Operating supplies, components, and other basically "off-the-shelf items." Request quotations from approved vendor listings for items in conformance with requisitions. Evaluate replies and issue purchase orders on basis of quality, price, terms, delivery, and other related factors. Consult with requisitioning personnel and vendors to resolve supply problems. Perform such other related assignments of an equivalent level as may be directed.

Persons classified Buyer I normally procure low dollar volume items characterized as commercial or standard that are generally available at established catalog prices.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in a field offering suitable training for this function and previous industrial experience, or an equivalent combination of the above factors.

Source: Corporate IR

Approved: C. Haugle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-68 2-3-76
Class Code	103063 102168

CLASSIFICATION : Buyer II

JOB DESCRIPTION:

Perform a variety of tasks associated with the procurement of advanced requirements within the framework of a divisional Purchasing Department.

Under direction from supervisor, and in compliance with regulations, policies, procedures, and objectives; procure any or a combination of the following: fabrication, raw material, and more involved MRO supplies and components. Request proposals and/or quotations from approved vendors for items and services in conformance with requests. Evaluate replies and issue purchase orders on basis of quality, price, terms, delivery, and other pertinent factors as specific cases may require. Consult with requisitioning personnel and vendors to resolve supply problems. May participate in less involved sub-contract negotiations. Perform such other related assignments of an equivalent level as may be directed.

Persons classified Buyer II normally procure large dollar volume items characterized as modified-standard that generally require judgment and negotiation.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in a field offering suitable training for this function, or the equivalent, and previous related industrial experience.

Source: Corporate IR

Approved: C. Naugle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-8-66
Class Code	103167 104002

CLASSIFICATION : Buyer III

JOB DESCRIPTION:

Perform, and direct the efforts of others as may be assigned, in a variety of tasks associated with procurement, subcontract negotiation, and support activities of a designated section of the Purchasing Department.

Under direction of the Purchasing Agent, and in compliance with regulations, policies, procedures, and objectives, perform one or more of the following assignments: subcontract negotiation, more involved fabrication buying, and direction of support activities such as expediting/receiving. Prepare invitations for bids and submit requests for proposals and/or quotations from approved vendors for items and services in conformance with specifications. Evaluate replies, analyze all relevant factors, issue and administer purchase orders. Consult with administrative and technical staffs to resolve supply problems by such actions as: make-or-buy decisions, proposing alternative materials or methods, etc. Make market studies and interview manufacturers' representatives. Investigate vendor capability and make effective recommendations. Direct the efforts of supporting personnel assigned. Perform various associated duties as may be directed.

Persons classified Buyer III normally are engaged in the senior level of procurement activity involving complicated processes and/or configurations and high monetary value, that generally require a greater degree of product knowledge, judgment, and negotiation.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration (engineering orientation preferred) or the equivalent, sufficient related industrial procurement experience plus leadership ability.

Source: Corporate IR

Approved: _____

C. Nangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	2-8-67
Class Code	207441

CLASSIFICATION : Captain Pilot

JOB DESCRIPTION:

Same as for Senior Pilot and, in addition, may serve as pilot-in-command of large aircraft requiring minimum crew of two pilots; may instruct other Company pilots for proficiency upgrading or qualification for higher ratings; may serve as check pilot for pilot proficiency check flights; may coordinate aircraft flight and maintenance schedules; and may serve as assistant or alternate to a Chief Pilot. Reports to a Chief Pilot, section head, department head, or a Company executive.

QUALIFICATION REQUIREMENTS:

College degree or equivalent formal training and work experience. Must possess a valid Air Transport pilot license or a valid commercial pilot license with multi-engine, instrument and instructor ratings; a valid first class or second class FAA medical certificate; and a valid radiotelephone operator's license. Possession of an A&P mechanic license and/or an aircraft dispatcher license is desirable. Ten years' practical aviation experience (flying more than 100 hours a year, preferably 500 hours a year) and a total of at least 2500 hours as pilot-in-command of aircraft of which at least 1000 hours are in multi-engine aircraft and at least 500 hours are in large aircraft.

Source: Corporate IR

Approved: C. Hangle

Industrial Relations Manager

CLASSIFICATION: Captain Pilot - *Dual***APPLICABLE LOCATION(S):** Las Vegas, Washington Aerial Measurements**JOB DESCRIPTION:**

Under direction, is responsible for the operation, planning, and execution of assigned flight missions in accordance with Company policies and Federal Government regulations and for ensuring the safety of crew and passengers.

Plans assigned flights, obtaining information regarding location, weather, route, data required, airport facilities, and navigational aids. Ensures that required inspections are current and discrepancies are corrected, that the aircraft is equipped for the flight mission, and that appropriate manuals and flight kits are aboard. Inspects or supervises preflight inspection of aircraft for mechanical and structural soundness and proper operation of communications and navigational equipment. Files and closes flight plans, or arranges flight following procedures. Ensures preparation of flight logs, reports, and personal records.

This classification is the second level in the aviation series. It is differentiated from the Chief Pilot classification by serving at the direction of, or as assistant or alternate to, a Chief Pilot. Normally has full responsibility for the safety of cargo and passengers as well as all related flight activities.

QUALIFICATION REQUIREMENTS:

Possession of a current valid commercial pilot license with instrument, multi-engine, and helicopter ratings; a valid first class FAA medical certificate; a valid radiotelephone operators license; and considerable recent aviation experience (flying more than 100 hours a year, preferably 500 hours a year) as well as a total of 2,500 hours as pilot-in-command of aircraft of which at least 1,000 hours are in multi-engine aircraft and at least 500 hours are in large aircraft.

C. E. Naugle, Director
Industrial Relations Division

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1985

CAPTAIN PILOT - SINGLE

JOB DESCRIPTION

Under direction, is responsible for the operation, planning, and execution of assigned flight missions in accordance with Company policies and Federal Government regulations and for ensuring the safety of crew and passengers.

Plans assigned flights, obtaining information regarding location, weather, route, data required, airport facilities, and navigational aids. Ensures that required inspections are current and discrepancies are corrected, that the aircraft is equipped for the flight mission, and that appropriate manuals and flight kits are aboard. Inspects or supervises preflight inspection of aircraft for mechanical and structural soundness and proper operation of communications and navigational equipment. Files and closes flight plans, or arranges flight following procedures. Ensures preparation of flight logs, reports, and personal records.

May be required to fly low level day and night helicopter missions for the purpose of search and rescue or in response to intrusion alarms. Night flying may require the use of night vision goggles.

QUALIFICATIONS

Possession of a current valid commercial pilot license with multi-engine rating or a current valid commercial rotor craft certificate; a valid first class FAA medical certificate; a valid radiotelephone operators license; and considerable recent aviation experience (flying more than 100 hours a year, preferably 500 hours a year) as well as a total of 2,500 hours as pilot-in-command of aircraft.



JOB DESCRIPTION

Revision Original
Date ~~7-5-74~~ 7-5-76
Class Code 306781
306972

CLASSIFICATION : Chief Clerk

PRIMARY DUTIES AND RESPONSIBILITIES:

Under minimum direction, is independently responsible for the efficient completion of difficult and/or complex clerical operations; performs advance and diversified clerical assignments requiring independent analysis and judgement; independently establishes clerical procedures and systems; prepares reports and other records of an involved and complex nature; provide guidance and direction to less experienced personnel; may be required to perform work of a higher classification when such assignments are necessary or serves as a step to develop the skills and duties for advancement.

ASSOCIATED DUTIES:

1. Responsible for the efficient application of established clerical and office procedures and resolve minor discrepancies in these procedures.
2. Maintain awareness of the status of major projects or activities in order to answer inquiries and assure follow-up action.
3. Examines standard documents and reports for completeness, internal accuracy and conformance with specific requirements and analyzes data or information and recommends correction.
4. Provides calculations and/or written information.
5. Establishes and maintains files.
6. Operates various office machines such as typewriter, calculators, adding machines or other office machines or equipment.

Source: LVD IR

Approved:


Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1984

CHIEF CLERK

JOB DESCRIPTION

Performs a variety of moderately difficult and complex clerical tasks. Gathers data and prepares equipment, usage, and other reports requiring independent analysis and judgement. Types correspondence, reports, and forms prepared by self and others for a full range of office activities. Maintains awareness of the status of major projects or activities in order to answer inquiries and assure follow-up action. Examines standard documents and reports for completeness, internal accuracy and conformance with specific requirements and analyzes data or information and recommends correction. Provides calculations and/or written information; establishes and maintains files. Operates various office machines such as typewriters, computer terminals, calculators, adding machines and other specialized machines or equipment. Performs related duties as required. Operates and controls telecommunications equipment to insure proper operation of equipment and make requested changes. Provides support and relief efforts for other clerical and secretarial positions at this facility.

QUALIFICATION REQUIREMENTS

Training, experience and acquired skills to type with required speed and accuracy; prepare memos, reports and documents from instructions, notes, dictaphone or other sources; proofread and correct materials for proper grammar, spelling and punctuation; and institute or maintain files, logs and other records. Knowledge of organizational policies and procedures. Thorough understanding of the clerical principles of the relevant functional specialty (e.g. Accounting, Purchasing, etc.). Knowledge of and skill with specialized equipment, systems and procedures, such as telecommunications equipment, word processors, computer terminals and peripheral equipment.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1984

CHIEF CLERK

JOB DESCRIPTION

Performs a variety of moderately difficult and complex clerical tasks. Gathers data and prepares equipment, usage, and other reports requiring independent analysis and judgement. Types correspondence, reports, and forms prepared by self and others for a full range of office activities. Maintains awareness of the status of major projects or activities in order to answer inquiries and assure follow-up action. Examines standard documents and reports for completeness, internal accuracy and conformance with specific requirements and analyzes data or information and recommends correction. Provides calculations and/or written information; establishes and maintains files. Operates various office machines such as typewriters, computer terminals, calculators, adding machines and other specialized machines or equipment. Performs related duties as required. Operates and controls telecommunications equipment to insure proper operation of equipment and make requested changes. Provides support and relief efforts for other clerical and secretarial positions at this facility.

QUALIFICATION REQUIREMENTS

Training, experience and acquired skills to type with required speed and accuracy; prepare memos, reports and documents from instructions, notes, dictaphone or other sources; proofread and correct materials for proper grammar, spelling and punctuation; and institute or maintain files, logs and other records. Knowledge of organizational policies and procedures. Thorough understanding of the clerical principles of the relevant functional specialty (e.g. Accounting, Purchasing, etc.). Knowledge of and skill with specialized equipment, systems and procedures, such as telecommunications equipment, word processors, computer terminals and peripheral equipment.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979

Chief Clerk

JOB DESCRIPTION

Under minimum direction, independently responsible for the efficient completion of difficult and/or complex clerical operations. Performs advance and diversified clerical assignments requiring independent analysis and judgement. Independently establishes clerical procedures and systems; prepares reports and other records of an involved and complex nature. Provides guidance and direction to less experienced personnel. Maintains awareness of the status of major projects or activities in order to answer inquiries and assure follow-up action. Examines standard documents and reports for completeness, internal accuracy and conformance with specific requirements and analyzes data or information and recommends correction. Provides calculations and/or written information; establishes and maintains files. Operates various office machines such as typewriter, calculators, adding machines and other office machines or equipment. Performs related duties as required.

QUALIFICATION REQUIREMENTS

Demonstrated clerical skills of the highest level, normally gained through progression from lower clerical classifications. Knowledge of organizational policies and procedures. Thorough understanding of the clerical principles of the relevant functional specialty (e.g. Accounting, Purchasing, etc.). Ability to operate equipment utilized in the relevant functional specialty.

IR DIV (ES DEPT)
31 August 1979

ATTACHMENT III



CAP BUDGET PROPOSAL - JANUARY 1994

CHIEF CLERK (WASHINGTON AERIAL MEASUREMENTS)

Job Description

Performs a variety of moderately difficult and complex clerical tasks; gathers data and prepares equipment, usage, and other reports requiring independent analysis and judgement; types correspondence, reports, and forms prepared by self and others for a full range of office activities; maintains awareness of the status of major projects or activities in order to answer inquiries and assure follow-up action; examines standard documents and reports for completeness, internal accuracy and conformance with specific requirements and analyzes data or information and recommends correction; provides calculations and/or written information; establishes and maintains files; operates various office machines such as typewriters, computer terminals, calculators, adding machines and other specialized machines or equipment; performs related duties as required; operates and controls telecommunications equipment to ensure proper operation of equipment and make requested changes; and provides support and relief efforts for other clerical and secretarial positions.

Qualifications

Training, experience and acquired skills to perform clerical functions. Knowledge of organizational policies and procedures. Knowledge of and skill with specialized equipment, systems and procedures, such as telecommunications equipment, computer terminals and peripheral equipment.



JOB DESCRIPTION

Revision Original
Date ~~7-8-76~~
~~1-9-72~~
Class Code ~~407334~~
407433

CLASSIFICATION : Chief Computer Operator

PRIMARY DUTIES AND RESPONSIBILITIES

Directs personnel engaged in setting up and operating stored computer programs and peripheral equipment. Is responsible for solving operating problems and insuring compliance with established methods and procedures and standards of operation. May be responsible for scheduling of jobs and of equipment maintenance to achieve maximum use of equipment. Directs training of subordinates in operation of equipment. Requires a working knowledge of Data Control and associated equipment.

Source: LV IR

Approved: C. Nauge
Industrial Relations Manager



JOB DESCRIPTION

Revision Original
Date ~~11-3-66~~ 7-5-76
Class Code 206410
205502

CLASSIFICATION : Chief Drafts^{ER}man

JOB DESCRIPTION:

Responsible for the supervision of all drafting activities within a Division. Schedule and control drafting room production, and is responsible for the technical accuracy and completeness of all drafting production.

QUALIFICATION REQUIREMENTS:

Degree in Engineering or the equivalent, plus a demonstrated background of managerial accomplishment.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



Revision	Original
Date	5 July 76
Class Code	109008

JOB DESCRIPTION

CLASSIFICATION : Chief Legal Counsel

JOB DESCRIPTION

Responsible for providing legal counsel and guidance for the Contract Group. Provides legal advice on Group administration, operations, and activities to protect the Contract Group's interests from a legal standpoint. Participates in developing, formulating and interpreting Company legal policies and responsible for Group-wide interpretation and enforcement. Counsels and advises members of Company management on the legal aspects of activities within their areas of responsibility. Anticipates and exercises protective measures against legal risks of the Company under its ERDA/EG&G contract activities. Advises the Company on the legal feasibility and desirability of prosecuting and defending lawsuits. As a member of Federal and local bars, represents Company in all court proceedings as required. Studies and interprets proposed and current Federal, state and local statutes, legislation, regulations and legal decisions which may affect Company interests or contracts and advises concerned Company personnel with regards to potential or actual impact. Prepares and reviews legal instruments such as contracts, leases, real estate, equipment, licenses, insurance, taxes and all other business matters to ascertain the Company's legal rights, obligations, privileges, restrictions and responsibilities.

QUALIFICATION REQUIREMENTS

Broad and extensive experience as a practicing attorney to effectively represent the Company's interests and provide legal counsel and guidance in the business activities of the Contract Group.

Approved: *T. E. Bush*
Manager, Industrial Relations
Services Department



JOB DESCRIPTION

Revision	Original
Date	5 July 76
Class Code	103186

CLASSIFICATION : Chief Occupational Health and Safety Nurse

JOB DESCRIPTION

Responsible for planning and administering the nursing service within an occupational health program. Selects, trains, evaluates, and supervises subordinate health and safety nursing personnel assigned to a specific facility, defining their professional duties and standards to assure adherence to the Company health care plan. Formulates policy and develops or evaluates programs to be implemented throughout the Contract Group. Advises and informs occupational health program management of nursing activities, issues and matters. May be required to act as an Occupational Health Specialist in providing specialized technical expertise in the occupational nursing field as necessary.

QUALIFICATION REQUIREMENTS

Possession of a valid state registered nurses license and extensive industrial nursing experience in a supervisory capacity, planning, coordinating and administering an occupational health and safety nursing program and supervising the activities of subordinate personnel.

Approved: J. C. Bush
Manager, Industrial Relations
Services Department

CLASSIFICATION: Chief Pilot**APPLICABLE LOCATION(S):** Las Vegas**JOB DESCRIPTION:**

Under administrative direction, is responsible for the management and direction of Company aerial operations, supervision of flight personnel, and all aviation activities relative to the scheduling and safe conduct of flight operations.

Is responsible for planning and executing aerial survey programs and other technical aircraft applications. Coordinates the technical aspects of aircraft selection and procurement. Disseminates information to all flight personnel relative to flight safety, NAV-aids, FAA regulations, and Company policies and guidelines. Prepares and maintains pilot proficiency records, flight schedules, reports, and correspondence pertinent to aviation operations. Ensures that aircraft and equipment are available. Directs training and testing activities of flight crews, assuring that all pilots conform to standard procedures as outlined in FAA regulations and Company policies and that all pilots maintain current qualifications and receive proficiency checks as required by FAA regulations. Reports to Section Head or Department Manager.

QUALIFICATION REQUIREMENTS:

Possession of a current valid commercial pilot license with multi-engine, helicopter, instrument, and instructor ratings; a valid first class FAA medical certificate; a valid radiotelephone operators license; and broad and extensive aviation experience (flying more than 100 hours per year) involving a total of at least 5,000 hours as pilot-in-command of aircraft, of which at least 1,500 hours are in multi-engine aircraft and at least 500 hours are in a large aircraft. In addition, the position requires supervisory experience gained in the management of a comparable aircraft operation.

C. E. Naugle, Director
Industrial Relations Division

CAP BUDGET PROPOSAL - OCTOBER, 1992

Chief Scientist

JOB DESCRIPTION

Working under the direction of the General Manager, performs in-depth review of selected scientific project, makes recommendations for future courses of action, and reviews progress periodically; pursues business development on behalf of the Company, with the objective to maintain or enlarge the direct labor base; participates in programmatic aspects of emergency response programs; provides long-range planning strategy for resources, capabilities, and technologies; formulates and implements Company business development strategy; participates in national and international working groups in defined scientific and technical fields; performs special, ad-hoc assignments for the General Manager in support of overall Company and Corporate goals; and participates in community and professional activities to promote Company visibility and recognition.

QUALIFICATIONS

Professional knowledge in remote sensing of environmental conditions, communication systems, multi-spectral measurements, emergency response techniques, graphical information systems, and data analysis techniques; experience in participating or chairing groups or panels of nationally recognized technical experts in defined fields; experience in written and oral communication skills at the executive level in government and corporate environments; and experience in writing and evaluating proposals, negotiating scope of work, monitoring and reporting performance.



Status: EXCMPT
Effective: January 1, 1974

JOB DESCRIPTION

CLASSIFICATION: CHIEF SCIENTIST

LOCATION: SANTA BARBARA

Job Description:

Provide technical guidance and review on all sponsored and internal research and development activities. Initiate scientific investigations commensurate with Divisional and Corporate interests and objectives. Maintain professional relationships with customer personnel as well as coordinate interdivisional research projects.

The Chief Scientist will reside on Staff and report directly to the Division General Manager.

Approved: _____

Personnel Administrator

Approved: _____

Division General Manager

JOB DESCRIPTION

CLASSIFICATION: CHIEF SWITCHBOARD OPERATOR

LOCATION: Santa Barbara Operations

The Chief Switchboard Operator also acts as the Receptionist with Security related responsibilities and reports directly to the Personnel Administrator.

TELEPHONE COMMUNICATOR - Responsible for every aspect of the Switchboard, including planning, installation, charts, general information, reporting, and the overall operation of the board.

TYPICAL DUTIES:

1. Operates an active switchboard; receiving and placing local, long distance, complex conference and overseas calls, paging system and information.
2. Responsible for coordination, planning, installation and operation of all telephones and FTS lines.
3. Coordinator with General Telephone, Tel Com, Holmes & Narver and ERDA.
4. Develops reports, statistical data and necessary cost records.
5. Keeps up-to-date directories, numbers and provides assistance as required.
6. Compiles and keeps up-to-date internal directory for distribution.
7. Trains and schedules working periods of relief operators.

RECEPTION RESPONSIBILITIES - Receives visitors, ascertains their wants and directs them accordingly; controls access to Security areas, issues security identification to visitors and employees and miscellaneous clerical and typing duties as required.

TYPICAL DUTIES:

1. Ascertain every employee is wearing a photo, color-coded badge, or temporary badge. Maintains log of missing badges.
2. Receives, logs and directs visitors for all areas of the Santa Barbara Laboratory.
3. Assists the Security Administrator with classified visit requests and alien visitors. Keeps Security Rosters up-to-date.
4. Assists the Personnel Administrator by minor screening, monitoring appointments and assisting applicants with completing employment applications. Keeps log of ethnic identification of all walk-in applicants for Personnel.
5. Maintains petty cash box, postage, stamps and monies for the Employees Activity Committee.

6. Holds incoming Company mail until it can be processed. Responsible for signing for Certified and Registered mail, and holding until it can be given to Security Administrator.
7. Responsible for opening the doors in the A.M. and locking and securing doors at the close of the work day.
8. Handles GSA information and vehicle assignment. Checks for Government licenses.
9. Operates telecopier for all incoming and outgoing correspondence.
10. Maintains, operates and supervises TWX machine.
11. Contacts vending machine operators when machines misfunctions and obtains employee's lost monies.

Continue to keep updated on all ERDA related Switchboard (including FTS) and Reception matters by attending classes and seminars. Read current bulletings and manuals as necessary.



Revision	B
Date	5-1-72
Class Code	304720

JOB DESCRIPTION

CLASSIFICATION : Chief Switchboard Operator

JOB DESCRIPTION:

Qualified to operate an active switchboard; receiving local and long-distance calls. Handles complex conference and overseas calls. Notifies telephone company of operational difficulties. May develop reports and statistical data and keep necessary cost records. Keeps up-to-date internal directory and may assist in compiling directory for employee distribution. Schedules working time of other operators. May direct work and train other employees of lower classification.

ASSOCIATED DUTIES:

1. Assist in placing long distance calls or completing tie-line calls.
2. Supply employee telephone numbers not listed in company directory.
3. Performs all related duties.

Source: LV IR

Approved: C. Kaugle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - APRIL, 1983

Classification Officer

JOB DESCRIPTION

As the Classification Officer for the EMG, interprets and insures uniform implementation of classification guidance manuals. Classifies and declassifies "confidential" and "secret" reports, letters, professional papers, publications, budgets, hardware equipment, and EDP hardware and software with consideration for information which, if disclosed, could reasonably be expected to cause serious or identifiable damage to national security either by itself or through association with unclassified information. When no classification guidelines exist within the Executive Order, provides technical advice as requested, formulates original decisions, writes classification guidelines and submits them for approval to the Office of Classification at Headquarters, DOE.

Recommends other employees as classifiers, obtains DOE approval for others to classify, and trains those authorized to classify while continually providing classification guidance and support as necessary.

Insures that all employees have classification training as a new hire, when Clearance is granted, and on a continuing basis as necessary.

QUALIFICATION REQUIREMENTS

Knowledge and understanding of classification guidelines that exist within the Executive Order.

Knowledge of company policies, programs, and methods as well as a knowledge of departmental functions, systems and procedures.

Scientific or technical degree, or equivalent experience and training, in order to review and classify items of a highly technical nature. Writing skills in order to write classification guidelines. Approval from Office of Classification Headquarters of the DOE to act as original classification authority for the EMG.

JOB DESCRIPTION

CLASSIFICATION : Clerk

JOB DESCRIPTION:

An individual assigned to general office work, and the maintenance of office supplies and the like.

QUALIFICATION REQUIREMENTS:

Graduation from high school or secondary school, or the equivalent.

Source: Corporate IR

Approved C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - APRIL, 1983

Clerk - Casual

JOB DESCRIPTION

Performs a variety of simple to complex clerical and secretarial duties and assignments with general supervisory direction following company and departmental policies and procedures to include composing, typing and formatting letters, memos, forms and reports, including statistics and terminology of a technical nature. May take and transcribe confidential and other dictation. Operates various office equipment and machines such as typewriters, word processing equipment, calculators, copying machines, and data processing terminals. Answers telephones providing necessary information and/or relays messages; makes travel and meeting arrangements; gathers and organizes data; prepares reports, and distributes routine information. Receives, opens and distributes mail within the assigned area.

This employee performs these tasks on a call-in basis as a Casual Employee.

QUALIFICATION REQUIREMENTS

Ability to read and write in order to accurately and efficiently type, edit, and proof business correspondence and prepare reports. Ability to establish effective communication in order to receive or transmit information. Knowledge and ability to compute basic mathematical calculations. Knowledge of basic filing systems and bookkeeping to handle the record keeping requirements of the department and company. Knowledge of company/departmental policies, procedures, and operations.

IR Per - C/B
21 April 1983

JOB DESCRIPTION

Revision Original
2-5-76
Date ~~7-5-71~~
Class Code ~~305781~~
305974

CLASSIFICATION : Clerk "A"

PRIMARY DUTIES AND RESPONSIBILITIES:

Under general direction, performs a variety of diversified clerical assignments; recommends necessary actions to resolve problems or discrepancies in clerical procedures or systems; may direct the work of less experienced personnel engaged in maintaining records, files, reports and other clerical systems; may be required to perform work of a higher classification when such assignments are necessary or serves as a step to develop the skills and duties for advancement.

ASSOCIATED DUTIES:

1. Responsible for executing clerical operations in accordance with established clerical and office procedures.
2. Obtains and organizes written information and statistical data.
3. Securing or checking data from various sources.
4. Operates various office machines such as typewriters, calculator, adding machines or other office machines or equipment.

Source: LVD IR

Approved:

C. Nangle
Industrial Relations Manager



JOB DESCRIPTION

Revision Original
7-5-76
Date 7-5-71
Class Code ~~304781~~
304975

CLASSIFICATION : Clerk "B"

PRIMARY DUTIES AND RESPONSIBILITIES:

Under general supervision, independently performs a variety of clerical assignments in accordance with established practices and procedures; independently develops reports, statistical data and systems; coordinates with other departments and follows-up in the completion of work assignments; may be required to perform work of a higher classification when such assignments are necessary or serves as a step to develop the skills and duties for advancement.

ASSOCIATED DUTIES:

1. Audits, proofreads and/or checks records or reports.
2. Maintains and updates clerical systems.
3. Operates various office machines such as typewriters, calculators, adding machines or other office machines or equipment.

clerk Typist

Source: LVD IR

Approved: _____

C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980
Clerk C

JOB DESCRIPTION

Types correspondence and forms; maintains and reconciles petty cash fund; answers phone, takes messages, relays information, and dispatches technical personnel in response to DOE Headquarters personnel requests and requirements; maintains special or routine records, assembles information and prepares standard reports or records; performs related duties as required.

QUALIFICATION REQUIREMENTS

Ability to type accurately at a reasonable speed. Practical and theoretical knowledge of basic office procedures and practices. Knowledge of basic bookkeeping techniques and procedures. Ability to use office machines to perform repetitive tasks. Knowledge of English grammar, spelling and punctuation.



JOB DESCRIPTION

Revision Original
Date ~~7-5-71~~
Class Code ~~303701~~
303976

CLASSIFICATION: Clerk "C"

PRIMARY DUTIES AND RESPONSIBILITIES:

Under close supervision, performs clerical work ranging from routine to average difficulty requiring the application of established procedures and the use of standard forms and records; searches records and files for readily identified information; scope of work and the degree of familiarity is usually limited to specific functional areas of a major field; may be required to perform work of a higher classification when such assignments are necessary or serves as a step to develop the skills and duties for advancement.

ASSOCIATED DUTIES:

1. Types tables, charts, memoranda, reports, stencils and other material.
2. Maintains and updates files and standard reports and/or records.
3. Operates various office machines such as typewriters, calculators, adding machines or other office machines or equipment.
4. May be required to take dictation.

Source: LVD IR

Approved:


Industrial Relations Manager



JOB DESCRIPTION

Revision Original
Date ~~7-5-71~~ 7-3-76
Class Code 302781
302977

CLASSIFICATION : Clerk "D"

PRIMARY DUTIES AND RESPONSIBILITIES:

Under direct supervision, performs repetitive duties such as sorting and filing correspondence, cards, invoices, receipts and other records; performs a variety of routine clerical functions following prescribed clerical and office procedures; operates various office machines such as typewriters, calculators, adding machines or other office machines or equipment. May be required to perform work of a higher classification when such assignments are necessary or serves as a step to develop the skills and duties for advancement.

Source: LVD IR

Approved: _____

C. Hauge
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER 1994

CMMS ADMINISTRATOR

Job Description

Responsible for the administration of the Maintenance Management Program computerized maintenance management system (CMMS). This includes planning, directing, managing, and controlling the CMMS project activities through the establishment and maintenance of a work breakdown structure for project management, cost control, report generation and performance measurement. Specific duties include defining products, services and deliverables and the scope of work in conjunction with management; developing and implementing project plans; and providing technical guidance, training, and assistance to CMMS users. Identifies applicable DOE compliance issues and assures these are met. Interfaces with other contractors and DOE to address CMMS issues including system conversions, standardization of procedures and documentation, and reporting. Ensures all user requests for customization, modifications, and enhancements are coordinated, controlled and consistent with project's company-wide priorities and requirements. Develops and maintains the CMMS Operating Manual. Identifies and develops work procedures.

Qualifications

Bachelor's degree in Business Administration, MIS, Computer Science or equivalent training and experience plus an additional six years of related experience. Knowledge of computer science theories, principles, and practices. Thorough knowledge of maintenance management work control concepts, principles, and requirements. Knowledge of project management techniques. Professional level of written and oral communication skills.

CAP BUDGET PROPOSAL - OCTOBER 1992

Communications Specialist I

JOB DESCRIPTION

Assists in planning, coordinating and producing employee oriented publications or government agency oriented presentations, proposals, training aids and reports; searches out, edits, writes or rewrites news and items of interest for all EM employees or gathers information from EM technical sources for external presentation; determines materials and items to be used, develops features, editorials, and articles for publication, or selects optimum presentation formats; assists in planning layouts, assures printing, publication and distribution are met on a timely basis or assists in coordinating external communication activities to ensure timeliness, quality and cost-effectiveness; photographs and assists in coordinating photography and uses graphic or lithography, audio and video media as required; performs a variety of public information functions including contact with various communications media personnel, Federal and State agencies and the public information office of DOE/NV.

QUALIFICATIONS

Bachelor's degree in communications, journalism or a related field or equivalent training and experience plus an additional two years of related experience. Knowledge of the production of general-readership publications, or editorial skills to produce information (frequently technical) for specific audiences including scientific, military and law enforcement personnel. Knowledge of the graphic arts plus other communication techniques. Journalistic experience to communicate effectively through various media to a diversity of special audiences.

CAP BUDGET PROPOSAL - OCTOBER 1992

Communications Specialist II

JOB DESCRIPTION

Responsible for planning, coordinating and producing employee oriented publications or government agency oriented presentations, proposals, training aids and reports; searches out, edits, writes or rewrites news and items of interest for all EM employees or gathers information from EM technical sources for external presentation; determines materials and items to be used, initiates and develops features, editorials, and articles for publication, or selects optimum presentation formats; directs and plans layouts, assures printing, publication and distribution are met on a timely basis or coordinates external communication activities to ensure timeliness, quality and cost-effectiveness; photographs and coordinates photography and uses graphic or lithography, audio and video media as required; performs a variety of public information functions including contact with various communications media personnel, Federal and State agencies and the public information office of DOE/NV.

QUALIFICATIONS

Bachelor's degree in communications, journalism or a related field or equivalent training and experience plus an additional four years of related experience. Thorough knowledge of the production of general-readership publications, or editorial skills to produce information (frequently technical) for specific audiences including scientific, military and law enforcement personnel. Extensive knowledge of the graphic arts plus other communication techniques. Journalistic experience at the professional level or demonstrated technical and creative qualifications (including a comprehensive understanding of the NEST function) to communicate effectively through various media to a diversity of special audiences.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JULY 1980

Communications Specialist II

JOB DESCRIPTION

Responsible for planning, coordinating and producing employee oriented publications or government agency oriented presentations, proposals, training aids and reports. Searches out, edits, writes or rewrites news and items of interest for all EMG employees or gathers information from EMG technical sources for external presentation. Determines materials and items to be used, initiates and develops features, editorials and articles for publication, or selects optimum presentation formats. Directs and plans layouts, assures printing, publication and distribution are met on a timely basis, or coordinates external communication activities to ensure timeliness, quality and cost-effectiveness. Photographs, and coordinates photography and uses graphic or lithography, audio and video media as required. Performs a variety of public information functions including contact with various communications media personnel, Federal and State agencies and the public information office of DOE/NV.

QUALIFICATION REQUIREMENTS

Thorough knowledge of the production of general-readership publications, or editorial skills to produce information (frequently technical) for specific audiences including scientific, military and law enforcement personnel. Extensive knowledge of the graphic arts plus other communication techniques. Journalistic experience at the professional level or demonstrated technical and creative qualifications (including a comprehensive understanding of the NEST function) to communicate effectively through various media to a diversity of special audiences.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Compensation Administrator

JOB DESCRIPTION

Responsible for development and implementation of all Energy Measurements Group policies and procedures relating to Compensation. Directs and conducts studies for improvement of the Energy Measurements Group Compensation program, assists Industrial Relations Director in administration of the Executive Compensation Program; provides support to all Energy Measurements Group locations in compensation matters; assists Industrial Relations Director in meeting compliance requirements of DOE and other governmental agencies; conducts studies, surveys and analyses to assure maintenance of a competitive compensation system; provides direction and assistance with the job evaluation program; enhances merit principles in the Energy Measurements Group Compensation program; performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in Business, plus comprehensive compensation experience, or equivalent education/experience. Thorough knowledge of Compensation theory, practices, applicable laws, government regulations and requirements, and Company policies and requirements. Considerable experience formulating Compensation policies and procedures, using mathematical and statistical methods, administering job evaluation systems, preparing compensation analyses, reports and studies, conducting surveys and communicating with and training of all levels of management and employees.

Attachment II

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Compensation Analyst II

(Title Revised Jan 88)

JOB DESCRIPTION

Conducts job evaluations and related activities; prepares pay rate recommendations; participates in wage and salary surveys; assists with CAP budget preparations; monitors performance appraisal process; investigates problems and related compensation data and recommends appropriate actions; provides training in areas of responsibility as needed; assists others in preparing studies and analyses; performs related duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in Business, plus basic Compensation experience, or equivalent education/experience. Knowledge of compensation theory and methods, applicable laws, and general personnel practices. Experience in job evaluation, gathering and analyzing compensation data, resolving conflicts, and presentation of data.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

COMPENSATION ANALYST I

JOB DESCRIPTION:

Conducts routine job evaluations and prepares routine JAQs and related JAQ and job evaluation studies; prepares pay rate recommendations; participates in pay surveys; assists with preparing and monitoring CAP budgets; monitors performance appraisal process; resolves routine problems where guidelines or previous experience are available; assists higher level compensation personnel in resolving unusual problems; may orient Operation representatives to routine CAP, JAQ, and job evaluation procedures, assists others in preparing studies and analyses which may require using Human Resources computer systems; performs related duties as required.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Business Administration/Personnel Management or equivalent related education and experience. Knowledge of compensation theory and methods, applicable laws, and general personnel practices. Experience using computer systems for analysis purposes.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Computer Operations Supervisor

JOB DESCRIPTION

Assigns personnel, schedules and organizes work load to achieve efficient production and assure continuity of operations between shifts. Works with programming personnel in testing new and revised programs, and/or works with maintenance/repair personnel to insure proper computer operation. Develops operating methods to process data including the making of minor changes in standardized programs or routines to modify output content or format. Analyzes and directs insertion of program instructions and input data. Guides operators in locating and correcting errors and machine stoppages. Prepares and reviews records and reports of production, operation and downtime. Recommends changes in programs, routines and quality control standards. Trains personnel in the operation of computer and peripheral equipment. Performs other related duties as required.

QUALIFICATION REQUIREMENTS

Combination of at least 4 years training and experience with computer operating systems, procedures and hardware (including various peripherals). Knowledge of production requirements and user needs. Skill to analyze data, prepare reports and make recommendations.

IR PER C/B
28 September 1983

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Computer Operator "A"

JOB DESCRIPTION

Under limited supervision, operates computers and peripheral equipment. By use of the console accomplishes the complete processing of programs containing multiple and complex processing sequences. Monitors progress and status of work within the processing operation, determines probable cause of any malfunction, and takes corrective action. Helps provide training and guidance of lower level computer operators. Maintains operating records and logs. May perform routine maintenance and occasional repair. May assist programmers in testing and debugging new or experimental programs. May analyze data gathered and/or extract pertinent information from tapes.

QUALIFICATION REQUIREMENTS

Extensive knowledge of computer operation and peripheral equipment. Skill to work with various numbering systems and crypto equipment. Working knowledge of computer security and the physical protection of the hardware equipment and software.

Ability to identify malfunctions, perform routine maintenance, and troubleshoot equipment. Ability to assist with testing or "debugging" new or experimental programs.

Ability to communicate technical knowledge and computer operating room policies, procedures, and practices to co-workers.



JOB DESCRIPTION

Revision ~~Original~~
Date ~~7-8-76~~
~~1-3-72~~
Class Code ~~405333~~
405434

CLASSIFICATION : Computer Operator "A"

PRIMARY DUTIES AND RESPONSIBILITIES

Under limited supervision, operates the console or the console together with the peripheral units of an electronic computer to accomplish the complete processing of programs containing multiple and complex processing sequences. Monitors processing operation, determining probable cause of any malfunction and taking corrective action and own initiative where appropriate. Capable of assisting programmers in testing and debugging of new or experimental programs. May direct the activities of employees of lower classification as required.

ASSOCIATED DUTIES AND RESPONSIBILITIES

Maintain machine operating records.

Source: LV IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Computer Operator "B"

JOB DESCRIPTION

Under general supervision, operates computers and peripheral equipment to process scheduled programs. Controls the flow of input to and output from the Central Computer by entering instructions on the operator console. Monitors processing operation, observes operation of computer and peripherals, and corrects readily recognizable malfunctions. Seeks assistance of other senior operators or supervisor if unable to correct equipment malfunctions or identify reason for unusual data recordings. May perform routine maintenance. May maintain operating records and logs. May store data tapes, printouts, of system test results. May assist with extracting pertinent information from tapes.

QUALIFICATION REQUIREMENTS

Knowledge of and skill to operate computers and associated peripheral equipment. Working knowledge of computer security and the physical protection of the hardware equipment and software. Knowledge of and practical experience working with various numbering systems (Hexidecimal/octal/binary) and crypto equipment. Knowledge of computer room and office policies, procedures, and practices.



Revision ~~Original~~
7-8-76
Date ~~1-3-72~~
Class Code ~~404332~~
404435

JOB DESCRIPTION

CLASSIFICATION : Computer Operator "B"

PRIMARY DUTIES AND RESPONSIBILITIES

Under general Supervision, operates computer and peripheral equipment to run routine scheduled programs. Observes operation of computer and peripherals and corrects readily recognizable malfunctions. Seeks assistance of senior operating personnel or supervisor if unable to correct errors.

ASSOCIATED DUTIES AND RESPONSIBILITIES

1. Able to follow flow charts to process computer data processing systems (i. e., Accounting systems, MIS systems, data reduction systems, etc.)
2. Manually keys-in prescribed code or data changes.
3. Picks up and delivers, card decks and tapes.
4. Should be able to operate all equipment, including the EAM equipment as well as the computer and its peripherals.

Source: LV IR

Approved: C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Computer Operator "C"

JOB DESCRIPTION

Under close supervision, sets up and operates computers and peripheral equipment to process routine or repetitive operations. Controls the flow of input to and output from the Central Computer by entering instructions on the operator console. Directs the output to proper peripheral devices. Monitors processing operation, identifies unusual processing activity or program halts, and takes necessary action. Assists in the set up and operation of the more complicated equipment and functions. Reports program delays, apparent equipment malfunctions or unusual data processing to other senior level operators and supervisor. May perform other associated computer room or clerical duties as required.

QUALIFICATION REQUIREMENTS

Knowledge of and skill to operate the computer and associated peripheral equipment. Working knowledge of computer security and the physical protection of the hardware equipment and software. Knowledge of various numbering systems (Hexidecimal/octal/binary). General knowledge of computer room and office policies, procedures, and practices.



JOB DESCRIPTION

Revision ~~Original~~
7-5-76
Date 1-3-72
Class Code 403331
403436

CLASSIFICATION : Computer Operator "C"

PRIMARY DUTIES AND RESPONSIBILITIES

Under close supervision, sets up and operates electronic data processing equipment to process support, routine, or repetitive operations. Identify program halts and take action indicated. Refer undocumented program delays to employee of higher classification. As assigned, assist in the set up and operation of the more complicated equipment and functions. Report apparent equipment malfunctions to employees of higher classification.

ASSOCIATED DUTIES AND RESPONSIBILITIES

Perform other related or clerical duties as required.

Source: LV IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Computer Operations Supervisor

JOB DESCRIPTION

Assigns personnel, schedules and organizes work load to achieve efficient production and assure continuity of operations between shifts. Works with programming personnel in testing new and revised programs, and/or works with maintenance/repair personnel to insure proper computer operation. Develops operating methods to process data including the making of minor changes in standardized programs or routines to modify output content or format. Analyzes and directs insertion of program instructions and input data. Guides operators in locating and correcting errors and machine stoppages. Prepares and reviews records and reports of production, operation and downtime. Recommends changes in programs, routines and quality control standards. Trains personnel in the operation of computer and peripheral equipment. Performs other related duties as required.

QUALIFICATION REQUIREMENTS

Combination of at least 4 years training and experience with computer operating systems, procedures and hardware (including various peripherals). Knowledge of production requirements and user needs. Skill to analyze data, prepare reports and make recommendations.

IR PER C/B
28 September 1983

JOB DESCRIPTION FOR COMPUTING TECHNICIAN

Working under general supervision, performs a variety of responsible and complex assignments such as:

Run a variety of existing programs on several different computers ranging from a local microcomputer to a large computer on a time-sharing system.

Performs a variety of data processing tasks such as the digitization of analog data, verification and editing of digital data, numerical processing and transformation of digital data, and the generation of plots. 65

Operate various types of computer peripheral devices such as keypunch, magnetic tape transport, digitizer, plotter and teletype.

Prepare input data for geophysical data processing routines. 20

Catalog and maintain a large number of data files via several computer-based data-storage-and-retrieval systems. Data storage devices include punched cards, magnetic disks, magnetic tapes and photostore. 15

This work is currently performed at the Lawrence Livermore Laboratory. Geophysical data obtained from drill-hole logging equipment and from geological samples are analyzed.

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.



CAP BUDGET PROPOSAL - JULY 1993

COST/PRICING ANALYST

Job Description

Reviews subcontractor's detailed pricing support and methodology; analyzes projected estimated costs to determine price completeness and reasonableness; reviews all elements of cost makeup to determine whether costs are allowable and allocable; reviews subcontract/purchase order files prior to award and makes recommendations for approval or disapproval; analyzes previously awarded purchase orders or subcontracts as requested by management; reviews and critiques negotiation documentation including prenegotiation and post negotiation memorandum; advises negotiator on establishment of prenegotiation pricing position and final objective; serves as pricing advisor during price negotiations; provides guidance for profit/fee analysis and confirms that profit/fee positions are fully supported; evaluates subcontractor financial stability and determines subcontractor ability to perform subcontract requirements.

Qualifications

Bachelors degree in accounting, economics, business administration or equivalent training and experience plus an additional four years of relevant work experience; extensive knowledge of government procurement procedures including specific knowledge of Federal and DOE contractual cost/price principles and practices; experience analyzing cost elements to determine acceptable cost/price proposals; skill to communicate both orally and in writing.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978

Custodian

JOB DESCRIPTION

Under supervision performs a variety of tasks to maintain company premises, rest and working areas of offices and buildings in clean and orderly condition. Tasks include routine cleaning, emptying wastebaskets, sweeping, scrubbing, mopping, polishing, dusting, and otherwise maintaining floors, walls, windows, furniture, and rest room facilities. Operates floor cleaners, waxers, and polishers.

QUALIFICATION REQUIREMENTS

Ability to follow verbal instructions and meet the physical demands of the job.



JOB DESCRIPTION

Revision ~~A~~
7-5-76
Date 4-5-71
Class Code 502634
502731

CLASSIFICATION : Custodian

PRIMARY DUTIES AND RESPONSIBILITIES:

Under supervision performs a variety of tasks to maintain company premises, rest and working areas of offices and buildings in clean and orderly condition. Tasks include routine cleaning, emptying wastebaskets, sweeping, scrubbing, mopping, polishing, dusting, and otherwise maintaining floors, walls, windows, furniture, and rest room facilities. Operates floor cleaners, waxers, and polishers.

Source: LVD IR

Approved:

C. Nangle
Industrial Relations Manager



Revision A

Date 7-10-67

Class Code 503635

JOB DESCRIPTION

CLASSIFICATION : Custodian Leadman

JOB DESCRIPTION:

Direct and assist Custodians engaged in the cleaning of office and laboratory areas. Make assignments to subordinates with cognizance of ability. Maintain adequate stock of cleaning materials and supplies; issue such supplies to subordinates as needed. Required to perform any and all duties of subordinates.

QUALIFICATION REQUIREMENTS:

Knowledge of cleaning operations, complete understanding of the type and kind of materials required and correct application of same. Satisfactory history of supervisory experience to evidence leadership ability. Ability to complete the physical demands of the job in a satisfactory manner.

Source: LVO IR (revised)

Approved: C. Haugle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER 1994

DATA BASE ANALYST I

Job Description

Assists in developing and maintaining data bases including base definition, structure, documentation and operational guidelines. Develops data base tables and establishes relational links. Assists in reviewing data base design and integration of systems. Develops user-friendly, forms driven applications. Produces custom tabular reports and provides technical presentations.

Qualifications

Bachelor's degree in MIS, Computer Science or equivalent training and experience. Knowledge of data base design concepts. Knowledge of data base quality assurance and controls. Professional level of written and oral communication skills.

CAP BUDGET PROPOSAL - OCTOBER 1994

DATA BASE ANALYST II

Job Description

Develops and maintains data bases including base definition, structure, documentation and operational guidelines. Develops data base tables and establishes relational links. Produces custom tabular reports and provides technical presentation. Reviews data base design and integration of systems, and provides appropriate consulting, interfacing and training. Develops user-friendly, forms driven applications.

Qualifications

Bachelor's degree in MIS, Computer Science or equivalent training and experience. Two years' experience using data base design concepts. Knowledge of data base quality assurance and controls. Professional level of written and oral communication skills.

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1984

Data Entry Operator

JOB DESCRIPTION

Operates data entry equipment to record a variety of numerical data, verbal information and codes. Verifies accuracy of data entered by self and others. Maintains logs, files, and procedures. Performs other assigned tasks as needed.

QUALIFICATION REQUIREMENTS

Skill to accurately operate a variety of data entry equipment at a moderate speed. Knowledge of all applicable data entry procedures, functions and schedules. Knowledge of computer security and physical protection established for this facility.

IR PER-C/B
1 October 1984

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1984

Data Entry Operator

JOB DESCRIPTION

Operates data entry equipment to record a variety of numerical data, verbal information and codes. ~~Keeps a variety of data entered by self and others. Maintains logs, notes, and procedures.~~ Performs other assigned tasks as needed.

QUALIFICATION REQUIREMENTS

Skill to accurately operate a variety of data entry equipment at a moderate speed. Knowledge of all applicable data entry procedures, functions and schedules. Knowledge of computer security and physical protection established for this facility.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Department Manager

JOB DESCRIPTION

Responsible for the management of a functional organization of resources; typically engaged in a single major line function or in a number of closely related functions. Plans, organizes and directs the work of an organization in which there is accountability for success. Monitors the progress of the organization toward goals and periodically evaluates and makes appropriate adjustments. Determines organizational goals and develops plans for the organization independently of or jointly with higher management. Determines resource needs and allocation of resources and accounts for their effective use. Determines the need and develops plans for organizational change. Considers a broad range of factors when making decisions including public relations, legal impact, environmental, health, and safety impact, etc. Coordinates efforts with other internal and/or external activities. Understands and communicates company policies and priorities. Deals with general human resource management policy matters affecting the organization and actions which have serious repercussions. Delegates authority to subordinate supervisors and holds them responsible for the performance of their functions.

CLASS DIFFERENTIATION

This classification is used in exempt salary levels 8, 9, and 10. It is differentiated by the complexity of functions and the knowledge and skills needed to perform them, the latitude given to the positions to perform the functions, the guidelines that are available, the impact the work results have both internally and externally, the personal contacts that are required and their purpose, the work environment, and physical demands placed on the incumbent.

QUALIFICATION REQUIREMENTS

Bachelor's degree in an applicable field that is related to the functions supervised or equivalent education and experience. In addition, must have extensive applicable experience. Experience supervising/managing functions requiring planning, organizing, and coordinating of work to meet goals and objectives.



Revision	Original
Date	5 July 76
Class Code	108020

JOB DESCRIPTION

CLASSIFICATION : Department Manager

JOB DESCRIPTION

Is responsible for managing programmatic, consolidated support, or administrative department. Directly responsible for planning department activities, organizing assigned resources, scheduling and directing the performance of identified functions and monitoring all aspects of the work performance of department personnel. Reviews and evaluates performance in terms of quality, timeliness, cost, and other established criteria. Maintains contact with other Company and customer personnel as required in the daily functions of the department. Primarily responsible for selection of new personnel, training, monitoring of performance, guidance, terminations and other aspects of personnel supervision, either directly or through subordinate supervisors. Interprets policies, rules and guidelines and supervises implementation within the department. Reviews and recommends methods or alternatives to problems to insure policy uniformity throughout the department.

QUALIFICATION REQUIREMENTS

Position requires general knowledge of Company policies, programs and methods as well as a general working knowledge of the departmental functions, systems and procedures. In addition, position requires considerable experience at the managerial level to plan, coordinate, organize and set goals and objectives on a departmental level.

Approved: J. E. Bush
Manager, Industrial Relations
Services Department

CAP BUDGET PROPOSAL - OCTOBER, 1992

Deputy General Counsel

JOB DESCRIPTION

Under the broad direction of the General Counsel, provides legal advice and assistance to management and staff on a variety of legal matters; independently performs research and analysis and recommends solutions to complex legal problems; provides guidance, assistance and reviews the work of other attorneys engaged in litigation; conducts the legal office implementation and administration of the accountability program; develops and prepares for General Counsel signature and approval office procedures; works with Training to develop and participate in internal seminars and meetings to management and staff concerning legal matters of interest; interfaces with NV staff, corporate officials, officials of state and local agencies, outside law firms and other contractors; conducts investigations of sensitive internal matters and make recommendations as requested by the General Manager or Deputy General Manager; and assists in assuring office compliance with Company policies and procedures.

QUALIFICATIONS

Graduate of an American Bar Association accredited law school; extensive professional legal experience; member of the bar of the highest court of some state; experience in guiding and reviewing the work of other attorneys; general knowledge of state laws and regulations in various jurisdictions in which the Company operates; and knowledge of the workings of federal and state court systems and administrative agencies.



Revision	Original
Date	5 July 76
Class Code	111001

JOB DESCRIPTION

CLASSIFICATION : Deputy General Manager

JOB DESCRIPTION

Acts for the General Manager during absence. Responsible for the administration and coordination of daily Operations Manager actions at the Las Vegas Operations. Insures compliance with, and implementation of, approved policies and objectives and implementation of Las Vegas Operations Affirmative Action Plan. Insures consistent application of wage and salary actions, major facility changes and planning, approval of organizational transfers, promotions from hourly to salaried status, and establishment of new departments. Plans, directs, and coordinates specified ERDA Contract Group-wide activities which affect all technical programs, such as: chairs Radiation Safety Committee, responsible for nuclear materials accountability, direct and report cost reduction, and direct Group activities for quality assurance, conservation, and metrication. Manage the ERDA Weapons Test R&D Program, involving continual assessment of ways to efficiently support the ERDA laboratories, facilities, personnel, and other technical capabilities. Manage the R&D program developing the technological areas of interest; solicit, conduct and review proposals from ERDA Contract Group scientists and engineers, monitor on-going R&D activity and report developments and activities. Plans and organizes timely authorized responses to requests for proposals from ERDA and other agencies communicating Company capability to provide support. Assumes other duties as assigned by the General Manager.

QUALIFICATION REQUIREMENTS

Demonstrated ability to perform top management functions in the environment of the ERDA program and related Federal Government activities, with emphasis on managerial ability to examine contrasting requirements and points of view and to stimulate coordination and cooperation on the part of other management personnel.

Substantial knowledge of EG&G's areas of competence, actual and potential, and their applicability to the technical aspects of the various customer programs.

Specific and detailed knowledge of the technical competence and expertise of the component elements of their division.

Substantial awareness of the organizational, functional, technological, and political/social relationships in government, industry, and the community likely to have significant impact on the performance of assigned tasks within various programs at geographic area involved, and also within EG&G as a whole.

Approved: T. C. Bush
Manager, Industrial Relations
Services Department



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	400416- 409513

CLASSIFICATION : Design Checker

JOB DESCRIPTION:

An individual who inspects design layouts and drawing data for accuracy and conformance to the methods and drafting standards of both the Company and the government.

QUALIFICATION REQUIREMENTS:

Six to ten years' experience in design and drafting and graduation from a two year course at a technical institute, or the equivalent.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

DESIGN DRAFTER

JOB DESCRIPTION

Under general direction, prepares design layouts and drawings which may include, but are not limited to architectural, mechanical, and electrical specializations as provided by designers, engineers, or other drafters. Maybe required to prepare design drawings using CAD/CAM system.

Responsible for reading and interpreting drawings, sketches, layouts, drafting standards, vendor catalogs, and design manuals. Proportions elements using mathematical calculations in accordance with ANSI standards to select the proper size, format, scale, and correct view and section placement. May provide instructions, sketches, and layouts to drafting support personnel and inspects their work for errors.

QUALIFICATIONS

Graduation from a two year drafting school or equivalent experience. Minimum four years drafting experience. Thorough understanding of related ANSI standards. Skill to prepare drawings that are neat, accurate, appropriately dimensioned, and logically arranged, utilizing the methods and techniques of drafting; skill to print neatly and legibly, both freehand and with mechanical lettering devices in accordance with good engineering and architectural lettering practice; skill to make mathematical computations using standardized tables and formulas; knowledge of the symbols, terminology and accepted standards used in engineering drawings.

EG&G ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1985
DESIGN DRAFTER

JOB DESCRIPTION

Under general direction, prepares design layouts and drawings which may include, but are not limited to architectural, mechanical, and electrical specializations as provided by designers, engineers, or other drafters.

Responsible for reading and interpreting drawings, sketches, layouts, drafting standards, vendor catalogs, and design manuals. Proportions elements using mathematical calculations in accordance with ANSI standards to select the proper size, format, scale, and correct view and section placement. May provide instructions, sketches, and layouts to drafting support personnel and inspects their work for errors.

QUALIFICATIONS

Graduation from a two year drafting school or equivalent experience. Minimum four years drafting experience. Thorough understanding of related ANSI standards.



JOB DESCRIPTION

Revision Original
Date ~~11-3-66~~ 7-5-76
Class Code ~~400415-~~
409508

CLASSIFICATION : Design Draftsman^{CR}

JOB DESCRIPTION:

An individual who assists in, or is responsible for, the design of equipment under the direction or supervision of engineering personnel. The individual must be capable of transforming the engineer's functional ideas or designs into an operating unit.

QUALIFICATION REQUIREMENTS:

Demonstration of outstanding skill and performance; six to ten years' experience and graduation from a two-year day course at a technical institute, or the equivalent.

Source: Corporate IR

Approved: C. Naugle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

DESIGNER

JOB DESCRIPTION

Design complex mechanical, electromechanical, and electronic systems, components, and associated equipment. Position responsibilities at this level require accomplishment of assignments on an engineering project basis including establishment of design approach and the coordination and resolution of problems for the successful completion of design and fabrication within prescribed time schedules.

Basic design parameters and functional requirements, frequently in sketchy form, are provided by the responsible individual for design with a minimum of technical direction requiring the exercise of a maximum of initiative and judgment. Conceive designs which utilize good value engineering principles, assure that designs achieve optimum balance between cost, function, appearance, maintainability and reliability. Must also be aware of current manufacturing and shop practices to assure design compatibility with existing capabilities.

Design responsibilities of this position require a broad knowledge of engineering principles and extensive knowledge in equipment design practices. Provide consultation to subordinate Designers and draftsmen. Will generally work in conjunction with or for Senior Engineer level individuals.

QUALIFICATION

Associates degree in drafting or equivalent, and minimum of six years design and drafting experience.

HR PER C/B
April 2, 1990

JOB DESCRIPTION

Revision Original

Date 11-3-66

Class Code 204417

203504

CLASSIFICATION : Designer

JOB DESCRIPTION:

Design complex mechanical, electromechanical, and electronic systems, components, and associated equipment. Position responsibilities at this level require accomplishment of assignments on an engineering project basis including establishment of design approach and the coordination and resolution of problems for the successful completion of design and fabrication within prescribed time schedules.

Basic design parameters and functional requirements, frequently in sketchy form, are provided by the responsible individual for design with a minimum of technical direction requiring the exercise of a maximum of initiative and judgment. Conceive designs which utilize good value engineering principles, assure that designs achieve optimum balance between cost, function, appearance, maintainability and reliability. Must also be aware of current manufacturing and shop practices to assure design compatibility with existing capabilities.

Design responsibilities of this position require a broad knowledge of engineering principles and extensive knowledge in equipment design practices. Provide consultation to subordinate Designers and draftsmen. Will generally work in conjunction with or for Senior Engineer level individuals.

QUALIFICATION REQUIREMENTS:

AA degree or equivalent and five to eight years' design and drafting experience.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1985

DETAILER

JOB DESCRIPTION

Under direct supervision, provides simple layouts and drawings which may include, but are not limited to architectural, mechanical, and electrical specializations as provided by drafters, designers, or engineers.

Responsible for reading and interpreting drawings, sketches, layouts, drafting standards, vendor catalogs and design manuals. Proportions elements using mathematical calculations in accordance with ANSI standards to select the proper size, format, scale, and correct view and section placement for simple projects.

QUALIFICATIONS

Graduation from a two year drafting school or equivalent experience. Thorough understanding of related ANSI standards.



JOB DESCRIPTION

Revision Original
Date 7-5-76
~~11-3-66~~
Class Code 404410
404514

CLASSIFICATION : Detailer

JOB DESCRIPTION:

An individual who, with minimum supervision, details components from the lay-out drawing and who can also assemble these components in proper fashion to best illustrate their relationship and functions. Has a good knowledge of standard practices in either mechanical or electrical or electrical drawing, knowing standard fits, tolerances and dimensioning methods.

QUALIFICATION REQUIREMENTS:

One to three years' experience at drawing board work and graduation from high school, or the equivalent.

Source: Corporate IR

Approved: C. Naugle
Industrial Relations Manager



CAP BUDGET PROPOSAL - JULY 1993

DIRECTOR

Job Description

Responsible for developing, tracking, revising and ensuring adherence to the management plan for an organization; defines what product, service or deliverable (PS&D) will be provided through negotiations with the customer; determines how the work will be organized using a work breakdown structure; develops an organization structure and subordinate work packages to define responsibility and authority relationships; develops schedules to show specific start and completion dates; plans for and allocates resources among work packages; develops cost estimates and associated budgets for approval from upper management; identifies quality requirements applicable to the organization; identifies environmental, safety and health requirements applicable to the organization; identifies appropriate security procedures; ensures that the work managed meets conduct of operation requirements; develops the methods used to manage, plan, and control costs, schedules and technical performance; determines appropriate reporting requirements; establishes configuration management and related documentation processes; assists in the development of self assessment plans; directs and measures work performance, compares that performance to plans, and identifies and analyzes variances and takes required corrective action; sets policy for the organization managed in conjunction with policies and procedures; and understands and communicates policies and priorities throughout the organization managed.

Class Differentiation

This classification is used in Schedule I Job Levels 9 and 10. It is differentiated by the complexity of functions and the knowledge and skills needed to perform them, the latitude given to perform the functions, the guidelines that are available, the impact the work results have both internally and externally, the personal contacts that are required and their purpose, the work environment, and the physical demands placed on the incumbent.

Qualifications

Bachelor's degree in a field that is related to the functions managed or equivalent education and experience. Extensive management experience to include allocating resources among subordinate organizations; developing, approving and monitoring budgets; ensuring systems are in place for adherence to company policies and procedures; determining organizational staffing needs and acquiring personnel; and developing and monitoring performance criteria.



Revision	Original
Date	5 July 1976
Class Code	109007

JOB DESCRIPTION

CLASSIFICATION : DIVISION DIRECTOR


Under administrative direction, is responsible for coordination, consolidation of administrative support, and direction of specific programs or activities of a major Contract Group Division. Emphasis is on planning, organizing, directing and controlling divisional work either directly or through subordinate administrative/managerial personnel. Develops operating budgets for the conduct of the administrative work for that division and monitors on a continual basis and analyzes actual expenditures incurred against budget time plans. Participates in top management planning, discussions, and decisions to advise, negotiate, represent, and interact with personnel of all organizational levels, public agencies such as ERDA and the general public. Formulates, interprets, and assures uniform implementation of Company or departmental policies throughout Division. Makes recommendations and changes to systems, methods, procedures and practices establishing rationale for the project consequences of decisions or recommendations. Supervises and evaluates subordinate personnel and recommends personnel actions.

QUALIFICATION REQUIREMENTS:

Position requires thorough knowledge of EG&G policies, programs, procedures and Group-wide activities.

General knowledge of ERDA administrative management, policies, regulations, Company contractual obligations to ERDA, and the programs which affect the activities of that specific Division.

In addition position requires broad and extensive administrative experience which demonstrates the ability to plan, organize, coordinate and direct the administrative programs of a major Division either directly or through subordinate managerial personnel.



Manager, Industrial Relations
Services Department

DIVISION GENERAL MANAGER

Scope

Plans and directs all the activities of a division. Interprets and applies the policies of the Corporation. Interprets corporate goals and objectives and defines and implements complementary division goals and objectives within the framework of established group and corporate policies.

Performs special projects involving both internal and external company activities in behalf of the Corporation.

Responsibilities

1. Assesses present and future needs, trends, problems, and profit opportunities for his division.
2. Prepares short and long range operating and financial objectives for his division and coordinates these where necessary with other elements of the Corporation.
3. Insures that the agreed upon objectives and policies are clearly understood and implemented in his division.
4. Reviews and appraises the results of the activities within his division and takes appropriate action.
5. Recommends and approves compensation changes for key personnel within his division.
6. Performs special study projects relating to internal and/or external company activities as requested.



Revision . Original
Date 11-3-66
Class Code 303722

JOB DESCRIPTION

CLASSIFICATION : Document Control Clerk

JOB DESCRIPTION:

An individual who assists in the work of the central filing system, by filing documents and preparing the necessary records for control of classified material.

QUALIFICATION REQUIREMENTS:

Ability to type accurately, three years' experience in records handling, and ability to proceed on own initiative in the handling of administrative details.

Source: Corporate IR

Approved C. Nangle
Industrial Relations Manager

JOB DESCRIPTION

CLASSIFICATION : Duplicating Machine Operator

JOB DESCRIPTION:

Operate equipment, such as hand fed Ozalid, Zerox, Verifax, Thermofax and other like reproducing machines to reproduce single or multiple copies of typewritten or handwritten material and drawings. Determine and vary the speed and exposure time necessary to obtain quality work, keep simple records of work produced and maintain drawing files in good order. Operate allied equipment such as collator, electric paper punch, report binder and paper cutter. Mix Verifax and other solutions as necessary.

QUALIFICATION REQUIREMENTS:

Ability to read, write and follow instructions. Good eyesight and finger dexterity.

Source: LVO IR

Approved C. C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
EDP Technical Assistant

JOB DESCRIPTION

Prepares updates for the EDP Systems Manual including listings of systems and their primary functions, statements of management responsibilities and organizational locations of systems, summaries of system capabilities at each location; and functional histories and plans for individual systems. Develops associated equipment configuration diagrams. Maintains EDP Equipment Inventory/Forecast data base by monitoring procurement and property records. Assists with preparation of EDP acquisition proposals and provides analyses and recommendations for purchase or lease of equipment. Performs other related departmental duties as required.

QUALIFICATION REQUIREMENTS

Broad knowledge of computer hardware and its capabilities plus general knowledge of software including the ability to program (or a Bachelor's degree in Computer Science and Mathematics). Skill to write accurately and concisely in the EDP area, to operate a timesharing terminal, and to communicate at all levels on EDP matters. Familiarity in selecting computer hardware.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
EDP Technical Assistant

JOB DESCRIPTION

Prepares updates for the EDP Systems Manual including listings of systems and their primary functions, statements of management responsibilities and organizational locations of systems, summaries of system capabilities at each location; and functional histories and plans for individual systems. Develops associated equipment configuration diagrams. Maintains EDP Equipment Inventory/Forecast data base by monitoring procurement and property records. Assists with preparation of EDP acquisition proposals and provides analyses and recommendations for purchase or lease of equipment. Performs other related departmental duties as required.

QUALIFICATION REQUIREMENTS

Broad knowledge of computer hardware and its capabilities plus general knowledge of software including the ability to program (or a Bachelor's degree in Computer Science and Mathematics). Skill to write accurately and concisely in the EDP area, to operate a timesharing terminal, and to communicate at all levels on EDP matters. Familiarity in selecting computer hardware.

ENERGY MEASUREMENT, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

EDP Technical Assistant I

JOB DESCRIPTION

Assists with the preparation of updates for the EDP Systems Manual including listings of systems and their primary functions, statements of management responsibilities and organizational locations of systems, summaries of system capabilities at each location, and functional histories and plans for individual systems. Maintains EDP Equipment Inventory/Forecast data base by monitoring procurement and property records. Forecasts data base by monitoring procurement and property records. Assists with preparation of EDP acquisition proposals for purchase or lease of equipment. Performs other related departmental duties as required.

QUALIFICATION REQUIREMENTS

Knowledge of computer hardware and its capabilities plus knowledge of software terminology and the ability to perform fundamental programming. Skill to write accurately and concisely in the EDP area, to operate a timesharing terminal, and to communicate with various users on EDP matters.

IR PER C/B
27 September 1983

ENERGY MEASUREMENT, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

EDP Technical Assistant I

JOB DESCRIPTION

Assists with the preparation of updates for the EDP Systems Manual including listings of systems and their primary functions, statements of management responsibilities and organizational locations of systems, summaries of system capabilities at each location, and functional histories and plans for individual systems. Maintains EDP Equipment Inventory/Forecast data base by monitoring procurement and property records. Forecasts data base by monitoring procurement and property records. Assists with preparation of EDP acquisition proposals for purchase or lease of equipment. Performs other related departmental duties as required.

QUALIFICATION REQUIREMENTS

Knowledge of computer hardware and its capabilities plus knowledge of software terminology and the ability to perform fundamental programming. Skill to write accurately and concisely in the EDP area, to operate a timesharing terminal, and to communicate with various users on EDP matters.

IR PER C/B
27 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

EDP Technical Assistant - II

JOB DESCRIPTION

Independently prepares updates for the EDP Systems Manual including listings of systems and their primary functions, statements of management responsibilities and organizational locations of systems, summaries of system capabilities at each location, and functional histories and plans for individual systems. Develops associated equipment configuration diagrams. Maintains EDP Equipment Inventory/Forecast data base by monitoring procurement and property records. Assists with preparation of EDP acquisition proposals and provides analyses and recommendations for purchase or lease of equipment. Performs other related departmental duties as required.

QUALIFICATION REQUIREMENTS

Broad knowledge of computer hardware and its capabilities plus general knowledge of software including the ability to program in at least two languages (or a Bachelor's degree in Computer Science and Mathematics). Skill to write accurately and concisely in the EDP area, to operate a timesharing terminal, and to communicate at all levels on EDP matters. Skill to conduct analyses, make recommendations, and select computer hardware.

IR PER-C/B
September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

EDP Technical Assistant - II

JOB DESCRIPTION

Independently prepares updates for the EDP Systems Manual including listings of systems and their primary functions, statements of management responsibilities and organizational locations of systems, summaries of system capabilities at each location, and functional histories and plans for individual systems. Develops associated equipment configuration diagrams. Maintains EDP Equipment Inventory/Forecast data base by monitoring procurement and property records. Assists with preparation of EDP acquisition proposals and provides analyses and recommendations for purchase or lease of equipment. Performs other related departmental duties as required.

QUALIFICATION REQUIREMENTS

Broad knowledge of computer hardware and its capabilities plus general knowledge of software including the ability to program in at least two languages (or a Bachelor's degree in Computer Science and Mathematics). Skill to write accurately and concisely in the EDP area, to operate a timesharing terminal, and to communicate at all levels on EDP matters. Skill to conduct analyses, make recommendations, and select computer hardware.

IR PER-C/B
26 September 1983



Revision Original
Date 5 July 76
Class Code 104528

JOB DESCRIPTION

CLASSIFICATION : Employee Communications Specialist

JOB DESCRIPTION

Responsible for planning, coordinating and producing employee oriented publications on a regular scheduled basis. Edits, writes, or rewrites news and items of interest (from a variety of sources) for all EG&G employees in the ERDA Contract Group. Determines materials or items to be used, initiates and develops features, editorials, and other articles for publication. Directs and plans layout. Assures printing, publication and distribution are met on a timely basis.

QUALIFICATION REQUIREMENTS

Thorough knowledge of the planning and coordination involved in the production of general-readership publications and the graphic arts and other processes and techniques necessary to assure professional quality control and production. Position requires considerable journalistic experience at the professional level and demonstrated ability to communicate effectively and write for general audiences on technical subjects as well as employee relation topics.

Approved: J. E. Bush
Manager, Industrial Relations
Services Department



Revision

Date

Class Code

JOB DESCRIPTION

CLASSIFICATION : Employee Communications Specialist

JOB DESCRIPTION

Responsible for planning, coordinating and producing employee oriented publications on a regular scheduled basis according to guidelines furnished by the General Manager and an editorial board. Search out, edit, write, or rewrite news and items of interest (from a variety of sources) for all EG&G employees in the ERDA Contract Group. Determine materials or items to be used, initiates and develops features, editorials, and other articles for publication. Direct and plan layout. Assure printing, publication and distribution are met on a timely basis. Contribute to other EMG publications, e.g., various brochures, as directed. Arrange for or take photographs as necessary. Perform various public information functions as directed including contact with various communications media personnel. Interface as required with the public information office of DOE/NV.

QUALIFICATION REQUIREMENTS

Thorough knowledge of the planning and coordination involved in the production of general-readership publications and the graphic arts and other processes and techniques necessary to assure professional quality control and production. Position requires considerable journalistic experience at the professional level and demonstrated ability to communicate effectively and write for general audiences on technical subjects as well as employee relation topics. Ability to communicate effectively with various media personnel.

CAP BUDGET PROPOSAL - OCTOBER 1993

EMPLOYEE DEVELOPMENT SPECIALIST

Job Description

Researches, designs, develops and evaluates individual employee development plans; counsels employees and provides educational and vocational guidance; collects, organizes and analyzes information on employees through records, interviews, and other professional sources; compiles and studies occupational, educational, and economic information to assist employees in establishing and implementing career vocational and educational objectives; coordinates employee development plans to meet employee and operational requirements; maintains contact with other companies' educational and training organizations to stay abreast of professional developments; and delivers presentations to employees and management.

Qualifications

Bachelors degree with an emphasis on career development or vocational/career guidance or equivalent training and experience; extensive experience as a career guidance counselor, employment counselor or vocational education advisor; skill to interface with all levels of management, employees and outside agencies; and demonstrated ability to design vocational development plans.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Employment Representative I

JOB DESCRIPTION

Develops and maintains applicant source files for exempt and non-exempt positions; shares responsibility for employment advertisements and field or college recruiting; interviews, screens and refers applicants consistent with Company policies and legal requirements; assists in administration of internal job posting system; participates in developing minority recruiting sources; assists in administering relocation program for new and transferred employees; assists management in the selection and placement of employees; assists with employment and termination processing; writes or revises recruitment/personnel policies and procedures; prepares reports and analyses. Performs related duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in Business or equivalent work education/experience. Knowledge of laws pertaining to employment, personnel policies and procedures, report preparation and analysis, and technical occupation requirements. Experience with interviewing techniques and all phases of recruiting for both technical and non-technical positions.

EMPLOYMENT REPRESENTATIVE II

JOB DESCRIPTION

Directs others and participates in the development and maintenance of applicant source files for exempt and non-exempt positions; plans and implements field and college recruiting programs; initiates employment advertisements; interviews, screens, and refers applicants consistent with Company policies and legal requirements; administers internal job posting system; participates in developing minority recruiting sources; processes relocation of new and transferred employees; assists management in the selection and placement of employees; conducts employment and termination processing; writes or revises recruitment/personnel policies and procedures; conducts studies to determine trends in recruiting; prepares reports and analyses; performs related duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree preferably in Business or equivalent work experience. Knowledge of laws pertaining to employment, personnel policies and procedures, report preparation and analyses, and technical occupational requirements. Experience using interviewing techniques, planning and implementing recruiting programs for technical and non-technical occupations; conducting studies and making recommendations; resolving problems; and giving oral presentations.

IR DIV (ES DEPT)
19 September 1980

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Employment Representative II

JOB DESCRIPTION

Directs and participates in the development and maintenance of applicant source files for exempt and non-exempt positions; plans and implements field and college recruiting programs; initiates employment advertisements; interviews, screens, and refers applicants consistent with Company policies and legal requirements; administers internal job posting system; participates in developing minority recruiting sources; oversees relocation of new and transferred employees; assists management in the selection and placement of employees; conducts employment and termination processing; writes or revises recruitment/personnel policies and procedures; conducts studies to determine trends in recruiting; prepares reports, presentations and analyses; performs related duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in Business, plus considerable employment experience or equivalent education/experience. Thorough knowledge of laws pertaining to employment, personnel policies and procedures, report preparation and analyses, and technical occupational requirements. Considerable experience in interviewing techniques, planning and implementing recruiting programs for technical and non-technical occupations, conducting studies and making recommendations, resolving employment problems, and giving presentations.



Revision Original
Date ~~3-5-76~~
Class Code ~~203114~~
202214

JOB DESCRIPTION

CLASSIFICATION : Engineer I

JOB DESCRIPTION:

Perform basic professional level engineering assignments concerned with application of engineering principles to the solution of specific problems involving the design and development of systems or hardware, or as an engineer involved in field operations.

Working from general instructions of senior level engineers and project leaders, seek solutions to technical problems. Work may range from the use of defined methods to the exercise of some degree of technical judgment. May give general technical direction to several non-professional personnel.

This is an apprenticeship period, with the incumbent progressively developing his professional maturity, judgment, and experience. For the person who continues to develop, this period would normally cover from zero to two years' experience beyond the Bachelor's degree.

QUALIFICATION REQUIREMENTS:

This position requires a Bachelor's degree in Engineering from an accredited institution. Exception may be made for particularly well-qualified AA graduates with considerable technical experience.

Source: Corporate IR

Approved: C. Kangle
Industrial Relations Manager



Revision Original
7-5-76
Date ~~8-1-67~~
Class Code 204113
203213

JOB DESCRIPTION

CLASSIFICATION : Engineer II

JOB DESCRIPTION:

Perform professional engineering assignments concerned with application of engineering principles to the solution of a variety of specific problems involving the design and development of systems and hardware, or as an engineer involved in field operations.

Working from general instructions of senior level engineers, and project leaders, plan and execute technical projects with limited supervision. Incumbents at this level are expected to recommend the initiation of new projects within existing programs and prepare periodic and final reports for review by supervision. May give technical direction to other engineers and/or non-professional personnel.

At this stage, the engineer is working at a professional level and could be termed a journeyman in his field. His responsibilities are likely to encompass a project and he receives general supervision from more senior professionals in his area of competence. He may be directing one or more technical personnel who are at the Engineer I level, as well as some non-professional assistants.

QUALIFICATION REQUIREMENTS:

The position requires a Master's degree in Engineering with no experience, or a Bachelor's degree with two years' experience. Exception may be made for particularly well-qualified AA graduates with extensive technical experience.

Source: Corporate IR
As amended by LVO IR

Approved: C. Nangle
Industrial Relations Manager



JOB DESCRIPTION

Revision ~~Original~~
Date ~~7-5-76~~
~~3-1-67~~
Class Code ~~205112~~
~~204212~~

CLASSIFICATION : Engineer III

JOB DESCRIPTION:

Perform professional work necessary to administer an engineering project of moderate size, or to support an engineering program.

Plan and execute technical programs within his area of specialty. Incumbents at this level are expected to initiate new projects within an existing program. Work with little or no technical guidance. May give technical direction to a group of professional or non-professional personnel.

This level is characterized by concentration in technical specialty leading to recognition within the Company, or the profession, on the basis of technical competence.

QUALIFICATION REQUIREMENTS:

This position requires a Bachelor's degree in Engineering with approximately three years' experience, or a Master's degree with over one year's experience.

Source: Corporate IR
As amended by LVO IR

Approved: C. Hangle
Industrial Relations Manager

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1977

Engineering Coordinator I

JOB DESCRIPTION

As a member of the Test Group Engineer's staff, represents the sponsoring agency of a project at the job site; assists in the planning, development, construction and scheduling of one of the following: (a) cable and power requirements of test facilities, (b) underground test structures and equipment, and (c) mesa trailer parks. Provides coordination, technical assistance and recommendations as needed to facilitate interfacing functions between the sponsoring agency, architects/engineers, and construction personnel. Receives and correlates experimenter criteria and conducts the liaison needed to enhance integration of diverse cable and connector, power, alcove, trailer, etc. requirements of a project within budget and on schedule. Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Technical sufficiency in one of the three specialties (a, b, or c, above) gained through either formal education/training, or on the job experience, or a combination of both.

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1977

Engineering Coordinator II

JOB DESCRIPTION

As a member of the Test Group Engineer's staff, represents the sponsoring agency of a project at the job site; assists in the planning, development, construction and scheduling of one of the following: (a) cable and power requirements of test facilities, (b) underground test structures and equipment, and (c) mesa trailer parks. Provides coordination, technical assistance and recommendations as needed to facilitate interfacing functions between the sponsoring agency, architects/engineers, and construction personnel. Receives and correlates experimenter criteria and conducts the liaison needed to enhance integration of diverse cable and connector, power, alcove, trailer, etc. requirements of a project within budget and on schedule. Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Technical competence in one of the three specialties (a, b, or c, above) gained through either formal education/training, or on the job experience, or a combination of both.

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1977

Engineering Coordinator III

JOB DESCRIPTION

As a member of the Test Group Engineer's staff, represents the sponsoring agency of a project at the job site; assists in the planning, development, construction and scheduling of one of the following: (a) cable and power requirements of test facilities, (b) underground test structures and equipment, and (c) mesa trailer parks. Provides coordination, technical assistance and recommendations as needed to facilitate interfacing functions between the sponsoring agency, architects/engineers, and construction personnel. Receives and correlates experimenter criteria and conducts the liaison needed to enhance integration of diverse cable and connector, power, alcove, trailer, etc. requirements of a project within budget and on schedule. Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Technical proficiency in one of the three specialties (a, b, or c, above) gained through either formal education/training, or on the job experience, or a combination of both.



Revision Original
Date 5 July 76
Class Code 206205

JOB DESCRIPTION

CLASSIFICATION : Engineering Specialist I

JOB DESCRIPTION

Responsible for performing and conducting significant Engineering work of a complex nature requiring advanced knowledge in an engineering specialty. Plan, analyze, and develop engineering data within the limits of a specific discipline of engineering. Review engineering plans, specifications, drawings, and documentation to formulate thorough and comprehensive knowledge of assigned project. Prepare special studies associated with area of specialty; collect, coordinate, and disperse technical data to obtain comprehensive results. Maintain up-to-date knowledge of trends and development in field of specialization.

QUALIFICATION REQUIREMENTS

Position requires either broad knowledge of a specialized engineering field or experience equivalent to five (5) years of college with a major in a specialized field of Engineering and a demonstrated ability to plan, and conduct work of a complex nature.

Approved: T. E. Bush
Manager, Industrial Relations
Services Department



Revision	Original
Date	5 July 76
Class Code	207204

JOB DESCRIPTION

CLASSIFICATION : Engineering Specialist II

JOB DESCRIPTION

Responsible for performing highly complex work in one or more specialized engineering fields which require advanced technical engineering knowledge. Originate, develop, plan, and apply new and unique or advanced engineering principles to the solution of specific problems involving the design, and development, of complex plans, engineering assignments, and programs. Render technical advice, counsel, and assistance to management and other engineering personnel or employees. Represent the Company in outside discussions and technical forums, prepare and issue papers on engineering problems of technical interest.

QUALIFICATION REQUIREMENTS

Either considerable and in-depth knowledge in one or more engineering fields or extensive experience and education equivalent to five years of college with a major in a specialized engineering field.

The demonstrated ability to plan, develop, and perform projects of a highly complex nature.

Define problems, collect, analyze, interpret and evaluate data; define and select alternatives; establish rationale for, and project consequences of decisions and/or recommendations.

Prepare and present concise and logical oral and written reports and studies.

Plan, coordinate and initiate actions, implement decisions and recommendations.

Approved: T. E. Bush
Manager, Industrial Relations
Services Department



JOB DESCRIPTION

Revision	Original
Date	5 July 76
Class Code	208203

CLASSIFICATION : Engineering Specialist III

JOB DESCRIPTION

Act as the top technical authority for the Company in an engineering field of major importance, requiring the most advanced theoretical and practical knowledge, and serve in an advisory capacity to management regarding Corporate action within the technical area.

Conceive and implement advancements in the field through original work, making theoretical analyses and experimental investigations; develop research and engineering programs into basic studies and new technology. Inform management of new developments in technical activities which may be a basis for research planning and for Company expansion. Render consulting service to Company engineering sections, reconcile controversial technical problems. Maintain professional and business contacts with counterparts in other companies and government agencies. Participate in symposiums on technical problems.

QUALIFICATION REQUIREMENTS

Either thorough knowledge of a specialized technical field of major importance or thorough and extensive engineering experience and education equivalent to 8 years of college with a major in a specialized technical engineering field.

The ability to investigate, research and develop potential programs, studies, and technology to remain abreast of the state of the arts.

Analyze engineering problems, reach practical and logical conclusions, decisions and/or recommendations and implement changes.

Prepare and present concise and logical oral and written reports; explain problems, procedures or recommendations and speak on a wide variety of technical issues pertinent to the Company.

Organize and coordinate, lead or participate in group discussions to persuade, advise, interpret, recommend or to transmit complex engineering information or instructions clearly.

Approved: J. E. Bush
Manager, Industrial Relations
Services Department

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Engineering Specialist IV

JOB DESCRIPTION

Functions as a recognized authority in an engineering specialty with expertise and knowledge in related technical fields. Work activities vary widely from research and development, test and evaluation, to conceptualization, proposal development and project implementation.

QUALIFICATION REQUIREMENTS

Exceptional knowledge of advanced concepts, theories, principles, practices and techniques in an engineering specialty plus broad engineering knowledge of related technical fields. Demonstrated extensive practical experience sufficient to successfully develop and implement programs and direct the effort of other high level engineers and technical specialists.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1981
Engineering Specialist IV

JOB DESCRIPTION

Functions as a recognized authority in an engineering specialty with expertise and knowledge in related technical fields. Work activities vary widely from research and development, test and evaluation, to conceptualization, proposal development and project implementation.

QUALIFICATION REQUIREMENTS

Exceptional knowledge of advanced concepts, theories, principles, practices and techniques in an engineering specialty plus broad engineering knowledge of related technical fields. Demonstrated extensive practical experience sufficient to successfully develop and implement programs and direct the effort of other high level engineers and technical specialists.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - APRIL, 1983

Entry Controller - Casual

JOB DESCRIPTION

Controls access to security areas and notifies departments when mail, packages, or legal papers are delivered; issues film badges to employees; issues, accounts for, and processes visitors' badge requests while maintaining visitor logs.

Maintains control of the master keys to the facility and issues vehicle keys and appropriate documentation for personnel requiring transportation from the Front Desk to the NTS during non-working hours.

This employee performs these tasks on a call-in basis as a Casual Employee.

QUALIFICATION REQUIREMENTS

Q Clearance; knowledge of EMG security procedures and systems; experience with office and telephone techniques; ability to make independent judgements while evaluating a situation using established priorities and requesting assistance as needed.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - MAY 1984

Entry Controller I

JOB DESCRIPTION

Controls entry to secured and unsecured areas; checks badges; issues badges to persons with proper identification and with proper approval, clearance and escort as required. Maintains various logs, monitors intrusion and fire systems, and monitors property removal. May search hand carried articles and incoming and outgoing vehicles for prohibited items or contraband. Performs other related security duties as required.

QUALIFICATION REQUIREMENTS

Knowledge of standard office practices and ability to follow instructions precisely. Knowledge of security requirements at entry-exit points. Ability to write legibly, speak clearly, and interact with a wide variety of people. Meet vision requirements.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Entry Controller I

JOB DESCRIPTION

Controls entry to secured and unsecured areas; checks badges; issues badges to persons with proper identification and with proper approval, clearance and escort as required. Maintains various logs, monitors intrusion and fire systems, and monitors property removal. Performs other related security duties as required.

QUALIFICATION REQUIREMENTS

Knowledge of standard office practices and ability to follow instructions precisely. Knowledge of security requirements at entry-exit points. Ability to write legibly, speak clearly, and interact with a wide variety of people. Meet vision requirements.

IR PER C/B
29 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Entry Controller II

JOB DESCRIPTION

Controls entry to secured and unsecured areas; checks badges; issues badges to persons with proper identification and with proper approval, clearance and escort as required. Types clearance and visitor requests, memos, letters and other materials; performs other miscellaneous clerical duties as assigned. Maintains various logs, monitors intrusion and fire systems, and monitors property removal. Performs other related security duties as required.

QUALIFICATION REQUIREMENTS

Knowledge of standard office practices and ability to follow instructions precisely. Knowledge of security requirements at entry-exit points. Skill to type accurately at a reasonable speed; knowledge of security forms and processing requirements. Ability to write legibly, speak clearly, and interact with a wide variety of people. Meet vision requirements.

IR PER C/B
29 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Entry Controller II

JOB DESCRIPTION

Controls entry to secured and unsecured areas; checks badges; issues badges to persons with proper identification and with proper approval, clearance and escort as required. Types clearance and visitor requests, memos, letters and other materials; performs other miscellaneous clerical duties as assigned. Maintains various logs, monitors intrusion and fire systems, and monitors property removal. Performs other related security duties as required.

QUALIFICATION REQUIREMENTS

Knowledge of standard office practices and ability to follow instructions precisely. Knowledge of security requirements at entry-exit points. Skill to type accurately at a reasonable speed; knowledge of security forms and processing requirements. Ability to write legibly, speak clearly, and interact with a wide variety of people. Meet vision requirements.

IR PER C/B
29 September 1983

CAP BUDGET PROPOSAL - OCTOBER, 1991

Environmental Scientist I

JOB DESCRIPTION

Working under close supervision, performs assigned tasks from detailed instructions and established procedures. Assists others in developing and implementing environmental compliance programs. Assists others in installing, operating and maintaining environmental and emission monitoring instruments and testing equipment necessary to determine air, land or water pollution levels. Develops and maintains basic knowledge of Federal, State, Local and DOE environmental and occupational health legislation and regulations including CERCLA, RCRA, CWA, and SARA. Assesses environmental risk and assists in developing required regulatory documentation. Participates in performing hazardous waste site inspections. Maintains and uses protective equipment.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Environmental Science/Engineering or equivalent education and experience.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Environmental Scientist II

JOB DESCRIPTION

Working under general supervision, performs assigned tasks by following established procedures where work is reviewed for soundness of technical judgement and overall adequacy. Develops and implements environmental compliance programs of minimal complexity. Installs, operates and maintains environmental and emission monitoring instruments and testing equipment necessary to determine air, land or water pollution levels. Maintains a good working knowledge of Federal, State, Local and DOE environmental and occupational health legislation and regulations including CERCLA, RCRA, CWA, and SARA. Assesses environmental risk and assists in developing regulatory documentation of results. Performs hazardous waste site inspections. Maintains and uses protective equipment.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Environmental Science/Engineering or equivalent education and experience. In addition, must have a minimum two years environmental science/engineering experience or equivalent.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Environmental Scientist III

JOB DESCRIPTION

Working under very general direction, independently determines and develops approaches to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Develops, recommends and implements programs, policies and procedures for environmental compliance programs. Installs, operates and maintains environmental and emission monitoring instruments and pollution levels. Monitors and evaluates standards in relation to Federal, State, Local and DOE programs, legislation and regulations including CERCLA, RCRA, CWA, and SARA. Interprets, evaluates and makes recommendations based on proposed changes in these programs. Writes technical reports based on the interpretation of data, observations and current regulations. Develops and provides training to employees. Performs hazardous waste site inspections. Maintains and uses protective equipment.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Environmental Science/Engineering or equivalent education and experience. In addition, must have a minimum four years environmental science/engineering experience or equivalent.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Environmental Scientist IV

JOB DESCRIPTION

Working without appreciable direction, exercises considerable latitude in determining technical objectives of assignments. Completed work is reviewed from a relatively long term perspective for desired results. Develops, recommends, and implements programs, policies and procedures for environmental compliance programs. Installs, operates and maintains environmental and emission monitoring instruments and pollution levels. Monitors and evaluates standards in relation to Federal, State, Local and DOE programs, legislation and regulations including CERCLA, RCRA, CWA, and SARA. Interprets, evaluates and makes recommendations based on proposed changes in these programs. Writes technical reports based on the interpretation of data, observations and current regulations. Develops and provides training to employees. Publishes reports on environmental compliance problems. Prepares informational material relating to environmental compliance. May act as lead person on small to medium projects.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Environmental Science/Engineering or equivalent education and experience. In addition, must have a minimum six years environmental science/engineering experience or equivalent. Master's degree in Environmental Science/Engineering preferred.

Equal Opportunity Administrator

JOB DESCRIPTION:

Responsible for achieving and maintaining an "excellent" rating for the EMG EEO Program from the DOE/NV quarterly contract evaluation beginning with the April-June, 1979 quarter. Assists in formulating and developing EMG EEO policy, plans and procedures as well as strategies and tactics for implementing this program. Interprets the requirements of Federal and State laws and regulations which impact the EMG equal employment opportunity and affirmative action efforts. Informs management of current developments relevant to the field. Coordinates with managers and supervisors at various levels regarding development and implementation of the EMG EEO/AAP Program. Develops effective communication techniques and assists line management in solving problems as requested. Monitors, reviews and audits implementation of the EMG EEO/AAP Program: reviews EEO/AAP reports prepared by operating management and the Industrial Relations Division; identifies problems and recommends corrective or additional actions as appropriate; designs audit systems and parameters of Program effectiveness. Provides technical assistance and guidance to Operations Managers, EEO Representatives and other EMG personnel as required. Serves as an impartial advisory expert regarding complaints, grievances and problems involving EEO/AAP considerations by advising employees, advising management, interpreting applicable laws and regulations, and reviewing investigators' findings in specific cases. In providing these services the Equal Opportunity Administrator acts neither as an employee's advocate nor as management's advocate, but rather as an objective expert. Serves as a member of the Grievance Panel, assisting in fair and appropriate resolution of each written grievance, and also has a role in representing minority and female interests in Step 2 of the grievance procedure. Provides EEO sing-off of EMG LVO CG 389 personnel actions. Provides appropriate liaison with external agencies, including enforcement agencies and minority and female organizations, with respect to EEO/AAP activities.

QUALIFICATION REQUIREMENTS:

Knowledge of Federal and State civil rights legislation, executive orders, court decisions and agency regulations pertaining to EEO/AAP matters. Knowledge of business organization principles, employee compensation principles and practices. Knowledge of basic statistical and reporting techniques. Familiarity with EMG policies and procedures with emphasis within the Industrial Relations function.

Equal Opportunity Administrator

JOB DESCRIPTION:

Responsible for achieving and maintaining an "excellent" rating for the EMG EEO Program from the DOE/NV quarterly contract evaluation beginning with the April-June, 1979 quarter. Assists in formulating and developing EMG EEO policy, plans and procedures as well as strategies and tactics for implementing this program. Interprets the requirements of Federal and State laws and regulations which impact the EMG equal employment opportunity and affirmative action efforts. Informs management of current developments relevant to the field. Coordinates with managers and supervisors at various levels regarding development and implementation of the EMG EEO/AAP Program. Develops effective communication techniques and assists line management in solving problems as requested. Monitors, reviews and audits implementation of the EMG EEO/AAP Program: reviews EEO/AAP reports prepared by operating management and the Industrial Relations Division; identifies problems and recommends corrective or additional actions as appropriate; designs audit systems and parameters of Program effectiveness. Provides technical assistance and guidance to Operations Managers, EEO Representatives and other EMG personnel as required. Serves as an impartial advisory expert regarding complaints, grievances and problems involving EEO/AAP considerations by advising employees, advising management, interpreting applicable laws and regulations, and reviewing investigators' findings in specific cases. In providing these services the Equal Opportunity Administrator acts neither as an employee's advocate nor as management's advocate, but rather as an objective expert. Serves as a member of the Grievance Panel, assisting in fair and appropriate resolution of each written grievance, and also has a role in representing minority and female interests in Step 2 of the grievance procedure. Provides EEO sing-off of EMG LVO CG 389 personnel actions. Provides appropriate liaison with external agencies, including enforcement agencies and minority and female organizations, with respect to EEO/AAP activities.

QUALIFICATION REQUIREMENTS:

Knowledge of Federal and State civil rights legislation, executive orders, court decisions and agency regulations pertaining to EEO/AAP matters. Knowledge of business organization principles, employee compensation principles and practices. Knowledge of basic statistical and reporting techniques. Familiarity with EMG policies and procedures with emphasis within the Industrial Relations function.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Equal Opportunity Specialist I

JOB DESCRIPTION

Develops local AAP/EEO reports, plans and studies for management review and approval; monitors internal practices, procedures and actions for consistency with AAP/EEO laws, regulations, and Company commitments; assists management in identifying problem areas and implementing corrective actions; assists employees and management in understanding AAP/EEO laws and regulations as they apply to Company practices and procedures; handles complaints and grievances relating to AAP/EEO; interfaces with various community groups and governmental organizations; performs other duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree in Business, plus basic EEO experience, or equivalent education/experience. Knowledge of EEO terminology, concepts and ideology, plus laws, legal opinions, regulations and reporting requirements relating to AAP/EEO matters. Experience preparing AAP/EEO plans and reports and providing written documentation and verbal presentations.

Attachment II

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Equal Opportunity Specialist II

JOB DESCRIPTION

Responsible for EEO, Affirmative Action, grievance investigation and Company relations with business, women's, and minority groups. Collects and analyzes Energy Measurements Group data for EEO/Affirmative Actions plans, reports and studies; prepares and submits these documents to appropriate agencies and management; monitors statistical data, internal practices and procedures for consistency with AAP/EEO laws, regulations, and Company commitments; identifies problems and assists management in implementing corrective actions; assists employees and management with Company policies and procedures related to AAP/EEO laws and regulations; interfaces with community organizations and governmental agencies; performs other duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree in Business, plus considerable EEO experience, or equivalent education/experience. Thorough knowledge of EEO terminology, concepts and ideology, plus the laws, legal opinions, regulations and reporting requirements relating to AAP/EEO matters. Considerable experience handling employee grievances, conducting investigations, preparing AAP/EEO plans and reports, and providing written summaries and verbal presentations.



JOB DESCRIPTION

Revision A
Date ~~5-1-72~~ 7-5-76
Class Code 307771
307960

CLASSIFICATION : Executive Secretary

JOB DESCRIPTION:

Performs diverse secretarial and administrative duties under the direction of a Corporate officer, which by nature of the superior's position involves high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment. Possesses a thorough knowledge of Company organization and policies. Communicates with executive, administrative and line management personnel to gather or convey information pertaining to superior's office. Initiates special reports, and performs all normal secretarial, administrative and clerical duties of the senior secretary.

Source: LV IR

Approved: C. Temple
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1992

Exercise Planner

JOB DESCRIPTION

Coordinates Emergency Response and Remote Sensing mission tasking and mission management between EM and outside organizations; manages and coordinates interdepartmental use of manpower and equipment; coordinates and supports OCONUS requirements; reviews and approves Remote Sensing mission plans, schedules and mission summaries; coordinates personnel to resolve field operation problems; coordinates NEST Program activities and participates on the NEST Operations Working Group; develops Organizational Operating Procedures and Operations Center Operating Procedures; may manage Operations Center; coordinates, assists in planning, and monitors emergency response exercises including implementing corrective action; prepares routine and emergency reports; coordinates and approves facility improvement requests.

QUALIFICATIONS

Extensive experience planning, coordinating and managing resources for emergency response operations; knowledge of governmental requirements and objectives relating to nuclear emergency response; knowledge of Company programs and plans for nuclear emergency response; experience communicating effectively in both oral and written form.

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Expediter/Buyer

JOB DESCRIPTION

Performs a variety of tasks within the full Procurement cycle to include procuring maintenance-repair-operating supplies, components, and "off the shelf items." Evaluates replies and issues purchase orders on the basis of quality, price, terms, delivery and other related factors. Consults with requisitioning personnel and vendors to resolve supply problems.

Other primary tasks and duties include following up on purchase orders to insure delivery of items by promised dates, preparing paperwork for shipping and receiving, typing and proofreading purchase orders, RFQs and RFPs, operating the computer terminal, maintaining procurement files, and performing other related office duties.

Performs other related procurement functions as required in order to maintain the normal procurement work flow, particularly in the Buyer's absence.

QUALIFICATION REQUIREMENTS

Knowledge of procurement procedures to include expediting and buying techniques and practices and Federal Procurement Regulations. Knowledge to procure maintenance-repair-operating supplies, electronic parts and components, and other basically off-the-shelf-items. Knowledge of general office procedures and filing systems and skill to type and operate a computer terminal. Basic mathematical knowledge and skill to operate a calculator. Very good communication skills.



JOB DESCRIPTION

Revision Original
Date 11-3-66
Class Code 306751

CLASSIFICATION : Expediter

JOB DESCRIPTION:

Follow up on purchase orders to insure delivery of items by promised dates. Contact vendors personally, or by telephone, telegraph and correspondence to confirm delivery dates and to expedite delivery of materials for rush jobs. Set up and maintain necessary files.

QUALIFICATION REQUIREMENTS:

Working knowledge of Company policies and procedures. Familiarity with type and range of items purchased. Ability to converse and write in a creditable manner.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Fabrication Coordinator I

JOB DESCRIPTION

Reviews drawing package for completeness and separates drawings by shop disciplines. Obtains labor estimates from the various shops, prepares materials and supplies estimates. Prepares work orders and initiates requests to fabricate electronic and mechanical components and equipment. Initiates purchase requisitions, tracks materials and parts availability, and coordinates internal and external fabrication activities. Maintains files and logs on work in process, and prepares various reports and summaries.

QUALIFICATION REQUIREMENTS

Ability to read and interpret simple engineering drawings and specifications. Familiarity with a variety of technical terms, EIA color codes, abbreviations, industry markings, and scientific shorthand. Knowledge of fabrication shop capabilities and terminology. Basic knowledge of Purchasing, Q.A., and Accounts Payable functions. Knowledge of office practices, filing systems, and computer data entry and retrieval. Basic mathematical knowledge. Ability to operate a calculator. Knowledge to operate a computer terminal and experience with a computer user language.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Fabrication Coordinator I

JOB DESCRIPTION

Prepares work orders, obtains cost estimates and initiates requests to fabricate electronic and mechanical components and equipment. Initiates purchase requisitions, tracks materials and parts availability, and coordinates internal and external fabrication activities. Maintains files and logs on work in process, and prepares various reports and summaries.

QUALIFICATION REQUIREMENTS

Knowledge of fabrication shop procedures, purchasing forms and ordering requirements. Knowledge of office practices, filing systems, and computer data entry and retrieval. Skill to operate a computer terminal at a reasonable speed, and experience with a computer user language.

IR PER C/B
28 September 1983

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1983

Fabrication Coordinator II

JOB DESCRIPTION

Determines work requirements, prepares work orders, obtains cost estimates and initiates requests to fabricate electronic and mechanical components and equipment. Reviews drawings and materials' lists, initiates purchase requisitions, tracks materials and parts availability, and coordinates internal and external fabrication activities. Prepares assembly kits from parts purchased or drawn from existing stock and provides kits to appropriate fabrication shops. Maintains files and logs on work in process and prepares various reports and summaries.

QUALIFICATION REQUIREMENTS

Knowledge of parts and materials, fabrication shop capabilities and procedures, purchasing forms and ordering requirements. Skill to read shop drawings and determine work requirements. Knowledge of office practices, filing systems and computer data base entry and retrieval. Skill to operate a computer terminal at a reasonable speed and experience with computer user language.

IR PER C/B
28 September 1983



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	106451

CLASSIFICATION : Facilities Engineer

JOB DESCRIPTION:

Plans and coordinates the construction of new facilities and the alteration of existing facilities. Supervises construction to assure compliance with contract terms and specifications. Directs the activities of subordinates in the drafting of changes and the compilation and storage of data. Completes reports to management as necessary.

QUALIFICATION REQUIREMENTS:

Degree in Architectural or Civil Engineering or the equivalent and a broad experience in all phases of construction.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1992

Facility Manager

JOB DESCRIPTION

Responsible for the operation of a facility or group of related facilities; ensures that facilities and activities conducted within meet governmental and Company requirements; develops and maintains facility management plans; directs facility configuration, modification, alteration, addition and closure; reviews lease justification and fair market appraisals; oversees maintenance and custodial activities; prepares facility operations and occurrence reports; liaison for facility audits and assessments; obtains facility permits, licenses and certifications; develops and implements ES&H facility compliance activities; reviews tenant policies, procedures and project plans; identifies and resolves issues of facility non-compliance.

QUALIFICATIONS

Technical knowledge of the operating capabilities and maintenance requirements of physical plants and equipment; experience managing facilities in support of operation organizations; knowledge of governmental and Company requirements relating to facilities; general knowledge of ES&H programs and plans relating to facilities; skill to communicate both orally and in writing.

JOB DESCRIPTION

Revision Original
Date 7-5-76
11-8-66
Class Code 204461
203126

CLASSIFICATION : Field Administrator

JOB DESCRIPTION:

Responsible for the coordination of administrative activities at a field test site which may include personnel, security, air operations, and reports. Perform as administrative liaison for all agencies at such site and determine that all access lists, operations office forms and other administrative details necessary to an event are carried out. Duties require a thorough knowledge of agency organizations and their functions. May supervise the efforts of Assistant Field Administrators and perform other administrative tasks as assigned;

or

Responsible for the direction of administrative functions at a major field test site. Duties include liaison with other agencies and contractors, direction of Assistant Field Administrators and other administrative personnel assigned to the area of operations, coordinate site administrative activities with the base office cognizant for the operations.

QUALIFICATION REQUIREMENTS:

Bachelor's degree, preferably in Business Administration, and two years' experience in field operations; or, the equivalent competence, as established through a combination of academic training and/or experience in administrative functions.

Source: Corporate IR

Approved: _____


Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1992

Flight Dispatcher

JOB DESCRIPTION

Receives aircraft support mission requests and performs necessary coordination; maintains aircrew training records and notifies responsible individuals for timely compliance; provides flight crews with appropriate mission briefings, information, and parameters; provides and maintains aircrew flight publications and information files; tracks and monitors aircrew and aircraft availability; establishes schedules and assigns flight crews to perform airborne missions; coordinates and files flight plans with Nellis Air Force Base Operations; receives, coordinates and disseminates local NOTAMS and aviation weather information; provides for radio operator duties for flight dispatch and location of Company aircraft; enters, tracks and reports aircraft and flight crew information; schedules, coordinates and arranges for flight crew training; and provides input and ensures revisions to Flight Operations and Safety procedures.

QUALIFICATIONS

Experience performing flight dispatching functions; working knowledge of legal and governmental requirements concerning aviation operations; and knowledge of Company requirements for aviation operations.