

EG&G ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1988
SAFEGUARDS & SECURITY TECHNOLOGIST

Job Description:

Acting as a direct representative of the Office of Safeguards and Security, Department of Energy, provides technical security services to the DOE/HQ complexes, DOE contractors throughout the United States, the Naval Reactors Program (representing ten locations in six states) and to the United States Senate and House of Representatives. In addition, may be required to conduct Technical Surveillance Countermeasures activities within EM facilities. Interfaces with high level personnel, corporate managers, U.S. Senators, Congressmen and/or Cabinet level officials. Upon request, trains other contractor personnel. May be required to participate in sensitive research and development projects and assist other DOE Field Offices in developing TSCM programs. Upon request, accomplishes contractor TSCM program examinations and provides pre-inspection guidance. Presents formal and informal briefings. Writes reports, letters and other documentation. Extensive travel is required.

Qualification Requirements:

Must meet TSCM qualification requirements set forth by the Department of Energy to include: six months full time formal training in basic electronics plus a minimum of six years electronics maintenance experience. Graduation from a formal federal TSCM training course, graduation from a formal intelligence and/or counterintelligence course, and field experience with a federal agency in TSCM, intelligence and counterintelligence activities. Must possess effective oral and written communications skills for the presentation of formal and informal briefings, coordination and liaison activities, and the writing of reports, letters and other documentation. Must be physically and psychologically capable of performing all TSCM related activities, to include: working in small enclosed locations, climbing and working at heights, lifting and carrying heavy loads of at least 70 lbs, distinguishing colors and reading color codes on electronic equipment, vision, corrected or uncorrected, of at least 20/40, and hearing over audio frequency range with any loss not to exceed an average of 30db, with the loss at any one frequency not greater than 40db.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Safety Administrator I

JOB DESCRIPTION

Working under close supervision, assists in the administration of Environmental, Health and Safety policies and procedures. Performs assigned tasks from detailed instructions and established procedures. Typically supports organizational units not directly involved in developing Energy Measurements (EM) policies and procedures. May adapt EM policies and procedures to meet organizational needs. Assists higher level Safety Specialists in administering programs to assure personnel and plant safety in such areas as electrical, machine guarding, hoisting and rigging, fire, construction, etc. Conduct safety inspections to ensure compliance with EM, DOE, OSHA, ANSI and State regulations. Investigate routine personal injuries, property damages, and vehicle accidents and assists in developing preventative actions. May assist in conducting safety training such as first aid, CPR, defensive driving, forklift use and fire extinguisher use. May have responsibilities in Industrial Hygiene, Health Physics and/or Environmental Science.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Occupational Health and Safety, Industrial Hygiene, Health Physics or equivalent education and experience.

EG&G ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1988
SAFETY ASSISTANT

Job Description:

Assists Safety Officer in the administration of the Safety Program and acts as an alternate in his or her absence. Coordinates training programs in accident and fire prevention and protection, and other employee safety procedures. Assists in the preparation and distribution of educational materials and information. Assists in the audit of Site facilities and recommends actions for the correction of hazardous situations for compliance with OSHA regulations. Assists in the preparation and update of Site Emergency Action Plan and updates all safety related manuals and orders. Complies and submits required OSHA accident reports. Stocks, issues and monitors personal protective equipment. Maintains safety related document files. Performs related work as required.

Qualification Requirements:

Bachelors degree in business administration or equivalent training and experience. Knowledge of fundamental safety concepts, practices and procedures. Working knowledge of safety standards and regulations. Skill to communicate effectively both orally and in writing. Skill to generate and maintain computerized data bases.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Safety Specialist I

JOB DESCRIPTION

Working under close supervision, performs assigned tasks from detailed instructions and established procedures. Assists higher level Safety Specialists in developing, implementing and evaluating programs to assure personnel and plant safety in such areas as electrical, machine guarding, hoisting and rigging, fire, construction, etc. Conduct safety inspections to ensure compliance with DOE, OSHA, ANSI and State regulations. Investigate routine personal injuries, property damages and vehicle accidents and assist higher level Safety Specialists in developing preventative actions. Assist in developing and conducting safety training such as first aid, CPR, defensive driving, forklift use and fire extinguisher. Assists in recordkeeping and trend analysis associated with tracking and evaluating such items as personal injuries, illnesses and vehicle accidents.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Occupational Health and Safety or equivalent education and experience.



JOB DESCRIPTION

Revision ~~A~~

Date ~~4-5-71~~ 2-5-76

Class Code ~~103074~~

102177

CLASSIFICATION : Safety Engineer

PRIMARY DUTIES AND RESPONSIBILITIES:

Perform a variety of duties to aid in the administration of a health and safety program. Make detailed investigation of specific health and accident hazards and suggest remedial or corrective measures. Assure compliance with all applicable regulations regarding health and safety including: sanitary, radiological, fire, etc. Maintain adequate inventory levels of expendable first aid supplies. Assist in training first-aiders. Maintain records and reports. Work under only general direction. Apply general health and safety concepts, practices and techniques.

QUALIFICATION REQUIREMENTS:

Bachelor's degree from an accredited college or university in a field offering suitable training for this function, i.e. Health Physics or Industrial Engineering, or the equivalent.

Source: LVD IR

Approved: _____

C. Naugle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Safety Specialist II

JOB DESCRIPTION

Working under general supervision, performs tasks by following established procedures where work is reviewed for soundness of technical judgment and overall adequacy. Develops, implements and evaluates programs to assure personnel and plant safety in such areas as electrical, machine guarding, hoisting and rigging, fire, construction and other industrial health and safety concerns. Conduct safety inspections to ensure compliance with DOE, OSHA, ANSI and State regulations. Investigate and determine corrective actions for personal injuries, property damages vehicle accidents. Develop and conduct safety training in areas such as first aid, CPR, defensive driving, forklift use and fire extinguishers. Conduct trend analysis, audit and site inspections of operational procedures, facility design, equipment and materials. Develop and implement emergency preparedness programs.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Occupational Health and Safety or equivalent education and experience. In addition, must have a minimum two years occupational safety experience or equivalent.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Safety Specialist 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, implements and evaluates programs and procedures to assure personnel and plant safety in such areas as electrical, machine guarding, hoisting and rigging, fire, construction and other industrial health and safety concerns for use by the company and outside agencies. Maintains comprehensive knowledge of protective equipment and existing and proposed changes in Federal and State industrial safety trends. Conducts safety inspections to ensure compliance with DOE, OSHA, ANSI and State regulations. Investigates and determines corrective actions for personal injuries, property damages and vehicle accidents. Develops and conducts safety training in areas such as protective equipment, first aid, CPR, defensive driving, fork-lift use and fire extinguishers. Conducts trend analysis, appraisals and site inspections of operational procedures, facility design, equipment and materials. Develops and implements emergency preparedness programs. Evaluates and approves material and equipment requests, new and modified processes and non-routine work. May act as leadperson on small to medium projects. Represent the company in community or industrial safety groups and programs.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Occupational Health and Safety or equivalent education and experience. In addition, must have a minimum four years occupational safety experience or equivalent. Certified Safety Professional (CSP) preferred.



JOB DESCRIPTION

Revision ^A
~~7-5-76~~
Date ~~4-5-71~~
Class Code ~~105073~~
104175

CLASSIFICATION : Safety Administrator

PRIMARY DUTIES AND RESPONSIBILITIES:

Perform and direct the activities of others in one or more of the major areas of responsibility within the safety program including, but not necessarily limited to: personnel, plant, test site and education and indoctrination. Establish and promote maintenance of safe and health conditions. Makes studies and analyses of industrial accident causes and hazards to health for use by company personnel and outside agencies. Formulates general safety policies and measures to be followed by company or plant personnel. Consults with operating supervisors on design and use of equipment, shops, fire prevention and safety programs. Inspect or tour company facilities to detect existing or potential accident and health hazards, and recommends corrective or preventive measures where indicated. Participates in the investigation of accidents and injuries and cooperates in the preparation of material and evidences for company use in hearings, law suits and insurance investigations. Originate manuals and/or procedural documents. Devise, supervise and coordinate training programs. Represents the company in community or industrial safety groups and programs. Prepare periodic and special reports.

QUALIFICATION REQUIREMENTS:

Bachelor's degree from an accredited college or university in a field offering suitable training for this function, i.e. Health Physics or Industrial Engineering, or the equivalent. Have a minimum of 3 years of related industrial/federal experience, plus leadership ability.

Source: LVD IR

Approved: C. Nangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Senior Safety Specialist

JOB DESCRIPTION

Works under consultative direction towards predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of supervisor. Develops, implements and evaluates programs and procedures in all areas of industrial health and safety applicable to Energy Measurements for use by the company and outside agencies. Evaluates and makes recommendations on protective equipment and equipment designs. Evaluates and makes recommendations on existing and proposed changes in Federal and State industrial safety trends. Conducts safety inspections to ensure compliance with DOE, OSHA, ANSI and State regulations. Investigates and determines corrective actions for personal injuries, property damages and vehicle accidents. Develops and conducts safety training. Conducts trend analysis, appraisals and site inspections of operational procedures, facility design, equipment and material. Develops and implements emergency preparedness programs. Recommends, evaluates and approves material and equipment requests, new and modified processes and non-routine work. May be responsible for developing personnel in the safety functions. Acts in a lead capacity over medium to large projects. Represents the company in community or industrial safety groups and programs.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Occupational Health and Safety or equivalent education and experience. In addition, must have a minimum six years occupational safety experience or equivalent. Certified Safety Professional (CSP) preferred.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1981

Scheduler/Coordinator I

JOB DESCRIPTION

Determines daily priorities and schedules of computer operations in assigned areas. Initiates computer control actions, monitors operations and corrects errors or notifies appropriate persons of errors. Maintains appropriate logs and program notes.

QUALIFICATION REQUIREMENTS

Knowledge of computer equipment, procedures and certain operating systems, languages and operations. Ability to evaluate output and take limited corrective action. Knowledge to maintain logs and record background information.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1981
Scheduler/Coordinator II

JOB DESCRIPTION

Determines daily priorities and schedules of computer operation to ensure optimum utilization. Initiates appropriate computer control actions, monitors operation to detect failures and errors, and corrects input or operation activities as needed. Maintains program library, operating instructions, documentation and logs. Provides instruction, training and recommendations within the organization and to users.

QUALIFICATION REQUIREMENTS

Thorough knowledge of computer equipment, processing procedures, operating systems, control language and setup operations. Skill to evaluate system output, diagnose errors and take proper corrective action. Knowledge to develop appropriate background resources and documentation.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Scheduler/Coordinator II

JOB DESCRIPTION

Determines daily priorities and schedules of computer operation to ensure optimum utilization. Initiates appropriate computer control actions, monitors operation to detect failures and errors, and corrects input or operation activities as needed. Maintains program library, operating instructions, documentation and logs. Provides instruction, training and recommendations within the organization and to users.

QUALIFICATION REQUIREMENTS

Thorough knowledge of computer equipment, processing procedures, operating systems, control language and setup operations. Skill to evaluate system output, diagnose errors and take proper corrective action. Knowledge to develop appropriate background resources and documentation.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Scheduler/Coordinator I

JOB DESCRIPTION

Determines daily priorities and schedules of computer operations in assigned areas. Initiates computer control actions, monitors operations and corrects errors or notifies appropriate persons of errors. Maintains appropriate logs and program notes.

QUALIFICATION REQUIREMENTS

Knowledge of computer equipment, procedures and certain operating systems, languages and operations. Ability to evaluate output and take limited corrective action. Knowledge to maintain logs and record background information.



JOB DESCRIPTION

Revision Original
Date 7-5-76
~~11-3-66~~
Class Code ~~406413~~
406510

CLASSIFICATION : Schematic Draftsman

JOB DESCRIPTION:

Prepare schematic drawings and wiring diagrams to produce clear and reproducible drawings of complex electronic circuits in accordance with Company and military standards.

Work from sketches, rough design layout drawings, specifications and verbal instructions. Review information provided and confer with originator to obtain additional information or clarification of details as necessary. Orient rough layout and plan execution to provide clarity of presentation and interpretation of design. Depict all electrical circuits and follow applicable military standards for graphical symbols to indicate the course of the circuits, the component devices, electrical connections, terminals and functions of specific circuit arrangements. Indicate all required reference designations, component types, impedance, ratings, etc. Insert any special notes or information as directed. Use drafting instruments, templates, etc. Report any difficulties or unusual problems to the supervisor.

QUALIFICATION REQUIREMENTS:

High school plus trade school training and two to three years of electronic drafting.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision ~~Original~~
Date ~~3-1-84~~
Class Code 203214
202314

CLASSIFICATION : Scientist I

JOB DESCRIPTION:


Perform basic professional level assignments concerned with the observation and classification of scientific data. Provide professional technical support for various scientific projects.

Working from general instructions of senior level scientists 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 science from an accredited institution. Exception may be made for particularly well-qualified AA graduates with considerable technical experience.

Source:  Corporate IR
As Amended by LVO IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	8-1-67
	7-5-76
Class Code	204213
	2633/3

CLASSIFICATION : Scientist II

JOB DESCRIPTION:

Perform professional assignments concerned with the observation and classification of scientific facts. Provide professional technical support for various scientific projects.

Working from general instructions of senior level scientists 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, give technical direction to other scientists, and/or non-professional personnel.

At this stage, the scientist is working at a professional level, and would 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 Scientist I level, as well as some non-professional assistants.

QUALIFICATION REQUIREMENTS:

This position requires a Master's degree in the sciences with no experience, or a Bachelor's degree with two ^{OR MORE} 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. Haugle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	3-1-67
	7-5-76
Class Code	205212
	204312
	204462
	204312

CLASSIFICATION : Scientist III

JOB DESCRIPTION:

Perform professional work necessary to administer a scientific project of moderate size, or to support a scientific program.

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

This level is characterized by concentration in a 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 the sciences with approximately ~~three~~ ^{FOUR OR MORE} years' experience, or a Master's degree with ~~over one~~ ^{TWO OR MORE} year's experience.

Source: Corporate IR
As amended by LVO IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision Original
Date ~~11-3-86~~ 2-5-86
Class Code 206211
205311

CLASSIFICATION : Senior Scientist

JOB DESCRIPTION:

An individual who is responsible for the performance of a research program or scientific investigation, who supervises scientists and directs their work in line with the over-all aim of the study.

QUALIFICATION REQUIREMENTS:

Scientific degree, plus approximately five years' experience in science, or the equivalent.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager



Revision Original
Date 5 July 76
Class Code 206305

JOB DESCRIPTION

CLASSIFICATION : Scientific Specialist I

JOB DESCRIPTION

Plans and conducts significant research and development projects of a difficult and complex nature which require the application of advanced knowledge in a specialized field. Develops and applies new and unique methods and procedures to developments and designs. Assists other employees with the solution of scientific problems.

QUALIFICATION REQUIREMENTS

Position requires either broad knowledge of a specialized scientific field, or experience equivalent to five years of college with a major in a specialized field of importance and a demonstrated ability to plan, research and develop projects of a complex nature.

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



Revision Original
Date 5 July 76
Class Code 207304

JOB DESCRIPTION

CLASSIFICATION : Scientific Specialist II

JOB DESCRIPTION

Perform highly complex research in one or more scientific fields which requires the application of advanced knowledge. Originate and apply new and unique methods, procedures and designs. Render technical advice, counsel and assistance to management and other employees. Represent the Company in outside discussions and technical forums, prepare and issue papers on scientific problems of general interest. Nature of work requires operation with wide latitude for unreviewed action and decision and renders employee virtually self-supervising.

QUALIFICATION REQUIREMENTS

Position requires either considerable and in-depth knowledge in one or more scientific fields or extensive scientific experience and education equivalent to five years of college with a major in a specialized scientific field of importance. Also, the demonstrated ability to plan, develop and perform research 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: *J. E. Bush*
Manager, Industrial Relations
Service Department



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	208102

CLASSIFICATION : Scientific Executive

JOB DESCRIPTION:

An individual responsible for the direction or coordination of the scientific aspects of a major individual program.

QUALIFICATION REQUIREMENTS:

Scientific or engineering degree, plus approximately five years' experience. The individual should have a record of accomplishment in the field of technical management.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



Revision Original
Date 5 July 76
Class Code 208303

JOB DESCRIPTION

CLASSIFICATION : Scientific Specialist III

JOB DESCRIPTION

Act as the top technical authority for the Company in a scientific or 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 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 and laboratories; collaborate with them in the establishment of a scientific philosophy for methods of approach to common technical programs. Participate in symposiums on technical problems.

QUALIFICATION REQUIREMENTS

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

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

Analyze scientific 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 scientific issues pertinent to the Company.

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

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

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

JOB DESCRIPTION

Functions as a recognized authority in a scientific 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 a scientific specialty plus broad scientific knowledge of related technical fields. Demonstrated extensive practical experience sufficient to successfully develop and implement programs and direct the effort of other high level scientists and technical specialists.

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

JOB DESCRIPTION

Functions as a recognized authority in a scientific 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 a scientific specialty plus broad scientific knowledge of related technical fields. Demonstrated extensive practical experience sufficient to successfully develop and implement programs and direct the effort of other high level scientists and technical specialists.



JOB DESCRIPTION

Revision A
Date ~~5-1-72~~ 2-5-76
Class Code 804778
304963

CLASSIFICATION : Secretary

JOB DESCRIPTION:

Performs a variety of secretarial and clerical duties for a supervisor or several members of an organization. Possess tact, discretion, and poise. Performs normal office functions such as setting up and maintaining alphabetical, numerical and/or subject files; making and scheduling appointments; making proper referrals when answering telephone or interviewing callers; arranging meetings and conferences. Takes and transcribes dictation accurately; composes correspondence and reports from verbal instruction, notes, or gathering information from specified sources; types letters, reports, memoranda, abstracts, proposals, and other material; reviews drafts and finished documents for appropriate grammatical usage; answers questions relating to office operations and established policies and procedures. Receives, opens and distributes mail within assigned area. Requests travel reservations and visit clearances for supervisor and others; arrange such details as authorizations, advances, expense records, etc. Account for classified documents in accordance with established security procedures. 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. Maintain stationery and other office supplies at an adequate level.
2. Perform other related secretarial/clerical duties as assigned.

Source: LV IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
Secretary I

JOB DESCRIPTION

Performs a variety of secretarial and clerical duties for a supervisor or several members of an organization. Performs normal office functions such as setting up and maintaining alphabetical, numerical and/or subject files; making and scheduling appointments; making proper referrals when answering telephone or interviewing callers; arranging meetings and conferences. Takes and transcribes dictation accurately; composes correspondence and reports from verbal instruction, notes, or gathering information from specified sources; types letters, reports, memoranda, abstracts, proposals, and other material; reviews drafts and finished documents for appropriate grammatical usage; answers questions relating to office operations and established policies and procedures. Receives, opens and distributes mail within assigned area. Requests travel reservations and visit clearances for supervisor and others; arranges such details as authorizations, advances, expense records, etc. Accounts for classified documents in accordance with established security procedures; maintains stationery and other office supplies at an adequate level. May be required to perform work of a higher classification or other related secretarial/clerical duties as necessary.

QUALIFICATION REQUIREMENTS

Appropriate training and experience to possess competent secretarial skills to take dictation and type with speed and accuracy; expertise with grammar, spelling and punctuation to proofread documents and compose memos; and knowledge of basic filing systems to handle records-keeping requirements.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979

Secretary II

JOB DESCRIPTION

Performs complex secretarial and clerical duties under the direction of a supervisor or department head. Schedules appointments, receives visitors, handles confidential matters. Takes and transcribes confidential and other dictation for general and specialized or technical correspondence, memoranda, proposals, abstracts, and reports; records minutes of staff meetings, etc. Reviews drafts and finished documents for accuracy and grammatical usage; prepares correspondence for supervisor's signature from brief verbal instructions or notes. Answers questions relating to office operations, policies, and procedures. Gathers and compiles information and prepares reports. Sets up and maintains confidential and other departmental files of technical or specialized and general correspondence, reports, manuals, etc. Requests travel reservations and visit clearances for supervisor and others; arranges such details as authorizations, advances, expense records, etc. Accounts for classified documents in accordance with established security procedures. Receives and distributes mail; maintains stationery and other office supplies at an adequate level. May be required to perform work of a higher classification or other related secretarial/clerical duties as necessary.

QUALIFICATION REQUIREMENTS

Appropriate training and experience to possess a high level of secretarial skills to take dictation and type with speed and accuracy; expertise with grammar, spelling and punctuation to proofread documents and compose memos; and knowledge of basic filing systems to handle records-keeping requirements. Knowledge of Company policies and procedures. Skill in human relations.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
Secretary III

JOB DESCRIPTION

Performs complex secretarial, clerical and administrative duties normally under the direction of a department head or higher level. Schedules appointments, receives visitors, handles confidential matters. Takes and transcribes confidential and other dictation for general and specialized or technical correspondence, memoranda, proposals, abstracts, and reports; records minutes of staff meetings, etc. Reviews drafts and finished documents for accuracy and grammatical usage; prepares correspondence for supervisor's signature from brief verbal instruction or notes. Answers questions relating to operational activities, policies, and procedures. Provides guidance and direction to organizational secretaries and clerks. Gathers and compiles information to prepare reports and studies. Sets up and maintains confidential and other departmental files of technical or specialized and general correspondence, reports, manuals, etc. Requests travel reservations and visit clearances for supervisor and others; arranges such details as authorizations, advances, expense records, etc. Accounts for classified documents in accordance with established security procedures. Receives and distributes mail, maintains stationery and other office supplies at an adequate level. May be required to perform work of a higher classification or other related secretarial/clerical duties as necessary.

QUALIFICATION REQUIREMENTS

Demonstrated excellent performance and high level of secretarial skills to take dictation and type with speed and accuracy; expertise with grammar, spelling and punctuation to proofread documents and compose memos; and knowledge of basic filing systems to handle records-keeping requirements. Knowledge of Company policies and procedures. Skill in human relations. Ability to function independently, handle confidential matters, and provide work direction.



JOB DESCRIPTION

Revision	Original
Date	5 July 76
Class Code	103053

CLASSIFICATION :

Section Head I

JOB DESCRIPTION

Responsible for supervision and management of an administrative or technical support section. Plans, organizes, schedules, and directly supervises the day to day operations of the section. Defines problems, collects, analyzes, interprets, and evaluates data; defines and selects alternatives to operational section problems and recommends or effects changes to systems, methods, procedures, and practices.

CLASS DIFFERENTIATION

This class is the entry-level classification of Section Head. It provides supervision for a section which gives specific administrative or technical support of fairly uncomplicated operations. Section Head I directly participates in the work of the section.

QUALIFICATION REQUIREMENTS

Thorough knowledge of departmental programs, policies, equipment, systems, and methods. Position requires previous office management experience which demonstrated the knowledge and ability to effectively supervise directly the work of subordinates or ability to direct others in the operation of equipment, systems, and/or methods.

Approved: _____

T. C. Bush
Manager, Industrial Relations
Services Department

CAP BUDGET PROPOSAL - OCTOBER, 1991

Section Head II

JOB DESCRIPTION

Responsible for the supervision of an established administrative or technical organizational section. Assigns, directs, and reviews the work of subordinate employees. Evaluates employee performance. Recommends selections, promotions, status changes, awards, disciplinary actions, and separations. Plans, schedules, and coordinates work operations. Resolves problems related to the work supervised. Determines materials, equipment, and facilities needed. Promotes and gains the support of employees for management policies and goals. Deals effectively with employees on employee suggestions, complaints, grievances or other employee relations matters. Develops cost and budget analyses and forecasts. Interprets policies, guidelines, and regulations.

CLASS DIFFERENTIATION

This classification is differentiated from lower level Section Heads 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 a minimum of six years of applicable experience.

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1976

Section Head II

JOB DESCRIPTION

Responsible for the operation of an established administrative or technical support section which carries out one or more complex functions. Plans, organizes, directs, coordinates and directs the work of subordinates through supervisory personnel. Plans, coordinates, and initiates actions, implements decisions and recommendations. Defines problems, collects, analyzes, interprets, and evaluates data. Defines and selects alternatives; establishes rationale for, and projects consequences of decisions and/or recommendations. Interprets policies, guidelines, and regulations.

CLASS DIFFERENTIATION

This class is differentiated from the lower classification of Section Head I by having a broader and more in-depth responsibility for a variety of complex service support functions which require supervisory personnel to carry out the work of the section.

QUALIFICATION REQUIREMENTS

Thorough knowledge of departmental programs, policies, systems and methods. Position requires supervisory experience and the ability to effectively supervise personnel engaged in complex functions, implement changes, and insure efficient completion of complex activities.



Revision	Original
Date	5 July 76
Class Code	105052

JOB DESCRIPTION

CLASSIFICATION : Section Head II

JOB DESCRIPTION

Responsible for the operation of an established administrative or technical support section which carries out one or more complex functions. Plans, organizes, directs, coordinates and directs the work of subordinates through supervisory personnel. Plans, coordinates, and initiates actions, implements decisions and recommendations. Defines problems, collects, analyzes, interprets, and evaluates data. Defines and selects alternatives; establishes rationale for, and projects consequences of decisions and/or recommendations. Interprets policies, guidelines, and regulations.

CLASS DIFFERENTIATION

This class is differentiated from the lower classification of Section Head I by having a broader and more in-depth responsibility for a variety of complex service support functions which require supervisory personnel to carry out the work of the section.

QUALIFICATION REQUIREMENTS

Thorough knowledge of departmental programs, policies, systems and methods. Position requires supervisory experience and the ability to effectively supervise personnel engaged in complex functions, implement changes, and insure efficient completion of complex activities.

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

CAP BUDGET PROPOSAL - OCTOBER, 1991

Section Head III

JOB DESCRIPTION

Responsible for the supervision of an established administrative or technical organizational section. Assigns, directs, and reviews the work of subordinate employees. Evaluates employee performance. Recommends selections, promotions, status changes, awards, disciplinary actions, and separations. Plans, schedules, and coordinates work operations. Resolves problems related to the work supervised. Determines materials, equipment, and facilities needed. Promotes and gains the support of employees for management policies and goals. Deals effectively with employees on employee suggestions, complaints, grievances or other employee relations matters. Develops cost and budget analyses and forecasts. Interprets policies, guidelines, and regulations.

CLASS DIFFERENTIATION

This classification is differentiated from lower level Section Heads 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 a minimum of eight years of applicable experience.

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1976

Section Head III

JOB DESCRIPTION

Responsible for the operation of an established organizational section which carries out complex projects, programs or activities which provide support to management in a specific field or area of specialization. Emphasis is on planning, organizing, directing and coordinating a variety of complex functions either directly or through subordinate supervisory personnel. Makes recommendations concerning required manpower and changes in methods and procedures to improve performance and increase efficiency. Interprets and implements Company or departmental policies and supervises implementation. Compiles, prepares, and maintains records, periodic and special reports as required. Evaluates subordinates work performance and recommends personnel actions.

CLASS DIFFERENTIATION

This is the highest level in the series for Section Head. This classification is differentiated from the lesser positions by the larger number of complex functions, supervisory personnel, and degree of participation in the formulation and administration of departmental level policies.

QUALIFICATION REQUIREMENTS

Position requires broad supervisory experience which demonstrated the ability to plan, organize, direct, coordinate and supervise the work of a large staff through subordinate supervisors and to effectively provide administrative support work to management as well as a thorough knowledge of departmental policies, programs, systems and methods.



Revision Original
Date 5 July 76
Class Code 107051

JOB DESCRIPTION

CLASSIFICATION : Section Head III

JOB DESCRIPTION

Responsible for the operation of an established organizational section which carries out complex projects, programs or activities which provide support to management in a specific field or area of specialization. Emphasis is on planning, organizing, directing and coordinating a variety of complex functions either directly or through subordinate supervisory personnel. Makes recommendations concerning required manpower and changes in methods and procedures to improve performance and increase efficiency. Interprets and implements Company or departmental policies and supervises implementation. Compiles, prepares, and maintains records, periodic and special reports as required. Evaluates subordinates work performance and recommends personnel actions.

CLASS DIFFERENTIATION

This is the highest level in the series for Section Head. This classification is differentiated from the lesser positions by the larger number of complex functions, supervisory personnel, and degree of participation in the formulation and administration of departmental level policies.

QUALIFICATION REQUIREMENTS

Position requires broad supervisory experience which demonstrated the ability to plan, organize, direct, coordinate and supervise the work of a large staff through subordinate supervisors and to effectively provide administrative support work to management as well as a thorough knowledge of departmental policies, programs, systems and methods.

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

CAP BUDGET PROPOSAL - OCTOBER, 1991

Section Head IV

JOB DESCRIPTION

Responsible for the supervision of an established administrative or technical organizational section. Assigns, directs, and reviews the work of subordinate employees. Evaluates employee performance. Recommends selections, promotions, status changes, awards, disciplinary actions, and separations. Plans, schedules, and coordinates work operations. Resolves problems related to the work supervised. Determines materials, equipment, and facilities needed. Promotes and gains the support of employees for management policies and goals. Deals effectively with employees on employee suggestions, complaints, grievances or other employee relations matters. Develops cost and budget analyses and forecasts. Interprets policies, guidelines, and regulations.

CLASS DIFFERENTIATION

This classification is differentiated from lower level Section Heads 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 a minimum of ten years of applicable experience.

ENERGY MEASUREMENTS GROUP

Section Head IV

JOB DESCRIPTION

Responsible for the operation of an established organizational section which carries out complex projects, programs or activities which provide support to management in a specific field or area of specialization. Emphasis is on planning, organizing, directing and coordinating a variety of complex functions either directly or through subordinate supervisory personnel. Makes recommendations concerning required manpower and changes in methods and procedures to improve performance and increase efficiency. Interprets and implements Company or departmental policies and supervises implementation. Compiles, prepares, and maintains records, periodic and special reports as required. Evaluates subordinates work performance and recommends personnel actions.

CLASS DIFFERENTIATION

This is the highest level in the series for Section Head. This classification is differentiated from the lesser positions by the larger number of complex functions, supervisory personnel, and degree of participation in the formulation and administration of department level policies.

QUALIFICATION REQUIREMENTS

Position requires broad supervisory experience which demonstrated the ability to plan, organize, direct, coordinate and supervise the work of a large staff through subordinate supervisors and to effectively provide administrative support work to management as well as a thorough knowledge of departmental policies, programs, systems and methods.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Section Head V

JOB DESCRIPTION

Responsible for the supervision of an established administrative or technical organizational section. Assigns, directs, and reviews the work of subordinate employees. Evaluates employee performance. Recommends selections, promotions, status changes, awards, disciplinary actions, and separations. Plans, schedules, and coordinates work operations. Resolves problems related to the work supervised. Determines materials, equipment, and facilities needed. Promotes and gains the support of employees for management policies and goals. Deals effectively with employees on employee suggestions, complaints, grievances or other employee relations matters. Develops cost and budget analyses and forecasts. Interprets policies, guidelines, and regulations.

CLASS DIFFERENTIATION

This classification is differentiated from lower level Section Heads 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 a minimum of twelve years of applicable experience.

CAP BUDGET PROPOSAL - OCTOBER 1994

SECTION MANAGER

Job Description

Responsible for developing, tracking, revising and ensuring adherence to work package plans; defines customer and product, service and deliverable (PS&D); determines and negotiates with customer both requirements and expectations; determines resource requirements; determines processes and develops schedules; identifies applicable policies, procedures and practices and methods for ensuring appropriate employee indoctrination and training; determines appropriate management control and performance criteria based on management plan criteria; develops Job Analysis Questionnaires (JAQs) to determine level of skills, classification needs, and training needs; obtains staff through internal/external hiring; indoctrinates subordinates as to their JAQs, performance criteria, expectations, schedules, and policies and procedures; assists in the development of self assessment plans; evaluates subordinate performance; recommends subordinate promotions, status changes, disciplinary actions and separations to management; and communicates and supports Company goals, objectives, policies and procedures and implements the directives of management.

Class Differentiation

This classification is used in Schedule I Job Levels 5, 6, 7, 8, and 9. 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 supervised or equivalent education and experience. Extensive experience in the job specialty. Experience ensuring subordinate compliance to Company policies and procedures; providing supervisory guidance to lower level employees; developing and monitoring budgets, establishing and monitoring subordinate performance; and determining P, S & D requirements and ensuring schedules are met.



JOB DESCRIPTION

Revision Original
Date 4-7-76
11-3-66
Class Code 104072
103/72

CLASSIFICATION : Security Administrator

JOB DESCRIPTION:

Perform, and direct the activities of others, in one or more of the major areas of responsibility within the security program including, but not necessarily limited to: personnel, plant, document, visitor control, education and indoctrination, and cryptographic communications. Administer established procedures; revise formulated approaches to coincide with existing conditions; assist in the formulation of new methods. Assist operating supervisors in the interpretation of policy. Maintain liaison with all levels of employees. Originate manuals and/or procedural documents. Implement government agency requests. Make inspections and investigations, and prepare periodic and special reports to the Security Officer.

QUALIFICATION REQUIREMENTS:

Bachelor's degree from an accredited college or university and related industrial/military/federal experience in plant and personnel security.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	104072 103172

CLASSIFICATION : Security Administrator

JOB DESCRIPTION:

Perform, and direct the activities of others, in one or more of the major areas of responsibility within the security program including, but not necessarily limited to: personnel, plant, document, visitor control, education and indoctrination, and cryptographic communications. Administer established procedures; revise formulated approaches to coincide with existing conditions; assist in the formulation of new methods. Assist operating supervisors in the interpretation of policy. Maintain liaison with all levels of employees. Originate manuals and/or procedural documents. Implement government agency requests. Make inspections and investigations, and prepare periodic and special reports to the Security Officer.

QUALIFICATION REQUIREMENTS:

~~Bachelor's degree from an accredited college or university and related industrial/military/federal experience in plant and personnel security.~~

Bachelors degree from an accredited college or university or equivalent and related industrial/military/federal experience in plant and personnel security.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



CAP BUDGET PROPOSAL - JANUARY 1994

SECURITY ASSISTANT I

Job Description

Performs various assignments within one or more of the major areas of responsibility in security including, not limited to: personnel, plant, document control, OPSEC, and cryptographic communications (COMSEC). Assists in the administration of established procedures. Performs one or more of the following:

- . Interviews employees in developing necessary data relating to PSQ forms.
- . Conducts education and/or indoctrination programs.
- . Makes inspections and investigations.
- . Performs COMSEC Custodian and crypto center operator duties.
- . Directs activities of a contractor guard force.
- . Ensures compliance with OPSEC requirements.
- . Performs classified material control duties.

Qualifications

Associate's degree in Business Administration or a Security related field or equivalent training and experience. Two years experience in a security related field.



CAP BUDGET PROPOSAL - JANUARY 1994

SECURITY ASSISTANT II

Job Description

Performs various assignments within one or more of the major areas of responsibility in security including, not limited to: personnel, plant, document control, OPSEC, and cryptographic communications (COMSEC). Provides recommendations for changes to established procedures. Provides training and may provide work direction. Performs one or more of the following:

- . Interviews employees in developing necessary data relating to PSQ forms.
- . Conducts education and/or indoctrination programs.
- . Makes inspections and investigations.
- . Performs and/or provides guidance for COMSEC Custodian and crypto center operator duties.
- . Conducts cryptographic briefings/debriefings.
- . Directs activities of a contractor guard force.
- . Ensures compliance with OPSEC requirements.
- . Administers classified material control duties.

Qualifications

Associate's degree in Business Administration or a Security related field or equivalent training and experience. Three years experience in a security related field. Extensive knowledge of Federal, DOE, and EG&G/EM Security requirements.



JOB DESCRIPTION

Revision Original
Date ~~11-3-66~~
Class Code 102073
10/173

CLASSIFICATION : Security Assistant

JOB DESCRIPTION:

Perform various assignments within one or more of the major areas of responsibility in security including, but not necessarily limited to: personnel, plant, and document control; together with allied functions. Assist in the administration of established procedures. Interview employees in developing necessary data relating to PSQ forms. Conduct education and/or indoctrination programs in accordance with manuals and/or procedural documents. Make inspections and investigations on a continuing basis. Supervise clerical tasks in support of operations. May direct the activities of a contractor guard force. Perform such other related assignments as may be directed by administrators and/or Security Officer.

QUALIFICATION REQUIREMENTS:

Graduation from a two year course at a school of business administration, or the equivalent, and sufficient related experience (preferably military/federal).

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - APRIL 1987

CLASSIFICATION: Security Controller I

JOB DESCRIPTION:

Under supervision performs a variety of tasks to maintain safety and security controls to ensure minimum property loss and protection of DOE property, personnel and classified materials. Tasks include checking security identification badges, issuing temporary badges and base vehicle passes, conducting searches of hand carried articles and vehicles, and issuing and enforcing the wearing of safety equipment.

QUALIFICATION REQUIREMENTS:

Any combination of education and training that has imparted the knowledge required to read, comprehend and follow written procedures or write required reports. Previous work experience in a military or government guard service is desirable.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1985

SECURITY CONTROLLER

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. Makes facility checks of doors, windows, locks, lights and any other security or safety factors. Searches 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 relating to entry-exit points, prohibited items, property removal, locks and safes. Good observation skills. Ability to write legibly, speak clearly, and interact with a wide variety of people. Meet vision requirements.

HR PER C/B
30 September 1985

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - APRIL 1987

CLASSIFICATION: Security Controller II

JOB DESCRIPTION:

Under supervision performs a variety of tasks to maintain safety and security controls to ensure minimum property loss and protection of DOE property, personnel and classified materials. Tasks include checking security identification badges, issuing temporary badges and base vehicle passes, conducting searches of hand carried articles and vehicles, and issuing and enforcing the wearing of safety equipment. In addition, must ensure that alarm systems are in proper working order, responding to after-hours alarm activations and activating or deactivating alarms as necessary. Changes combinations in security areas as required.

QUALIFICATION REQUIREMENTS:

Any combination of education and training that has imparted the knowledge required to read, comprehend and follow written procedures or write required reports. A minimum of two years' experience in a military or government environment with exposure to search procedures, lock smithing and alarm systems.

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1985
SECURITY ESCORT

JOB DESCRIPTION

Acts as a security escort for uncleared persons who are working on EG&G/EM premises in both cleared and uncleared areas. Provides instructions regarding security requirements and procedures, conducts searches, prevents prohibited items from entering premises and Company property from being removed, and completes necessary documentation. Performs miscellaneous clerical duties.

QUALIFICATION REQUIREMENTS

Knowledge of security requirements and procedures relating to uncleared persons in cleared and uncleared areas, prohibited items, and associated documentation. Ability to climb, stand and sit as needed; basic clerical abilities.

HR PER-C/B
30 September 1985

CAP BUDGET PROPOSAL - OCTOBER, 1992

Security Intelligence Specialist

JOB DESCRIPTION

Provides intelligence support to management and programmatic offices of the Company; gathers, reviews, and analyzes intelligence information from the national intelligence community, various federal, state, county, and municipal law enforcement agencies and other sources; functions as liaison between DOE/NV/SSD and local, state, and federal law enforcement agencies on matters of local threat intelligence and contingency plans; supports the operations security program; assists program personnel in determining intelligence requirements, providing intelligence briefings, and developing plans for computerized support systems; and participates in NEST intelligence functions.

QUALIFICATION REQUIREMENTS

Extensive experience using the principles and practices associated with intelligence and security techniques and a comprehensive knowledge of the national intelligence community, in addition to state, county and municipal law enforcement organizations and procedures.



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-3-88
Class Code	106071 105171

CLASSIFICATION : Security Officer

JOB DESCRIPTION:

Provide effective and efficient management to initiate, direct, and coordinate approved policies and procedures pertaining to the security program. Formulate Divisional procedures and practices consistent with governmental agency policies and assure adherence thereto. Counsel technical and administrative managers on matters pertaining to security. Analyze and interpret developments and results of the program and institute necessary or desired modifications. Maintain liaison with federal, state and local law enforcement agencies; coordinate activities with DOD and AEC security personnel. Provide administrative guidance to subordinates in the areas of personnel, plant, document control, and all other phases of a comprehensive security program.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration, or the equivalent, plus additional training in plant and personnel security; and demonstrated experience in the administration of the security function.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Senior Accountant

JOB DESCRIPTION

Working without appreciable direction, exercises considerable latitude in determining the objectives and approaches to assignments. Completed work is reviewed from a relatively long-term perspective for desired results. Develops, recommends and implements programs, policies and procedures. Assignments deal with problems of unusual complexity ranging across all accounting functions. Represents finance as a prime contact across all functional areas of accounting to resolve significant problems across organizational lines and with external entities. Supervises the work of other exempt personnel and/or non-exempt personnel.

Responsible for converting EM financial data to DOE's required format and preparation of monthly reports. Tasks include: review of costs and commitments versus funding sources and initiation of action to resolve problems; review of converted ledger data to ensure that EM is in compliance with DOE diagnostic criteria and accounting policies; maintenance of a complex set of tables used for computer processing; preparation of inter-governmental transfers; fixed asset accounting, preparation of annual financial statements to DOE; close the ledger at year end and determine carryover balances for the new year; accounts receivable tasks.

Routinely assists division management with complex special assignments during non-peak workload times.

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 resolving problems. Requires extensive written communication skills when documenting transactions, resolutions or procedures.

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



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	306711

CLASSIFICATION : Senior Accounting Clerk

JOB DESCRIPTION:

An individual who is responsible for and supervises accounting clerks and prepares financial statements and reports.

QUALIFICATION REQUIREMENTS:

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

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
	7-5-76
Date	11-3-66
Class Code	104027
	103122

CLASSIFICATION : Senior Administrative Assistant

JOB DESCRIPTION:

Function in the capacity of an assistant to a high level management official, serve as liaison between such official and subordinate department heads or outside sources, perform research assignments to accumulate information on which superiors will base important decisions; may direct other employees in details of their work.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in a management field, such as: Business Administration, Economics, etc., or the equivalent, and a successful work record in administrative areas of industry.

Source: Corporate IR

Approved: C. Haugle
Industrial Relations Manager



Revision	Original
Date	1-1-69
Class Code	108028

JOB DESCRIPTION

CLASSIFICATION : Senior Administrative Executive

JOB DESCRIPTION:

Assume executive direction of major business or non-scientific functional operations of major or highly specialized segment of a division. Assist with the interpretation, coordination and administration of divisional policies and programs. Plan over-all programs and provide management for their implementation. Maintain full liaison with all staff and line managers, and representatives of all major agencies. Insure the coordination of all subordinate inter-related functions.

QUALIFICATION REQUIREMENTS:

Graduation from a four-year college in field appropriate to major activities plus additional managerial orientation and a successful record of broad accomplishments to demonstrate qualifications.

Source: LVO IR

Approved: C. E. Nangle

Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	100023 105120

CLASSIFICATION : Senior Administrative Staff Assistant

JOB DESCRIPTION:

Assume full administrative cognizance of the business or non-technical activity to provide staff support to the division director and divisional department manager level. Maintain liaison both inter- and intra-departmental, and coordinate all support activities in an expeditious manner. Assist superior and other technical managers with the day-to-day operation of administrative affairs. Typical tasks encompassed in this position: coordinate compilation of budgets, cost estimates, and proposals; coordinate facility space and equipment needs; write correspondence and reports. May supervise an Administrative Staff Assistant and such other support personnel as may be assigned. Perform such other duties as may be deemed necessary in support of department objectives.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration ~~plus engineering orientation, a broad background of~~ industrial administration, plus demonstrated ability to coordinate activities.

or equivalent experience in

Source: Corporate IR

Approved: *C. Hangle*
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
	7-5-76
Date	11-3-66
Class Code	106028
	10520

CLASSIFICATION : Senior Administrative Staff Assistant

JOB DESCRIPTION:

Assume full administrative cognizance of the business or non-technical activity to provide staff support to the division director and divisional department manager level. Maintain liaison both inter- and intra-departmental, and coordinate all support activities in an expeditious manner. Assist superior and other technical managers with the day-to-day operation of administrative affairs. Typical tasks encompassed in this position: coordinate compilation of budgets, cost estimates, and proposals; coordinate facility space and equipment needs; write correspondence and reports. May supervise an Administrative Staff Assistant and such other support personnel as may be assigned. Perform such other duties as may be deemed necessary in support of department objectives.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration plus engineering orientation, a broad background of industrial administration, plus demonstrated ability to coordinate activities.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Sr. Analyst

JOB DESCRIPTION

Provides assistance in scientific or engineering work by operating a wide range of electronic equipment, gathering data, performing calculations, summarizing and analyzing various types of information for others. Performs equipment and/or software adjustment, maintenance and modifications. Makes recommendations regarding operations and procedures and implements changes as appropriate. Prepares documentation and maintains associated records and files. Frequently directs the work of others and provides instruction and training as needed.

QUALIFICATION REQUIREMENTS

A Bachelors degree with strong math or science background or equivalent experience to include mathematical computation, electronic equipment operation, and data presentation. Knowledge of all associated systems and programs and equipment. Knowledge of programming and electronic theory. Skill to analyze data, prepare documentation and reports, and make recommendations. Knowledge of Company policies and procedures.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982

Sr. Analyst

JOB DESCRIPTION

Provides assistance in scientific or engineering work by operating a wide range of electronic equipment, gathering data, performing calculations, summarizing and analyzing various types of information for others. Performs equipment and/or software adjustment, maintenance and modifications. Makes recommendations regarding operations and procedures and implements changes as appropriate. Prepares documentation and maintains associated records and files. Frequently directs the work of others and provides instruction and training as needed.

QUALIFICATION REQUIREMENTS

A Bachelors degree with strong math or science background or equivalent experience to include mathematical computation, electronic equipment operation, and data presentation. Knowledge of all associated systems and programs and equipment. Knowledge of programming and electronic theory. Skill to analyze data, prepare documentation and reports, and make recommendations. Knowledge of Company policies and procedures.



JOB DESCRIPTION

Revision	Original
Date	5-7-76
Class Code	11-3-66
	204311
	203411

CLASSIFICATION : Senior Analyst

JOB DESCRIPTION:

An individual who, because of training and experience, is able to perform the duties of an Analyst with minimum supervision. The Senior Analyst must be capable of performing a majority of the tasks under the scope of the analysis group, aid in setting up new problems, be capable of satisfactorily coordinating the work of several junior people and of acceptably reporting their results.

QUALIFICATION REQUIREMENTS:

Scientific degree plus approximately two years' experience in the field, or the equivalent.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1988

SENIOR AUDITOR

Job Description:

Plans and conducts audit programs to ensure coverage of Integrated Contractor Audit Manual (ICAM) objectives. Provides technical guidance to other internal Auditors in EDP areas and in the use of generalized software to improve audit quality and productivity. Reviews existing methodology and suggests new approaches, tools and techniques to support EDP audit requirements. Develops comprehensive EDP training plan for the internal audit office. Serves as the point of contact for Plans and Budgets activities for LVAO administration. Conducts special studies for management such as those required to analyze ratios and provide cost projections. Represents administration in Plans and Budgets meetings and interfaces with EM budget analysts to resolve group-wide problems. Develops input to annual audit plan and develops and prepares audit programs. Conducts constructive audits for management to review effectiveness of controls, financial records and operations. Prepares audit work papers and documents fieldwork to support conclusions and findings. Coordinates actions with audited organizations, prepares clear and concise budget reports and provides recommendations based upon findings. Schedules and participates in post audit conferences. Prepares reports and correspondence to DOE/NV counterparts regarding audits. Performs special assignments at the request of the Assistant General Manager for Administration or Internal Audit Office Manager.

Qualification Requirements:

Bachelor's degree in business administration with emphasis in accounting plus six or more years professional accounting experience. Professional knowledge of auditing theory and procedures and the experience to perform independent appraisals of the diverse operations and controls within the organization to determine whether risks are identified and reduced, acceptable policies and procedures are followed, established standards are met, resources are used efficiently and economically, and the organization's objectives are achieved. Professional knowledge necessary to plan and conduct all audit activities related to EDP functions. Knowledge of computer terminology, software concepts and applications, hardware capabilities, operating methods and practices. Knowledge of and experience with VAX/VMS environment, IBM PC and related audit tools, plus other PC models.

EG&G ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - OCTOBER, 1988

SENIOR AUDITOR

Qualification Requirements (cont.):

Specific knowledge of computer auditing techniques and requirements. Skill in reviewing software documentation (user and applications) and the preparation/review of flow charts. Skill in the evaluation of application programs (logic, accuracy, compliance, etc.) through the use of audit software and other means. Knowledge of and ability to assimilate a wide variety of software user procedures. Knowledge of EM integrated software applications and their impact on affected organizations. Knowledge of internal and general controls for software and hardware usage. Knowledge of management and security computer policies and requirements. Skill to perform detailed analyses to provide inputs at Plans and Budgets meetings. Skill to provide direct input to the development of the Annual Audit Plan in terms of scope of work, integration of ICAM audit objectives, and time constraints. Specific knowledge of Cost Accounting Standards, Federal Acquisition Regulations and experience in performing pre-award, post-award, or cost reimbursement audits of subcontractors. Verbal and written skills to communicate with all levels of employees, DOE/NV counterparts, external auditors, customers, and subcontractors.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

SENIOR BENEFITS ANALYST

JOB DESCRIPTION:

Conducts and supervises others in the area of benefits administration which includes, but is not limited to, new hire orientation; resolving difficult benefits issues; administering benefits plans such as health, pension plan, savings plan, A&S, LTD, etc.; preparing various benefits correspondence, analyses, proposals, recommendations and presentations; interfacing with internal and external organizations; and maintaining benefits procedures, files and data systems. Assists in the development of and compliance with Energy Measurements Group Benefits policies and procedures. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration/Personnel Management/Finance or equivalent training and experience. Sound knowledge of benefits theory and practices, applicable laws, and government regulations and requirements. Experience in developing, implementing, and maintaining benefits policies and procedures and communicating them to employees and management. Experience using computer systems for benefits data analysis. Knowledge of Company benefits procedures.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Senior Compensation Analyst ~~II~~
(Title Revised
Jan 88)

JOB DESCRIPTION

Conducts and supervises others in job evaluation, the performance appraisal process, CAP budget preparation, maintenance of records, reports, and compliance data, and survey participation. Assists in the administration of the CAP budget, collects, compiles and analyzes data for CAP budget submittal; participates in wage and salary surveys; recommends pay rate and range changes; conducts job evaluations and analyses; oversees pay rate recommendations; assists in development of and compliance with Energy Measurements Group Compensation policies and procedures; supervises the work of others in the performance of Compensation activities; performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in Business, plus considerable compensation experience, or equivalent education/experience. Sound knowledge of Compensation theory and practices including job analysis, description, evaluation, grading and pricing, plus design of pay structures and merit pay systems. Knowledge of applicable laws and general personnel practices. Experience implementing and maintaining a job evaluation system, conducting surveys, preparing compensation analyses, reports, and studies and communicating with and training of employees and management.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Senior Custodian

JOB DESCRIPTION

Independently maintains company premises, rest and work areas of offices and buildings in clean and orderly condition. Performs a combination of dusting furniture, walls, fixtures or equipment; sweeping, scrubbing, mopping, waxing or buffing floors; removing refuse; polishing furniture, fixtures or trimmings, and otherwise maintaining floors, walls, windows, furniture and rest room facilities. Operates floor cleaners, waxers and polishers. Directs work and trains other employees of lower classifications.

QUALIFICATION REQUIREMENTS

Knowledge of and experience using power cleaning equipment and cleaning materials. Knowledge and experience to properly lay out work and direct the work of others.

IR PER C/B
28 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Senior Custodian

JOB DESCRIPTION

Independently maintains company premises, rest and work areas of offices and buildings in clean and orderly condition. Performs a combination of dusting furniture, walls, fixtures or equipment; sweeping, scrubbing, mopping, waxing or buffing floors; removing refuse; polishing furniture, fixtures or trimmings, and otherwise maintaining floors, walls, windows, furniture and rest room facilities. Operates floor cleaners, waxers and polishers. Directs work and trains other employees of lower classifications.

QUALIFICATION REQUIREMENTS

Knowledge of and experience using power cleaning equipment and cleaning materials. Knowledge and experience to properly lay out work and direct the work of others.

IR PER C/B
28 September 1983



JOB DESCRIPTION

Revision Original
Date ~~7-5-71~~ 7-5-76
Class Code 504637
504730

CLASSIFICATION : Senior Custodian

PRIMARY DUTIES AND RESPONSIBILITIES:

Independently maintains company premises, rest and work areas of offices and buildings in clean and orderly condition. Performs a combination of dusting furniture, walls, fixtures or equipment; sweeping, scrubbing, mopping, waxing or buffing floors; removing refuse; polishing furniture, fixtures or trimmings, and otherwise maintaining floors, walls, windows, furniture and rest room facilities. Operates floor cleaners, waxers and polishers. May direct work and train other employees of lower classifications.

Source: LVD IR

Approved:

C. Haugle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER 1994

SENIOR DATA BASE ANALYST

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. Provides work direction and training to lower level data base analysts. Independently determines and develops solutions to complex problems.

Qualifications

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



CAP BUDGET PROPOSAL - JANUARY, 1994

SENIOR DATA BASE COORDINATOR

Job Description

Responsible to plan and coordinate the administration of computerized data bases to include documentation, guidelines and maintenance; identifies solutions to a variety of data base issues; reviews data base design and integration of systems, provides appropriate recommendations, interfacing and training on data bases; drafts procedures and work instructions relating to data base administration and monitors transaction activity and utilization; compiles reports; enters and extracts data in computer systems; ensures accuracy and completeness of data.

Qualification Requirements

Extensive experience planning and coordinating computerized database/software applications; knowledge and experience to identify and resolve data base issues; skill to analyze, interpret, and compile information from a variety of sources; skill to communicate both orally and in written form.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1985

SENIOR DESIGN DRAFTER

JOB DESCRIPTION

Under general direction, prepares design layouts and drawings for complex projects which may include but are not limited to architectural, mechanical and electrical specialties as provided by 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. Makes design recommendations. Coordinates major projects providing instructions, sketches, and layouts to Drafting support personnel; inspects their work for errors.

QUALIFICATIONS

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

Knowledge of accepted design practices.

... + skill to consider such design factors as: appropriate fits, tolerances, physical properties of materials, load capacities, requirements + methods of reinforcement, drainage patterns, positioning of pipelines, fabrication techniques, + weight limitations. Skill to select the design information best adapted to particular requirements

HR PER-C/B

30 September 1985

DRAFTING SECTION

TASKS	f	Q ₁	Q ₂	I
Reads and interprets from documents such as drafting manuals, blue prints, engineering sketches and original drawings. Using drafting tools and equipment, makes layout, fabrication and assembly drawings of complex components and systems, exercising judgment in producing designs and drawing packages. May assume project responsibility, assigning tasks to and checking drawings produced by drafters.				
<u>Typical Tasks Include:</u>				
Requests drawing prints.	W	Yes	Yes	1
Assign drawing titles, choose materials to be listed on drawing, compose and write notes for drawings, select proper size format for drawings.	D	No	No	7
Confer with design personnel to determine drafting requirements.	D	No	No	7
Obtain engineering approval of drawings.	W	Yes	Yes	7
Inspect drawings made by junior drafters.	W	No	No	7
Make changes to drawings, make rough detailed sketches, and prepare original drawings and layouts from verbal instructions.	D	No	No	7
Draw view, section, break, phantom and object lines.	D	No	No	7
Make drawings of existing parts.	M	No	No	5
Construct ellipse.	M	No	No	3
Make Weldment drawings.	W	No	No	7
Splice vellum materials.	M	Yes	Yes	3
Provide lettering on drawings.	D	No	No	7
Clean work area and drafting equipment.	W	Yes	Yes	3
Calculate chordal lengths, diameters, weights, line lengths, angles, volumes, tolerances, arc lengths.	D	No	No	7
Provide right triangle solutions.	W	No	No	7
Solve true line length problems.	Q	No	No	7

TASKS	f	Q1	Q2	I
Use standard reproduction machines to reproduce drafting prints.	W	Yes	Yes	1
Use of tools for measuring, calculating, and information selection: Use Calipers Use Micrometer Use Calculator Use Slide rule type screw selector	D	No	No	7
Make perspective sketches and/or models.	M	No	No	5
Determine materials, hardware and processes for completing drawing.	D	No	No	7
Suggest design improvements to engineering.	W	No	No	5
Attend design review meetings.	M	Yes	No	5
Assign tasks to Junior Drafters.	W	No	No	5
Geometric tolerancing (ANSI Y 14.5)	D	No	Yes	7
Initiate and maintain Project Diary.	D	No	No	5
Contact vendors to determine availability and/or design criteria of parts and material.	W	No	No	5
Estimate initial Project schedule.	M	No	No	5
Coordinate major project (make work assignments, check drawings, estimate priorities).	D	No	No	5
Prepare original designs of systems or components from layouts, sketches and/or verbal information.	D	No	No	7
Check drawings produced by co-workers.	W	No	No	5
Instruct co-workers in drafting practices, format and fabrication and assembly requirements.	W	No	No	5
Locate and retrieve data from engineering hand-books.	D	No	No	7
Dimension and tolerance drawings.	D	No	No	7
Use of tools and equipment to make drawing: Use drafting machine and table. Use mechanical pencils, pens, and lettering guide. Use erasers and erasing shield.	D	No	No	7

TASKS

Use templates, scales and triangles.
 Use dividers and compasses.

Knowledge & Skills

Algebra, trigonometry, descriptive geometry.
 Knowledge of and skilled in the application of drawing practices such as Orthographic projections, views, sections, line conventions, scale, and lettering. Knowledge of machine shop practices, welding practices, steel fabrication techniques, fastener hardware, surface treatment, engineering materials, dimensioning and tolerancing, sheet metal design and fabrication practices. Skill in use of engineering handbook data, english grammer and sentence structure.

Physical Attributes

The physical attributes to do the task are:
 Hand and arm movement
 Finger dexterity
 Eyesight
 Hearing
 Speech (english)

Division

SRO

	f	Q1	Q2	I
Use templates, scales and triangles. Use dividers and compasses.				
<u>Knowledge & Skills</u> Algebra, trigonometry, descriptive geometry. Knowledge of and skilled in the application of drawing practices such as Orthographic projections, views, sections, line conventions, scale, and lettering. Knowledge of machine shop practices, welding practices, steel fabrication techniques, fastener hardware, surface treatment, engineering materials, dimensioning and tolerancing, sheet metal design and fabrication practices. Skill in use of engineering handbook data, english grammer and sentence structure.	D	No	No	7
<u>Physical Attributes</u> The physical attributes to do the task are: Hand and arm movement Finger dexterity Eyesight Hearing Speech (english)	D	No	No	7
<u>Division</u> SRO				

JOB DESCRIPTION

Revision Original
Date 7-5-76
~~11-3-88~~
Class Code 205418
109503

CLASSIFICATION : Senior Designer

JOB DESCRIPTION:

Design extremely complex mechanical, electromechanical, and electronic systems, components and associated equipment. Develop designs from original ideas of general descriptions. Make complex engineering calculations as required by design problems. May assign phases of design work to Designer and/or draftsmen. Serve as consultant to engineering in providing technical information relative to design. Conduct special studies concerning particular phases of the design and prepare reports of develop procedures for use as guides. Problems involved in this position are associated with transplanting theoretical design objectives for mechanical and electromechanical items into practical formalized drawings. Also involved are problems of scheduling and assigning work to meet completion time requirements regardless of constantly changing design requirements. Conceive designs which utilize good value engineering principles, assure designs achieve optimum balance between cost, function, appearance, maintainability and reliability. Must also be aware of current manufacturing and shop practices to assure design compatability with existing capabilities.

QUALIFICATION REQUIREMENTS:

AA degree or equivalent and seven to ten years' design and drafting experience.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

JOB DESCRIPTION

CLASSIFICATION : Senior Document Control Clerk

JOB DESCRIPTION:

An individual who maintains the central filing system, determines proper filing procedure for documents, files them and locates them on request, prepares index cards for reports, and keeps records of classified documents in accordance with written procedures.

QUALIFICATION REQUIREMENTS:

Ability to type accurately, approximately five 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

Revision Original
Date 7-5-16
11-3-06
Class Code 20611T
205211

CLASSIFICATION : Senior Engineer

JOB DESCRIPTION:

An individual who is responsible for the performance of an engineering design or development program, who supervises engineering personnel and relates their work to the over-all effort.

QUALIFICATION REQUIREMENTS:

Engineering degree plus approximately five years' experience in engineering or the equivalent.

Source: Corporate IR

Approved: _____

C. Haugle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1991

Senior Environmental Scientist

JOB DESCRIPTION

Works under consultative direction towards predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action to obtain desired results. Work is checked through consultation and agreement. Develops, recommends and implements programs, policies and procedures for environmental compliance. Installs, operates and maintains environmental and emission monitoring instruments and pollution levels. Maintains expert knowledge of all existing and proposed changes in Federal, State, Local and DOE environmental and occupational health regulations including CERCLA, RCRA, CWA, and SARA. Interprets, evaluates and makes recommendations based on proposed changes in these programs. Assesses environmental risk and develops required regulatory documentation. Performs hazardous waste site inspections and recommends appropriate action in compliance with regulations. Develops, maintains, and uses protective equipment. Performs tests or experiments requiring the use of unconventional procedures and current line of instrumentation. Develops and provides training to employees. Publishes reports on environmental compliance problems. Prepares informational material relating to environmental compliance. May review planned expansion, modifications or closures of facilities which affect environmental discharges, emissions, and hazardous materials. Acts as a lead person or technical consultant on medium to large projects.

QUALIFICATION REQUIREMENTS

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



JOB DESCRIPTION

Revision Original
Date 7-5-76
Class Code 205200-
204125

CLASSIFICATION : Senior Field Administrator

JOB DESCRIPTION:

Provides specialized knowledge in one or more areas of administrative activity at a test site. Contributes administrative knowledge to pre and post event meetings of agencies participating in event and establishes general framework for administrative effort of Field Administrators and Assistant Field Administrators. Reports to director of operations coordination unit and performs specialized liaison as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration and five years' experience in field operations or equivalent competence, as established through a combination of academic training and experience in allied functions.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Senior Health Physicist

JOB DESCRIPTION

Works under consultative direction towards predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action to obtain desired results. Work is checked through consultation and agreement. Responsible for performing analytical and development work identifying and evaluating radiation hazards and recommends solutions to problems related to all phases of health physics. Prepares and develops radiation protection guidelines, control methods, and procedures utilizing proper shielding, instrumentation, and sampling techniques to eliminate and control exposure to the hazards. Investigates, evaluates, and documents data for trends, non-routine or unusual cases and develops methods and procedures for decontamination of personnel and equipment. Advises professional personnel on related matters and provides technical assistance to laboratory personnel. Prepares procedures for laboratory uses, radiation monitoring, and establishes laboratory standards to be maintained. Develops and modifies health physics equipment. Prepares formal reports on laboratory activities and radiological aspects of work being accomplished. Submits conclusions and recommendations from studies for evaluation and action by management. Establishes and maintains liaison with user and government agencies; prepares and presents reports on various health physics subjects associated with assigned projects and stays abreast of new developments in the field of Health Physics. Provides expert knowledge of diverse radioactive materials and hazards. Develops personnel in the Health Physicist function. Acts as leadperson for medium to large projects.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Health Physics or equivalent education and experience. In addition, must have a minimum eight years health physics experience or equivalent. Master's degree in Health Physics preferred. Certificate in Health Physics preferred.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Senior Industrial Hygienist

JOB DESCRIPTION

Works under consultative direction towards predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action to obtain desired results. Work is checked through consultation and agreement. Develops, recommends and implements programs, policies and procedures for monitoring and preventing chemical, ergonomic, physical and biological hazards and disease in the company. This includes performing industrial hygiene field measurements, safety measurements, safety evaluation and hazardous waste evaluations. Submits recommendations on control of: heat and humidity, noise, radiant heat, illumination, ionizing, ultraviolet radiation, airborne waste and airborne contaminants, storage of solvents and general ventilation. Performs follow-up services to determine the effectiveness of controls which have been installed. Provides technical and consultative assistance to engineers on design and placement of industrial hygiene control equipment. Recommends the purchase of appropriate industrial hygiene equipment and controls equipment issuance and usage. Publishes reports on occupational health problems. Assists in coordinating the industrial hygiene program with other departments and using agencies. Investigates cases of occupational disease reported by physicians. Prepares informational material relating to health physics and industrial hygiene. Monitors and evaluates company health standards in relation to Federal, State and DOE programs. Interprets, evaluates and makes recommendations based on proposed change in the programs. Prepares technical reports based on expert interpretation of data, observations and current regulations. Uses, maintains and makes recommendations on industrial hygiene equipment. Acts as leadperson on medium to large projects. Provides training to lower level Industrial Hygienists.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Industrial Hygiene or equivalent education and experience. In addition, must have a minimum eight years industrial hygiene experience or equivalent. Masters degree in Industrial Hygiene and Certificate in Comprehensive Practice of Industrial Hygiene preferred.



CAP BUDGET PROPOSAL - JANUARY 1994

SENIOR INSPECTOR

Job Description

Coordinates subcontractor activities to ensure construction site availability, schedules, and security requirements compliance; provides oversight and monitors activities of the subcontractor's workforce; drafts inspection plans; logs in subcontractor submittals; conducts initial review to verify adequacy, acceptability, and suitability of proposed materials; arranges for special tests of materials, systems and subsystems; monitors and inspects construction in progress to verify adherence to contract drawings and engineering specifications, acceptable work practices, and industry standards; prepares daily construction reports and records summary information regarding subcontractor's work performance, progress of construction, acceptability of storage, handling, and off-loading practices involving equipment and materials; verifies documentation and redlines construction drawings to reflect as-built records and conformance with EG&G/EM standards; ensures compliance with site safety and compliance with OSHA construction practices; and provides work direction and training to lower level Inspectors.

Qualifications

Bachelor's Degree in Engineering or construction related field or equivalent training and experience. Four years experience in construction management, construction inspection or project management. Extensive knowledge of Federal, State and local safety and building regulations and codes.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

SENIOR INTERNAL SECURITY SPECIALIST

JOB DESCRIPTION:

Performs various assignments within one or more of the major areas of responsibility within internal security including, but not limited to classified material control, security awareness, and personnel security. Assignments are difficult requiring the interpretation, adaptation, and revision of existing guidelines, and the creation and implementation of new guidelines or methods with appropriate management approvals. Administers and resolves all problems in one or more of the internal security functions. Provides training to and conducts compliance reviews at satellite locations. Supervises tasks in support of operations. May direct the activities of contractor guard force. Interfaces with DOE security personnel. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Business or equivalent training in Security or related field or equivalent experience. Extensive experience in security providing knowledge in internal security methods and procedures. Experience in security policy development and problem resolution.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
Senior Key punch Operator

JOB DESCRIPTION

Operates numerical and/or alphabetical keypunch and verifier equipment to transcribe data from a variety of source material, to verify own work and that of others. Works from various standardized source documents, and from source material which may not be arranged for keypunching. Selects appropriate number and kinds of cards. Prepares program instructions to prepare trial run of new or unusual work. May extract information from several documents, searching for and interpreting information on the document to determine information to be punched. May direct and train less experienced operators, instructing them in machine operation, preparation and checking of cards and interpretation of data. Performs related duties as required.

QUALIFICATION REQUIREMENTS

Skill in the use of all keypunch equipment, normally acquired through experience in the lower level keypunch classification.

IR DIV (ES DEPT)
31 August 1979

ATTACHMENT III



JOB DESCRIPTION

Revision ~~A~~
Date ~~5-1-72~~
Class Code 804734
304921

CLASSIFICATION : Senior Keypunch Operator

JOB DESCRIPTION:

Sufficient specialized training to perform all operations within the keypunch section, including verifiers and gang-punches. Operate numerical and/or alphabetical keypunch and verifier equipment to transcribe data from a variety of source material, to verify own work and that of others.

Work from various standardized source documents, and from source material which may not be arranged for keypunching. Select appropriate number and kinds of cards. Prepare program instructions to prepare trial run of new or unusual work. May extract information from several documents, searching for and interpreting information on the document to determine information to be punched. Tact and discretion necessary due to exposure to confidential data. May direct and train less experienced operators, instructing them in machine operation, preparation and checking of cards and interpretation of data. 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. Maintain files of punched cards.
2. Assist in scheduling keypunch functions.

Source: LV IR

Approved: 
Industrial Relations Manager



JOB DESCRIPTION

Revision A
Date 2-8-71
Class Code 406542

CLASSIFICATION : Senior Machinist

JOB DESCRIPTION:

An individual who demonstrates familiarity and a high degree of skill with all the commonly used machine tools, working with little supervision in setting up, working on, and operating such machine tools; machining to close tolerances from blueprints, specifications, verbal instructions, or sketches; also making such tools, dies, jigs and fixtures as may be required. May direct work and train other employees of lower classifications.

QUALIFICATION REQUIREMENTS:

Approximately five years' experience as a Machinist, or the equivalent.

Source: Corporate IR
Revised LVD IR

Approved: C. E. Houle
Industrial Relations Manager



JOB DESCRIPTION

Revision ~~Original~~
Date ~~8-14-67~~ 7-5-76
Class Code ~~105005~~
104164

CLASSIFICATION : Senior Materiel Administrator

JOB DESCRIPTION:

Responsible for operation of the function of Inventory Control, Property Management, AEC stores, paper stock stores, commercial inventory stores and tool control. Interpret Corporate and customer regulations and requirements in relation to the above functions. Develop and implement necessary procedures to insure compliance with those regulations. Coordinate Inventory Control with program requirements. Coordinate Property Management functions, including a utilization program, excessing and surplus, loans and borrows, and coordination with other government agencies for redeployment. Develop and maintain property accountability records and reports to upper management. Coordinate with Purchasing, Accounting, using organization, other Divisions of EG&G and the customer to insure compliance with current requirements. Perform other duties of an equivalent level as may be deemed necessary to the benefit of the department.

QUALIFICATION REQUIREMENTS

~~BACHELORS DEGREE IN BUSINESS ADMIN OR EQUIVALENT EXPERIENCE~~
~~College degree in Business, Economics or related field. Experience~~
(in Purchasing, and Inventory Control, Experience in Property Accounting, and warehousing desirable.) Extensive knowledge of Company programs and requirements. Ability to write well. Show strong supervisory capabilities.

Source: LVO IR

Approved: _____

C.E. Nangle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER 1994

SENIOR MATERIEL HANDLER

Job Description

Independently performs duties and provides work direction relating to property management in such areas but not limited to JIT customer service, material receiving and inventory control, and inventory control research. Specifically, oversees and assure timely and accurate processing of all JIT receipts. Ensures the JIT receiving system computer and associated programs are operating properly. Resolves discrepancies in seller's manifest and delivery receipt listing. Performs random inspections. Determines hazardous material requirements for JIT shipments. Inspects incoming material for correct quantities and quality. Researches discrepancies with purchase orders and current stock/records. Coordinates and interface with performance assessment inspections and receiving. Investigates, expedites, reviews, and follow-ups on overdue orders. Prepares reports. Receives and processes stock requests via computer systems.

Qualifications

Six years' material handling/inventory control experience. Knowledge and skill to use computerized inventory control systems. Experience and knowledge of hazardous materials and hazardous materials handling, packaging and storage techniques. Knowledge of stock items, commodities, and parts. Effective verbal and written communication skills.

**ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978**

Senior Materiel Handler

JOB DESCRIPTION

Under limited supervision loads, unloads and conveys materiel, equipment and supplies within or between various work locations. Performs receiving, shipping and warehousing duties including the supporting clerical work involved. Performs all materiel handling duties in an expeditious and efficient manner. Performs other related duties including clerical functions as required or directed. May direct work and train other employees of lower classifications.

QUALIFICATION REQUIREMENTS

Any combination of education or training equivalent to high school graduation and four years experience in materiel handling; the ability to meet the physical demands of the job. Possession of a valid State of Nevada Driver's License.

JR SVS

22 May 1978

**ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978**

Materiel Handler

JOB DESCRIPTION

Under direct supervision, loads, unloads, and conveys materiel, equipment and supplies within or between various work locations. Aids in receiving, shipping, and warehousing of materiel, equipment and supplies. Performs other related duties as required or directed.

QUALIFICATION REQUIREMENTS

Any combination of education or training that has imparted the knowledge required to read, comprehend and follow the written work procedures of materiel handling; the ability to meet the physical demands of the job. Possession of a valid State of Nevada Driver's License.

IR SVS
22 May 1978

JOB DESCRIPTION

CLASSIFICATION : Senior Property Control Clerk

JOB DESCRIPTION:

Responsible for the cataloging of all Corporate, government and government bailed equipment. Maintain current records of geographical location of equipment. Identify equipment and discuss modifications thereof with auditors representing various government agencies or the Corporation. Initiate requisitions for office equipment as requested by authorized personnel. Conduct periodic inventories in accordance with AEC or Corporate regulations. Obtain and furnish information to Accounting and other interested departments or personnel.

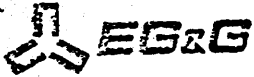
QUALIFICATION REQUIREMENTS:

Familiar with basic accounting methods and regulations governing the control of government property. Cooperative attitude in dealing with other employees and Corporate and government auditors. Sufficient work experience to maintain accurate and detailed records.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



Revision A

Date 2-8-71

Class Code ~~505689~~
505785

JOB DESCRIPTION

CLASSIFICATION : Senior Storekeeper

JOB DESCRIPTION:

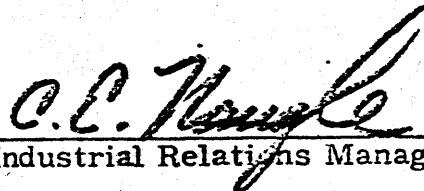
An individual who takes charge of supply or storage rooms; initiates orders for stock; keeps records of items which are not kept in storage room; checks requisitions for proper description; may be required to take and keep inventories. May direct work and train other employees of lower classifications.

QUALIFICATION REQUIREMENTS:

Either graduation from high school or two years' experience, or their equivalent.

Source: Corporate IR

Approved:


Industrial Relations Manager

JOB DESCRIPTION

Revision: Original
Date: 11-3-66
Class Code: 503682
503786

CLASSIFICATION : Storekeeper

JOB DESCRIPTION:

An individual who is required to do any or all stock clerk functions.

QUALIFICATION REQUIREMENTS:

Graduation from high school or the equivalent.

Source: Corporate IR

Approved: *C. Hangle*
Industrial Relations Manager

✓ MATERIAL HANDLER

Purpose

This series is used to classify positions of those who process and control materials in the Laboratory's supply operations. Incumbents do a variety of work in one or more of the following functional areas:

1. Receiving, shipping, or mail operations.
2. Transporting and distributing materials.
3. Storeroom, substoreroom, or shop stock operations.
4. Warehousing, including bulk stock, storage issues.
5. Reclaiming, scrapping, or excessing materials.
6. Office machine, furniture, and other pool operations.
7. Special product handling and accountability.

Work in these functional areas is concerned with the receipt, inspection, distribution, minor assembly, storage, issue, collection, sorting, dismantling, segregation, and disposal of materials, equipment and supplies.

Upward reclassification occurs above the journeyman level as a promotion into an available vacancy. Selection factors include proficiency at present level and progress in self-development.

Qualifications

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

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

✓ MATERIAL HANDLER 1 566.1

Entry level. Receives close supervision. Performs tasks of limited scope in a training capacity. Normally works with more senior person.

✓ MATERIAL HANDLER 2 566.2

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

✓ MATERIAL HANDLER 3 566.3

Lead person or person working alone. Receives general supervision. Has broad knowledge of most functional areas in supply operations. Normally is responsible for custody, physical control, and proper handling of material in functional area and plans and schedules work within this area. May be regularly assigned to drive small vehicles for pick-up and delivery of supplies and equipment. May instruct others in performing their assigned duties.

508750

Code# 508654

effective 7/1/75

SENIOR MAINTENANCE MECHANIC

JOB DESCRIPTION:

Performs as a Master Craftsman in most tasks of any of the major or common trades. Maintains and repairs a variety of mechanical apparatus and equipment from small power hand tools to large air conditioners. Installs, maintains, and repairs electrical apparatus and circuits, plumbing fixtures and lines. Examines equipment to diagnose trouble and ascertains reason for malfunction.

In addition may construct, modify, and/or repair a variety of items such as walls, office furniture, etc, utilizing tools and skills of the carpentry, sheetmetal, and painting trade.

Performs many other duties and tasks associated with commercial and industrial building maintenance.

EG&G Contract Group IR
30 May 1975



CAP BUDGET PROPOSAL - JULY 1993

SENIOR MULTIMEDIA TRAINING SPECIALIST

Job Description

Assists with developing and maintaining a comprehensive, effective computer-based training program for the Company to support a wide variety of technical, environmental, management, support service, and related activities; determines and recommends specific training needs for the Company or outside agencies and coordinates and/or develops appropriate computer-based training programs using state-of-the-art digital or interactive video technology; directs or oversees the work of lower-level training specialists or support personnel; serves in the absence of the Video Services Office Manager to ensure continuity of day-to-day operations; assists with developing the training budget and responds to audits; identifies appropriate areas for training intervention; evaluates the appropriateness of computer-based training versus other possible solutions; writes proposals and obtains funding as needed; maintains necessary records and reports; performs other duties as assigned.

Qualifications

Bachelors degree, preferably in education or business, plus six years of experience utilizing advanced training technologies, including computer-based program development, or equivalent training and experience; supervisory and interpersonal skills to effectively manage staff and respond to management direction, accomplish organizational goals, and help administer the computer-based training program; knowledge of current training methodologies; and demonstrated effective oral and written communications skills.



JOB DESCRIPTION

Revision B
Date 7-31-76
Class Code 306763
306750

CLASSIFICATION : Senior Offset Press Operator

JOB DESCRIPTION:

Operates standard offset duplicating machines skillfully to reproduce multi- to single-color copies of charts, graphs, bulletins, schedules, letters, and related matter by using a machine that prints from special metal or composition plates. Applies chemical agents and dampening solutions such as inks and protective coatings; installs sensitized metal printing plates or master copy; adjusts rollers, plates or master copy; adjusts rollers, feed, inking and paper guides to regulate operations according to material to be produced; cleans, oils and makes minor repairs to equipment. Maintain necessary records and files required for successful operation on in-plant printing facility. May direct work and train other employees of lower classification. 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. Adjust printing schedule in accordance with priority loads.
2. Makes proof copies.
3. Maintains quality of impression.
4. Performs related work as required.

Source: LV IR

Approved: C. Hangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC
CAP BUDGET PROPOSAL - OCTOBER 1988
SENIOR PERSONNEL ADMINISTRATOR

Job Description:

Supervises the activities of a local Human Resources function to include employment activities, wage and salary administration, benefits and services. Serves local management as the source of advice and assistance on personnel management matters and problems. Plans, organizes, coordinates, and directs the work of subordinate personnel. Implements Human Resources policies, plans and objectives in such a manner as to most effectively serve the local management needs. Defines problems, collects, analyzes, interprets and evaluates data. Prepares budget of personnel operations. Contracts with outside suppliers to provide employee services such as transportation and relocation service.

Qualification Requirements:

Bachelor's degree in Business Administration with emphasis on Human Resources preferred, plus a broad background of related experience. Supervisory and human relations skills to plan and organize human resources activities and maintain positive and productive relations with management, DOE and employees. Thorough knowledge of human resources programs, policies and procedures. Skill to implement changes and insure efficient completion of complex human resources activities.



JOB DESCRIPTION

Revision	Original
Date	7-5-76
Class Code	105052 104150

CLASSIFICATION: Senior Personnel Administrator

JOB DESCRIPTION:

Perform, and direct the activities of others, in all tasks associated with one of the major disciplines in Industrial Relations; or, as schedule commitments may require, any designated mix of assignment of comparable complexity crossing several fields of interest. Areas of responsibility may include, but are not necessarily limited to: employment, wage and salary administration, benefits and services, training, health and safety, and security administration. Develop and effect programs and procedures to implement Corporate/ Company policies. Typical examples would be the installation and maintenance of complete job evaluation plans, or the complete planning of a technical recruiting drive. Maintain liaison with internal personnel and external industrial representatives, keeping abreast of new requirements and practices, and recommending positive actions. Correlate survey findings, analyze trends, and perform such other senior level duties as may be deemed necessary to the benefit of the operation.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration with emphasis on Industrial Relations preferred; a broad background of related experience; plus a marked indication of leadership qualities.

Title changed eff 1-89

*Sr Personnel Admin to Personnel Admin II
(Level 4) (Level 4)*

Source: Corporate IR

Approved: _____

C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1984

SENIOR PERSONNEL ASSISTANT

JOB DESCRIPTION

Perform in one or more of the major Industrial Relations functions including but not limited to recruiting and employment, training, wage and salary administration, and employee benefits. Conduct studies and projects on own or in conjunction with others; prepare plans, reports and other documentation; make presentations and provide advice and assistance to employees supervisors and managers. Interact with all levels of employees and external contacts to maintain awareness and understanding in areas of responsibility and to recommend and/or implement appropriate actions. Perform other associated duties as assigned.

QUALIFICATIONS

Bachelor's degree in a suitable field or equivalent training and experience. Knowledge of applicable laws, methods and practices related to personnel activities. Experience in personnel project planning and implementation and plan usage.

IR PER-C/B
1 October 1984

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1984

SENIOR PERSONNEL ASSISTANT

JOB DESCRIPTION

Perform in one or more of the major Industrial Relations functions including but not limited to recruiting and employment, training, wage and salary administration, and employee benefits. Conduct studies and projects on own or in conjunction with others; prepare plans, reports and other documentation; make presentations and provide advice and assistance to employees supervisors and managers. Interact with all levels of employees and external contacts to maintain awareness and understanding in areas of responsibility and to recommend and/or implement approved actions. Perform other associated duties as assigned.

QUALIFICATIONS

Bachelor's degree in a suitable field or equivalent training and experience. Knowledge of applicable laws, methods and practices related to personnel activities. Experience in personnel project planning and implementation and plan usage.

IR PER-C/B
1 October 1984

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

SENIOR PHYSICAL SECURITY SPECIALIST

JOB DESCRIPTION:

Performs various assignments in the area of physical security. This encompasses the analysis of physical plant, property, and personnel providing the necessary security systems, personnel, and plant design to protect against external and internal threats. At this level, assignments are difficult requiring the interpretation, adaptation and revision of existing guidelines, and the creation and implementation of new guidelines or method with appropriate management approvals. Administers and resolves all problems in physical security functions. Conducts compliance reviews at satellite locations. Supervises physical security personnel. Interfaces with DOE security personnel. Performs other duties as required.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Business Administration or equivalent training in Security or related field or equivalent related experience. Extensive experience in security providing knowledge of physical security methods and procedures. Experience in security policy development and problem resolution.



JOB DESCRIPTION

Revision	Original
Date	7-5-26 2-6-67
Class Code	200442 204543

CLASSIFICATION : Senior Pilot

JOB DESCRIPTION:

Same as for Pilot and, in addition, may supervise other Pilots and coordinate Company airlift operations involving use of one or more aircraft. Reports to a Chief Pilot, section head, department head or a Company executive.

QUALIFICATION REQUIREMENTS:

Two years' college or equivalent formal training and work experience. Must possess a valid Air Transport pilot license or a valid commercial pilot license with multi-engine and instrument ratings; a valid first class or second class FAA medical certificate; and a valid radio-telephone operator's license. At least six years' practical aviation experience (flying more than 100 hours per year) and a total of at least 1500 hours as pilot-in-command of aircraft of which at least 500 hours is in multi-engine aircraft.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - OCTOBER 1979

Senior Procurement Clerk

JOB DESCRIPTION

Assists Procurement Section Head and Buyers in all phases of the office operation. Logs in purchase requisitions by checking for proper level of approval signatures & ensuring the required information is complete; posts receivers to the purchase orders when the PO is complete to ensure all necessary documentation and signatures are complete. Calculates percentages on monthly figures for any required report. Maintains all the files for the Procurements Section (Vendor, Price List, Correspondence, Inspection Report, LASL Stock, & Records Management). Performs follow-up & expediting of purchase orders; discusses phone order with companies, obtains price quotations and places low-dollar-value procurements under \$500.00. Maintains an index of purchasing sources. Types all correspondence, forms and reports for the Procurement Section; answer Telephone and conveys messages to the Section personnel; types, distributes and files purchase orders and requests for proposals, quotations.

QUALIFICATION REQUIREMENTS

Knowledge of purchasing procedures. Typing skill and expertise in English grammar and spelling. Knowledge of office procedures and systems and experience with office and telephone techniques. Skill to operate various office equipment such as calculators, copy machines, telecopiers.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Senior Programmatic Budget Analyst

JOB DESCRIPTION

Represents Program Manager on all funding matters and independently provides short and long term financial planning in support of Program activities. Assists in the preparation of the annual DOE Budget and DOE requested budget reviews. Receives, distributes and controls funding of operational tasks and equipment procurements. Monitors on a continual basis and analyzes actual expenditures incurred against budget time plans. Researches, designs, and prepares special budgetary and expenditure reports for presentation to DOE, a select laboratory or customer. Acts as advisor and/or delegated representative on staffing levels, financial contractual requirements, monetary controls, cash orders and/or technical matters of a Program. Assists in planning and implementing overhead cost distribution models. Provides data allowing the assessment of contractual impact of funding gains (or losses), major occupancy and inventory changes. Provides near-term forecasts of manpower, employment costs, and equipment funding requirements. Provides long-range planning estimates for physical plant facilities to DOE and overall sales and profit forecasts to EG&G/Corporate. May supervise one or more employees.

QUALIFICATION REQUIREMENTS

Bachelors degree or equivalent knowledge of accounting and financial practices, budgetary methods, and statistical analysis. Work experience with financial and budgetary procedures and systems, funding requirements, and report/budget preparation. Extensive knowledge of Energy Measurements cost accounting, cost model, program goals and technical capabilities. Detailed knowledge and experience with Energy Measurements management systems pertaining to procurement, property and EDP. Skill and experience in management negotiations. Supervisory skills required for positions with subordinates.

IR PER C/B
28 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Senior Programmatic Budget Analyst

JOB DESCRIPTION

Represents Program Manager on all funding matters and independently provides short and long term financial planning in support of Program activities. Assists in the preparation of the annual DOE Budget and DOE requested budget reviews. Receives, distributes and controls funding of operational tasks and equipment procurements. Monitors on a continual basis and analyzes actual expenditures incurred against budget time plans. Researches, designs, and prepares special budgetary and expenditure reports for presentation to DOE, a select laboratory or customer. Acts as advisor and/or delegated representative on staffing levels, financial contractual requirements, monetary controls, cash orders and/or technical matters of a Program. Assists in planning and implementing overhead cost distribution models. Provides data allowing the assessment of contractual impact of funding gains (or losses), major occupancy and inventory changes. Provides near-term forecasts of manpower, employment costs, and equipment funding requirements. Provides long-range planning estimates for physical plant facilities to DOE and overall sales and profit forecasts to EG&G/Corporate. May supervise one or more employees.

QUALIFICATION REQUIREMENTS

Bachelors degree or equivalent knowledge of accounting and financial practices, budgetary methods, and statistical analysis. Work experience with financial and budgetary procedures and systems, funding requirements, and report/budget preparation. Extensive knowledge of Energy Measurements cost accounting, cost model, program goals and technical capabilities. Detailed knowledge and experience with Energy Measurements management systems pertaining to procurement, property and EDP. Skill and experience in management negotiations. Supervisory skills required for positions with subordinates.

IR PER C/B
28 September 1983

JOB DESCRIPTION MANUAL

Revision	Original
Date	1 Jul 77
Class Code	205470

CLASSIFICATION: Senior Programmer/Analyst

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

JOB DESCRIPTION:

Under general direction, provides computer programming for business, scientific, or engineering applications. Confers with managers, scientists, and engineers to define the data processing problem. Conducts investigative studies to assist in analyzing problems utilizing various business, scientific, or engineering mathematical techniques. Designs programs to solve problems keeping in mind the capacity and limitations of equipment, operating time, and form of desired results. Analyzes existing system and programming logic difficulties and revises the logic and procedures involved as necessary. Develops programs to provide more efficient machine operations. May define the logic, perform the coding, test, and debug the programs involved, or may utilize and provide direction to lower level classifications in performing these operations. This level is competent to work at the highest level of all technical phases of programming applications, with considerable freedom to make decisions on the techniques to be used.

QUALIFICATION REQUIREMENTS:

Requires demonstrated proficiency in performing at the highest technical level for all phases of programmer/analyst activities plus a Bachelor's degree in mathematics, computer science, or business, or equivalent experience.

C. E. Naugle, Director
Industrial Relations Division

CAP BUDGET PROPOSAL - OCTOBER, 1991**Senior Property Administrator****JOB DESCRIPTION**

Working under very general direction, responsible for the overall direction/supervision of Property Management functions. This includes identifying, tagging and controlling of all capital and sensitive property including conducting physical inventories, documenting loans and transfers, and disposing activities. Responsible for shipping, receiving and distributing of materials including the property handling, packaging and documenting of hazardous materials. Responsible for store/stockroom activity including the requisitioning, receipt, proper storage and issuing of stock and supplies. Completes required reports. Typically responsible for Property Management functions at a location other than Las Vegas.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Business Administration or equivalent training and experience. In addition, must have a minimum six years experience in property, shipping and receiving to permit independent performance of complex assignments. Thorough knowledge of Department of Transportation regulations governing the transportation of hazardous and regulated materials.

JOB DESCRIPTION

Revision Original
Date 11-3-66
Class Code 306752

CLASSIFICATION : Senior Property Control Clerk

JOB DESCRIPTION:

Responsible for the cataloging of all Corporate, government and government bailed equipment. Maintain current records of geographical location of equipment. Identify equipment and discuss modifications thereof with auditors representing various government agencies or the Corporation. Initiate requisitions for office equipment as requested by authorized personnel. Conduct periodic inventories in accordance with AEC or Corporate regulations. Obtain and furnish information to Accounting and other interested departments or personnel.

QUALIFICATION REQUIREMENTS:

Familiar with basic accounting methods and regulations governing the control of government property. Cooperative attitude in dealing with other employees and Corporate and government auditors. Sufficient work experience to maintain accurate and detailed records.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

107150

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See next page

SENIOR PROPERTY SPECIALIST

Property Management Division

ORG X400

Job Description

Work involves the preparation of data for input to the alpha catalog which is a computer based file containing identification, classification, and operating characteristics of all items of controlled property, for all locations of EG&G/DOE Energy Measurements Group. Other duties include preparation of drafts for Property Management Procedures, and interface with property personnel at all locations including LVO departmental personnel and DOE/NV regarding the structure and data contained in the NV Equipment Management Records System.

Minimum Requirements

1. Familiarity with the area of Property Management.
2. Knowledge and/or familiarity with EDP Property Systems and/or Procedures.
3. Ability to work independently with limited supervision.
4. Familiarity with the Federal Supply Catalog regarding classification and identification of equipment is desirable.
5. Demonstrated ability to prepare reports, and other correspondence in a clear and concise manner.

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1977

Senior Property Specialist

JOB DESCRIPTION

Responsible for implementing procedures, instructions, and methods of the acquisition, control, reporting, and disposition of controlled property. Coordinates all matters affecting property management, and assists in assuring compliance with established policies by maintaining close liaison with various levels of management on property matters. Recommends improvement or corrective action and provides technical direction and guidance to property personnel in assuring a uniform property management system; refers questionable or unusual situations to immediate supervisor for direction. Compiles information and prepares periodic reports and assists in reviewing and implementing property control requirements. Provides technical and administrative direction in the control, handling, identification, transfer, and disposal of government-owned property. May be required to supervise and/or coordinate the work of subordinate personnel within the property function and performs related work as required.

QUALIFICATION REQUIREMENTS

Thorough knowledge and understanding of Property Management procedures, systems practices and operational organization needs. Position requires previous property management experience in the identification, handling, control and disposition of government-owned property. Must demonstrate a reasonable degree of expertise in a specific area of property management.

**ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978**

Senior Reproduction Typist

JOB DESCRIPTION

In addition to performing the regular duties of a Reproduction typist (as designated in the Reproduction Typist Job Description), the Senior Reproduction Typist performs a wide range of duties including the operating of specialized composition equipment, understanding the theory and practices used in preparing camera-ready copy for offset reproduction, copyfitting draft material in terms of specific type, and layouts and inking for charts.

QUALIFICATION REQUIREMENTS

High School graduate plus 2 years college or equivalent. Minimum of 4 years experience in the Engineering or Scientific Publications field. Ability to type 80 wpm. Must have good organizational ability and knowledge of English grammar.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1990

Senior Risk Management Specialist

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. Responsible for the overall administration of Workers' Compensation Policies and Auto/General Liability Programs. Identifies EM exposures to risk, analyzes methods for treating risk exposures and recommends alternative approaches to financing potential losses. Coordinates Group implementation and monitoring of Corporate policies for fire insurance, aircraft liability insurance, business travel accident insurance, plus performance and surety bonds. Assists with the evaluation and administration of employee benefits insurance programs. Prepares related insurance reports.

QUALIFICATION REQUIREMENTS

Bachelors' degree in Business Administration with emphasis in Finance or equivalent education and experience. In addition, must have a minimum of six years risk management insurance experience to include work as a licensed insurance agent, or as a Chartered Property Casualty Underwriter, Associate in Risk Management, Chartered Life Underwriter, or equivalent background. Current working knowledge of property/liability insurance, employee benefits and applicable laws.

CAP BUDGET PROPOSAL - OCTOBER, 1991

Senior Safety Administrator

JOB DESCRIPTION

Working under very general direction, independently determines, and develops approaches to solutions. This position has primary responsibility in Safety. Other responsibilities are in Industrial Hygiene, Health Physics and/or Environmental Science. Typically supports organizational units not directly involved in developing Energy Measurements (EM) policies and procedures. Administers programs to assure personnel and plant safety. Conducts inspections to ensure compliance with EM, DOE, OSHA, ANSI and State regulations. May conduct training in Safety, Industrial Hygiene, Health Physics and/or Environmental Science.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Occupational Health and Safety, Industrial Hygiene, Health Physics or equivalent education and experience. In addition, must have a minimum eight years occupational health and safety or related experience. Certified Safety Professional (CSP) preferred.



JOB DESCRIPTION

Revision ~~Original~~
Date ~~2-5-76~~
7-5-77
Class Code 104076
103176

CLASSIFICATION : Senior Safety Engineer

PRIMARY DUTIES AND RESPONSIBILITIES:

Perform diversified duties to effectively administer a comprehensive plant and employee health and safety program. **Inspect machinery, equipment and structures to determine hazard potential.** Determine safety precautions required to overcome existing and/or anticipated hazardous situations. **Prevent or correct injurious environmental conditions.** Minimize affects of human traits which create hazards of life and property. Assure compliance with all applicable regulations regarding health and safety. Procure and post any necessary permits, licenses, cautions, etc. Oversee safety equipment programs: glasses, gloves, etc. Design safety equipment. Assist in selection and training of first-aiders. Investigate accidents to determine causes and make reports specifying preventative action to be taken. Work is performed without appreciable direction. Participate in determining objectives of a health and safety program. May be required to direct the work of several junior people.

QUALIFICATION REQUIREMENTS:

Bachelor's degree from an accredited college or university in a field offering suitable training for this function, i. e. Health Physics or Industrial Engineering, or the equivalent. Have a minimum of two years of related industrial/federal experience, plus leadership qualities.

Source: LVD IR

Approved: C. Kuyper

Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Senior Safety Specialist

JOB DESCRIPTION

Works under consultative direction towards predetermined goals and objectives. Assignments are usually self-initiated. Determines and pursues courses of action to obtain desired results. Work is checked through consultation and agreement, rather than by formal review of supervisor. Develops, implements and evaluates programs and procedures in all areas of industrial health and safety applicable to Energy Measurements for use by the company and outside agencies. Evaluates and makes recommendations on protective equipment and equipment designs. Evaluates and makes recommendations on existing and proposed changes in Federal and State industrial safety trends. Conducts safety inspections to ensure compliance with DOE, OSHA, ANSI and State regulations. Investigates and determines corrective actions for personal injuries, property damages and vehicle accidents. Develops and conducts safety training. Conducts trend analysis, appraisals and site inspections of operational procedures, facility design, equipment and material. Develops and implements emergency preparedness programs. Recommends, evaluates and approves material and equipment requests, new and modified processes and non-routine work. May be responsible for developing personnel in the safety functions. Acts in a lead capacity over medium to large projects. Represents the company in community or industrial safety groups and programs.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Occupational Health and Safety or equivalent education and experience. In addition, must have a minimum six years occupational safety experience or equivalent. Certified Safety Professional (CSP) preferred.



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	200101

CLASSIFICATION : Senior Scientific Executive

JOB DESCRIPTION:

An individual having general responsibility for the planning, direction, and coordination of the scientific aspects of an over-all program, and of the individual programs as they affect this over-all program.

QUALIFICATION REQUIREMENTS:

Scientific or engineering degree, plus approximately ten years' experience. The individual should have an outstanding record in the field of technical management and accomplishments.

Source: Corporate IR

Approved: C. E. Hangle
Industrial Relations Manager



Revision	Original
Date	11-3-66
Class Code	200201

JOB DESCRIPTION

CLASSIFICATION : Senior Scientific Specialist

JOB DESCRIPTION:

Perform highly complex research in one or more scientific fields which necessitate the application of advanced knowledge. Originate and apply new and unique methods, procedures and designs. Render technical advice, counsel and assistance to management and other employees. Represent the Company in outside discussions and technical forums, prepare and issue papers on scientific problems of general interest. Nature of work requires operation with wide latitude for unreviewed action and decision and renders employee virtually self-supervising.

QUALIFICATION REQUIREMENTS:

Advanced degree in a scientific field. Ability to recognize areas of difficulty and render solutions for the correction of same.

Source: Corporate IR

Approved: C.E. Nangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1989

SENIOR SECRETARY

*was not submitted.
Mr E disapproved.*

Job Description:

Assists the Operations Manager/SBO by relieving the manager of clerical and administrative support work such as: receiving telephone calls and visitors, determining priority of matters requiring manager's personal attention, referring callers directly to Operations Manager or redirecting them to more appropriate offices; organizing and maintaining files and records, manuals, handbooks, and other related materials; acting as Records Management Coordinator for SBO, periodically audits in-house files and collects the RIDS for submission and approval of LVO; assisting in implementing the Operations Manager's intentions by arranging for the timely submission of required information; taking and transcribing confidential and other dictation for specialized and technical correspondence, memoranda, proposals, abstracts, reports and minutes of staff meetings; receiving and controlling mail, assembling background information before routing mail and notifying the Operations Manager of pending delays and their reasons; reviewing outgoing correspondence for signature, proper format, conformance with procedural instructions, grammar, typographical accuracy and necessary attachments; locating, assembling and summarizing information from files and documents as requested or in anticipation of manager's needs; arranging meetings, advising individuals concerned when appointments must be rescheduled, arranging mutually convenient times for new appointments and informing the manager of pending appointments and other commitments; providing advice to secretaries in subordinate offices concerning such matters as the application of various procedures and reporting requirements; and performing other related duties as required.

Qualification Requirements:

Associates degree in secretarial science or office administration or equivalent training and experience. An additional six or more years secretarial experience working directly for management level personnel. Experience performing non-routine assignments such as locating and summarizing information from files and documents in anticipation of manager's needs. Skill and experience taking and transcribing dictation in a heavy volume office to generate documents quickly and efficiently. Skill and experience typing quickly and accurately from rough draft materials, and skill to proofread typed documents, reports, and listings including those containing specialized technical nomenclatures. Experience using word processors and personal computers. Experience assisting supervisor in coordinating activities. Knowledge of correct grammar, spelling, punctuation, capitalization and style. Demonstrated skill in maintaining effective working relationships during both personal interface and telephone conversations with all levels of personnel. Skill to follow written and oral instructions. Knowledge and experience filing and using records management system. Experience using office machines such as electronic calculators to perform basic arithmetic operations, copy machines, and telecopiers. Skill to work effectively in a position that has numerous, continuous deadlines.

HR Per - C/B
20 September 1989

Desired Background and Experience:

Certified Professional Secretary. An additional four or more years secretarial experience in a multimember office, preferably for Department Manager level personnel or above. Knowledge of applicable Company and SBO policies and procedures and personnel both at SBO and other EM locations, as well as key customer personnel. Experience using various software packages including WordPerfect and DECmate. Knowledge of the government filing system and understanding of the audit process. Knowledge of the EM WP mail system.

HR Per - C/B
20 September 1989



JOB DESCRIPTION

Revision ~~A~~
Date ~~5-1-72~~ 7-5-76
Class Code ~~306772~~ 306962

CLASSIFICATION : Senior Secretary

JOB DESCRIPTION:

Performs complex secretarial and administrative/clerical duties under the direction of a department head or comparable level. Possess tact, discretion and poise. Schedule appointments, receive visitors, handle confidential matters. Takes and transcribes confidential and other dictation for general and specialized or technical correspondence, memoranda, proposals, abstracts, and reports; records minutes of staff meetings, etc. Prepare correspondence for supervisor's signature from brief verbal instructions or notes. Acts as an information source on organizational policies and procedures. Initiates required administrative reports; gathers, compiles and reports information relevant to superior's assignment; prepare graphs and tabulations. Set up and maintain confidential and other departmental files of technical or specialized and general correspondence, reports, manuals, etc. Requests travel reservations and visit clearances for supervisor and others; arrange such details as authorizations, advances, expense records, etc. Account for classified documents in accordance with established security procedures. Provides guidance and direction to organizational secretaries and clerks. 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. Receive, open and distribute mail within assigned area.
2. Maintain stationery and other office supplies at an adequate level.
3. Review drafts and finished documents for accuracy and grammatical usage.
4. Perform secretarial/clerical duties as assigned.

Source: LV IR

Approved: C. Naugle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1991

Senior Security Administrator

JOB DESCRIPTION

Working under very general direction, supervises security personnel and functions at a location other than Las Vegas. Develops all security requirements for the protection of the facility. Develops and supervises a classified material control program. Develops and supervises all aspects of the technical security program which includes computer security, telephone and facsimile security, communications security, and controlled access security. Administers the Operations Security program. Develops requirements and the statement of work for a contract guard force. Completes Human Resources requirements (performance evaluations, hiring, etc.). Special security restrictions (Class A facility, compartmentalized security, etc.) are imposed on the requirements of this position.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Industrial Security or equivalent training and experience. In addition, must have a minimum ten years professional security related experience. Must have specific experience with design and installation techniques associated with technical security. Must have experience in physical and personnel security.



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	406548

CLASSIFICATION : Senior Sheetmetal Worker

JOB DESCRIPTION:

Perform miscellaneous layouts and hand forming on all gauges of sheet metal with or without templates. Work to specified shapes from blue-prints, sketches or verbal instructions. Develop details, lay out and perform operations on sheet metal products where no standard method of procedure has been devised, such as on ducts, elbows with compound bends, etc. Required to use hand tools and any necessary precision measuring instruments. Duties include operation of sheet metal working machines and soldering and molding as necessary.

QUALIFICATION REQUIREMENTS:

Knowledge of sheet metal work, operation of sheet metal working machines, and electric welders. Equivalent to a formal apprenticeship training.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Sr. Shipping and Receiving Clerk

JOB DESCRIPTION

Directs and performs a variety of duties related to the shipping and receiving of equipment, supplies, parts and components. Determines efficient methods and carriers for shipment; prepares hazardous and non-hazardous materials for shipment. Records, verifies and maintains records on all equipment, supplies, parts and components shipped or received against the procuring document, delivery tickets or other related paperwork for kind and quantity. Maintains all records on equipment and supplies deployed during scheduled and emergency field operations. Provides routine logistical support by picking-up parts, supplies and components from local suppliers.

Conducts periodic capital and sensitive equipment inventories. Compiles documentaion and provides information for updating property management records, tagging equipment and performing other tasks and projects that may be assigned.

Maintains and controls all records regarding vehicle maintenance and emergency repairs. Routinely provides information for updating property mangement and safety records on all operating costs of vehicles.

QUALIFICATION REQUIREMENTS

Any combination of education or training equivalent to high school graduation. Familiarity with electronic equipment, parts and components; knowledge of shipping/receiving procedures and regulations including Federal and state regulations concerning shipment of hazardous materials; knowledge of quality assurance, purchasing, and accounting procedures relating to property management; ability to meet the physical requirements of the job.

IR PER C/B
30 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Sr. Shipping and Receiving Clerk

JOB DESCRIPTION

Directs and performs a variety of duties related to the shipping and receiving of equipment, supplies, parts and components. Determines efficient methods and carriers for shipment; prepares hazardous and non-hazardous materials for shipment. Records, verifies and maintains records on all equipment, supplies, parts and components shipped or received against the procuring document, delivery tickets or other related paperwork for kind and quantity. Maintains all records on equipment and supplies deployed during scheduled and emergency field operations. Provides routine logistical support by picking-up parts, supplies and components from local suppliers.

Conducts periodic capital and sensitive equipment inventories. Compiles documentation and provides information for updating property management records, tagging equipment and performing other tasks and projects that may be assigned.

Maintains and controls all records regarding vehicle maintenance and emergency repairs. Routinely provides information for updating property management and safety records on all operating costs of vehicles.

QUALIFICATION REQUIREMENTS

Any combination of education or training equivalent to high school graduation. Familiarity with electronic equipment, parts and components; knowledge of shipping/receiving procedures and regulations including Federal and state regulations concerning shipment of hazardous materials; knowledge of quality assurance, purchasing, and accounting procedures relating to property management; ability to meet the physical requirements of the job.

IR PER C/B
30 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1986

SENIOR SOFTWARE DOCUMENTATION SPECIALIST

JOB DESCRIPTION

Writes and edits computer user manuals, software documentation and other technical materials. Develops long range plans for the acquisition of ADP, Communications, CAD/CAM and AOSS equipment. Rewrites or advises/assists others with documentation and proposals to insure clarity, conciseness and consistency within the organization. Coordinates purchase requisitions for computer equipment.

QUALIFICATIONS

Knowledge of English grammar and writing normally acquired in a Bachelor's degree plus knowledge of technical terminology and concepts relating to the computer and communications fields. Knowledge of the most frequently used software systems that are installed on Digital Equipment Corporation VAX's and minicomputers. Knowledge of personal computers and associated software.

HR PER-C/B
25 September 1986



JOB DESCRIPTION

Revision Original
Date 11-3-66
Class Code 108021

CLASSIFICATION : Senior Staff Executive

JOB DESCRIPTION:

Assume executive direction for major business or non-scientific functional operations reporting directly to divisional general manager. Assist with the interpretation, coordination and administration of divisional policies and programs. Plan over-all programs and provide management for their implementation. Maintain full liaison with all staff and line managers, and representatives of all major agencies. Insure the coordination of all subordinate inter-related functions. Handle special assignments and projects for the manager including the performance of tasks which are part of the normal activity of the senior officer.

QUALIFICATION REQUIREMENTS:

Graduation from a four year course at a school of Business Administration plus additional managerial orientation, and a successful record of broad accomplishment to demonstrate qualifications.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision ^A
Date ~~2-8-71~~ 7-5-76
Class Code 505689-
505785

CLASSIFICATION : Senior Storekeeper

JOB DESCRIPTION:

An individual who takes charge of supply or storage rooms; initiates orders for stock; keeps records of items which are not kept in storage room; checks requisitions for proper description; may be required to take and keep inventories. May direct work and train other employees of lower classifications.

QUALIFICATION REQUIREMENTS:

Either graduation from high school or two years' experience, or their equivalent.

Source: Corporate IR

Approved: C. E. Nangle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER 1994

SENIOR SUPPLY SPECIALIST

Job Description

Under limited direction, interfaces with all levels of personnel to maintain appropriate stock levels, resolves discrepancies, and ensures supplies are ordered, received, and distributed. Provides technical advise, guidance, and assistance to customers and managements concerning supply/inventory control issues. Plans, schedules, and coordinates physical inventories of supplies on hand and bench stock. Evaluates and revises "need-to-buy" reports. Analyses, uses, maintains, and makes recommendations concerning modifications to supply computer systems. Develops computer reports. Assist in developing and maintaining adequate quantity and quality controls for inventory management. Performs analysis of supply quantities and usage. Assists in developing supply/inventory control processes, policies and procedures. Oversees the stock initiation process and excess disposal process. Develops and conducts training for users. Provides training and work direction to lower level supply specialists.

Qualifications

Bachelor's degree in Business Administration or equivalent training and experience. Four years' experience in supply/inventory control. Knowledge of inventory management systems theories and practices. Knowledge of the Code of Federal Regulations, Federal Property Management Regulations, Federal Procurement Regulations, and DOE Property Management Regulations. Knowledge of hazardous materials handling, storage, and emergency procedures. Knowledge of related Company property management policies, procedures, and guidelines. Experience with inventory management computer systems and programs. Effective verbal and written communication skills.

CLASSIFICATION: Senior Systems Programmer

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Under general direction, provides computer software support for extremely complex operating system programming applications. May define the logic, perform the coding, test, and debug the programs involved, or may utilize and provide direction to lower level classifications in performing these operations. Normally is responsible for applications dealing with the overall operating system or with complex subsystems of the operating system, such as sophisticated data base and file management routines, large telecommunications networks, or advanced spooler/unspooler and queuing packages. Is competent to work at the highest technical level on all phases of software controlling the operating system, with considerable freedom to make decisions on the techniques to be utilized.

QUALIFICATION REQUIREMENTS:

Requires demonstrated proficiency in performance at the highest technical level for all phases of operating system software plus a Bachelor's degree in mathematics, computer science, or business, or equivalent experience.

C. E. Naugle, Director
Industrial Relations Division



Revision B
Date 5-1-72
Class Code 308731

JOB DESCRIPTION

CLASSIFICATION : Senior Tabulating Machine Operator

JOB DESCRIPTION:

Knowledge of wiring, machine operation and accounting procedures and terminology. Perform all wiring and operates all types of tabulating equipment to produce reports or other difficult tabulations as required. Plan the sequence of steps to be taken to insure the accuracy of the finished product. Typical reports include inventory analysis, cost distributions, budget analysis, etc. May direct and train other employees of lower classifications. May be required to perform work of higher classification when such assignments are necessary or serves as a step to develop skills and duties for advancement.

ASSOCIATED DUTIES:

1. Wire complex control panels from diagrams, sketches and oral instruction.
2. Isolate machine failures or procedural errors and initiate action for correction.
3. Perform all related duties.

Source: LV IR

Approved: C. Haugle
Industrial Relations Manager



Revision	Original
Date	11-3-66
Class Code	200115

JOB DESCRIPTION

CLASSIFICATION : Senior Technical Executive

JOB DESCRIPTION:

Responsible for the direction of a major technical section of a Division. Responsibilities may involve the assignment of exempt and non-exempt employees from the Technician pool to satisfy the manpower requirements of various programs and projects;

or

May involve the direction and coordination of manpower in completing technical tasks which are necessary to the day-to-day operations of a major program.

QUALIFICATION REQUIREMENTS:

Knowledge of electrical, mechanical and industrial engineering, machine shop and sheet metal shop practice and manpower planning. Equivalent to an engineering degree, however acquired.

Source: Corporate IR

Approved:

C. E. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	206118

CLASSIFICATION : Senior Technical Supervisor

JOB DESCRIPTION:

An individual who is responsible for the over-all direction, coordination, and performance of a technical program, which may be in either research and development or instrument manufacture and test.

QUALIFICATION REQUIREMENTS:

Graduation from a technical institute plus five years' experience in the particular field, or the equivalent.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

JOB DESCRIPTION

CLASSIFICATION: Senior Technical Writer

JOB DESCRIPTION:

An individual proficient in the art of technical writing and editing, who supervises a group of writers, and is responsible for coordination and scheduling of reports.

QUALIFICATION REQUIREMENTS:

Bachelor's degree plus approximately five years' experience in science or technical writing, or the equivalent.

JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-8-86
Class Code	204421 203523

CLASSIFICATION : Senior Technical Writer

JOB DESCRIPTION:

An individual proficient in the art of technical writing and editing, who supervises a group of writers, and is responsible for coordination and scheduling of reports.

QUALIFICATION REQUIREMENTS:

Bachelor's degree plus approximately five years' experience in science or technical writing, or the equivalent.

Source: Corporate IR

Approved: *C. Hangle*
Industrial Relations Manager

JOB DESCRIPTION

Revision	B
Date	10-9-70
Class Code	408517

CLASSIFICATION : Senior Technician

JOB DESCRIPTION:

An individual who, under minimum supervision, is able to maintain, develop, install and/or fabricate highly technical apparatus or complicated systems, can translate rough notes and sketches into acceptable working breadboard models. May direct work and train other employees of lower classifications.

QUALIFICATION REQUIREMENTS:

Has the qualifications for Technician and 6 years combination of related education and experience in the field.

Source: LVO IR

Approved


Industrial Relations Manager

JOB DESCRIPTION

CLASSIFICATION: SENIOR TECHNOLOGIST

JOB FUNCTION

Position requires applying in-depth engineering knowledge of advanced principles and concepts in the design and development stages on assigned electronic or mechanical engineering projects. Carries out assignments with considerable freedom and is accountable for final project results.

Typical assignments may include, but are not limited to, the following:

1. Functions independently or as a Project Leader in assisting and directing work activities to include: design planning and development, troubleshooting, monitoring budgets, initiating layouts, ordering parts, fielding the project, conducting after-test examinations, and final report writing.
2. Meets regularly with customer representatives from the program's inception to ensure that all design and development analysis procedures and schedules are met and carried through to the program's completion and to the customer's satisfaction.
3. Continually monitors and analyzes the project's engineering approval and design specifications from the standpoint of failure prediction and advises his supervision on design and modifications necessary to maximize the probability of performance and customer acceptance.
4. Ensures proper and timely project coordination with technical and administrative departments.
5. May be assigned to develop, prepare, and coordinate engineering proposals in response to RFP's.

SUPERVISION

Reports to Department Manager, (*same level* Senior Engineer) or Program Manager. Supervises Technologists, and Technical Hourly personnel.

QUALIFICATION REQUIREMENTS

Technical school graduate preferred plus ten to twelve years of related technical experience.

JOB DESCRIPTION

CLASSIFICATION: Senior Technologist

JOB FUNCTION:

Performs independent work as a member of a research and/or development team usually including scientists and engineers. Contributes ideas, technology, and manual skills in devising, developing, and modifying apparatus, equipment, instrumentation, and machines. Supplements the professional by independently carrying out technical assignments made by physicists, or engineers.

QUALIFICATION REQUIREMENTS:

Has the appropriate technical background gained through two years of technical training or equivalent technical experience acquired as a Senior or Principal Technician, plus a good understanding of most of the skills of his specialty and a combination of skills and a particularly good knowledge of another field of endeavor associated with the work to be performed. Must have demonstrated ability as an Engineering Technologist to independently develop unique and unusual equipment, techniques, and processes to fulfill the special requirements of professional groups. Must have shown outstanding abilities throughout the time spent as a Technologist.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - JANUARY 30, 1991

SENIOR TRAINING SPECIALIST

JOB DESCRIPTION:

Assist with conduct of the company training program to support a wide variety of technical, environmental, management, support service, and related activities; respond to internal and external customer requirements; coordinate with appropriate outside training and educational organizations and agencies; promote training activities. Work in support of the Training Manager to help accomplish the following:

Develop, edit, and maintain currency of the Training Policy and Standard Operating Procedures Manual, and supporting SOPs; course development materials, and statistical reports. Supervise administrative personnel as well as Training Specialists responsible for developing and implementing training data base project; help develop training budget and respond to audits; serve in the absence of Training Manager to ensure continuity of day to day operations; identify appropriate areas for training intervention; evaluate appropriateness of training versus other possible solutions; conduct needs analyses.

Train non-trainers as trainers, including company management and other key personnel; develop, validate, and present management training programs to EG&G employees as directed; maintain knowledge of and introduce new training methodology and technology as appropriate, to meet organizational needs; maintain contacts with professional training organizations and educational institutions; other duties and responsibilities as assigned.

QUALIFICATION REQUIREMENTS:

Bachelors degree in Education, Business or Technical fields or equivalent training and experience; six years training or related experience; supervisory/management and interpersonal skills to effectively manage staff and respond to management direction, accomplish organizational goals, and help administer the training program; professional-level analytical and writing skills to author SOPs, reports, proposals, correspondence, and special assignments; experience in adult vocational and technical training environment, including training intervention, needs analysis and determination of training methods; experience in the design of employee development programs; knowledge of current training methodologies, including application of technological advancements; fiscal management experience, to help develop budgets in support of short- and long-term training goals.

JOB DESCRIPTION

CLASSIFICATION: TECHNOLOGIST III

JOB FUNCTION

Position requires applying specialized engineering knowledge using conventional techniques in the design and development, modification or installation of electronic or mechanical systems. Works independently on assigned projects with appreciable latitude for independent judgment and action.

Typical assignments may include, but are not limited to, the following:

1. As assigned, may be responsible for designing a specific electronic or mechanical system or device and coordinating the fabrication and installation to meet customer requirements.
2. On large scale projects, directs and is responsible for a major segment of the programs in any of the following areas: preparation of cost estimates; furnishing drawings & sketches of installation requirements; writing technical instructions for testing and operations; or providing engineering analysis of sub-system components.
3. When required, meets periodically with customer representatives to ensure that contractual commitments are being met to the customer's satisfaction.
4. Using existing technologies, may be required to modify or customize electronic/mechanical equipment or devices to meet contractual specifications.
5. Assists in the preparation of written engineering proposals in response to RFP's.

SUPERVISION

Reports to Senior Engineer or Project Engineer. May supervise lower-level technical hourly personnel.

QUALIFICATIONS

Technical school AA or AS degree preferred plus 8 to 10 years related experience.

JOB DESCRIPTION

CLASSIFICATION: TECHNOLOGIST II

JOB FUNCTION

Position requires applying specific engineering knowledge using conventional techniques in the design and development, modification or installation of electronic or mechanical systems. Works on assigned projects with some latitude for independent judgment and action.

Typical assignments may include, but are not limited to, the following:

1. As assigned, may be responsible for designing a specific electronic or mechanical system or device and coordinating the fabrication and installation to meet customer requirements.
2. Using existing technologies, may be required to modify or customize electronic/mechanical equipment or devices to meet contractual specifications.
3. Responsible for preparation of cost estimates, furnishing drawings and sketches of installation requirements, or writing technical instructions for testing and operations.
4. Analyzes the need for and the availability of equipment required for specific projects and prepares procurement plans.

SUPERVISION

Reports to Senior Engineer. May supervise lower-level technical hourly personnel.

QUALIFICATIONS

Technical school, AA or AS degree preferred plus 6 to 8 years related experience.

JOB DESCRIPTION

CLASSIFICATION: TECHNOLOGIST I

Position requires applying specialized engineering knowledge using conventional techniques in modification or installation of electronic or mechanical systems. Work is standard in character and limited in scope. Works with little latitude for independent judgment or action.

Typical assignments may include, but are not limited to, the following:

1. Working from general instructions, may be required to modify or customize electronic/mechanical equipment or devices to meet contractual specifications.
2. Assists in the preparation of cost estimates, furnishing drawings and sketches of installation requirements or writing technical instructions for testing and operations.
3. Analyzes the need for and the availability of equipment and supplies for specific projects and prepares purchase requisitions.

SUPERVISION

Reports to Senior Engineer or Project Engineer. Does not exercise supervision but may be assisted by technical hourly personnel in specific tasks.

QUALIFICATIONS

Technical school AA or AS degree preferred plus 4 to 6 years directly related experience.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Software Documentation Specialist

JOB DESCRIPTION

Writes and edits computer user manuals, software documentation and other technical materials. Rewrites or advises/assists others with documentation and proposals to insure clarity, conciseness and consistency within the organization. Maintains and controls software documentation library, manuals inventory and distribution lists.

QUALIFICATION REQUIREMENTS

Knowledge of English grammar and writing normally acquired in a Bachelor's degree plus knowledge of technical terminology and concepts relating to the computer and communications fields. Knowledge at the user level of computer software systems, inquiry languages, and hardware operations.

IR PER C/B
28 September 1983

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - MAY 1979
Technical Information Specialist

JOB DESCRIPTION:

Designs course curricula to familiarize military, law enforcement, government, and private sector communities with NEST related activities. Designs and oversees the production of specific instructional materials related to NEST. Collects, catalogues, and synthesizes materials of interest to the NEST community. Trains instructors in the preparation and delivery of briefings and presentations. Prepares and delivers such briefings. Coordinates training activities between EG&G locations in both Las Vegas and Washington. Provides liaison between EG&G and NEST associated federal agencies: FBI, DOE, DOD, and weapons laboratories. Supervises one or more employees in the execution of the above duties.

QUALIFICATION REQUIREMENTS:

Familiarity with key aspects of NEST either through technical background, law enforcement training, government sponsorship, or operational involvement. Familiarity with basic training aids: audio-visual, cinematic, video, etc. Editorial skill in generating high quality text, well tailored to specific audiences. Teaching or instructional experience; ability to present materials in an effective manner before large audiences. Ability to work well with diverse peer group which includes scientific, military, governmental, and law enforcement personnel. Willingness to travel to coordinate and deliver such instructional materials.

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - OCTOBER 1983

Technical Section Head

JOB DESCRIPTION

Responsible for the operation of a technical section which carries out specialized electronic, mechanical or scientific functions. Plans, organizes, coordinates and directs the work of subordinates through supervisory personnel. Defines problems; collects, analyses, interprets, and evaluates data. Determines modifications or alternatives to improve complex technical processes which increase efficiency and or to expand working capabilities. Implements proposed changes and provides technical expertise for continuing operations. Interprets policies, guidelines, and regulations. Compiles, prepares, and maintains records and periodic or special reports. Evaluates subordinate work performance; recommends and implements personnel actions.

QUALIFICATION REQUIREMENTS

Extensive knowledge of an electronic, mechanical or scientific specialty or specialities including both theory and practical application; knowledge of technical processes, equipment, materials and products. Thorough knowledge of departmental programs, policies, systems and methods. Position requires supervisory experience and the ability to effectively supervise personnel engaged in technical functions, implement changes, and insure efficient completion of complex activities.

IR PER-C/B
28 September 1983

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - OCTOBER 1983

Technical Section Head

JOB DESCRIPTION

Responsible for the operation of a technical section which carries out specialized electronic, mechanical or scientific functions. Plans, organizes, coordinates and directs the work of subordinates through supervisory personnel. Defines problems; collects, analyses, interprets, and evaluates data. Determines modifications or alternatives to improve complex technical processes which increase efficiency and or to expand working capabilities. Implements proposed changes and provides technical expertise for continuing operations. Interprets policies, guidelines, and regulations. Compiles, prepares, and maintains records and periodic or special reports. Evaluates subordinate work performance; recommends and implements personnel actions.

QUALIFICATION REQUIREMENTS

Extensive knowledge of an electronic, mechanical or scientific specialty or specialities including both theory and practical application; knowledge of technical processes, equipment, materials and products. Thorough knowledge of departmental programs, policies, systems and methods. Position requires supervisory experience and the ability to effectively supervise personnel engaged in technical functions, implement changes, and insure efficient completion of complex activities.

IR PER-C/B
28 September 1983



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	405544

CLASSIFICATION : Sheetmetal Worker

JOB DESCRIPTION:

Make ordinary layouts on all gauges of sheet metal and operate sheet metal working machines such as shears, brakes, do-all saws, and drill press. Perform standardized bench operations to hand form, straighten and solder a variety of sheet metal products. Work to blueprints or sketches. Perform necessary welding operations and set up and operate cut-off saw.

QUALIFICATION REQUIREMENTS:

Knowledge of sheet metal work and operation of sheet metal working machines. Ability to make necessary mathematical computations in determining bends and other layouts.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Software Documentation Specialist

JOB DESCRIPTION

Writes and edits computer user manuals, software documentation and other technical materials. Rewrites or advises/assists others with documentation and proposals to insure clarity, conciseness and consistency within the organization. Maintains and controls software documentation library, manuals inventory and distribution lists.

QUALIFICATION REQUIREMENTS

Knowledge of English grammar and writing normally acquired in a Bachelor's degree plus knowledge of technical terminology and concepts relating to the computer and communications fields. Knowledge at the user level of computer software systems, inquiry languages, and hardware operations.

IR PER C/B
28 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

STAFF ASSISTANT - CASUAL

Job Description:

Provides administrative and/or technical support in areas of expertise which may include but is not limited to project design, analysis, and implementation, budget analysis, training, organizational development, employee development, goal planning, etc.

Qualification Requirements:

Bachelor's degree in appropriate administrative or technical specialties or equivalent training and experience. Extensive experience in administrative and/or technical fields which has involved planning, organizing, developing and administering projects and/or functions.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

STAFF ASSISTANT - CASUAL

Job Description:

Provides administrative and/or technical support in areas of expertise which may include but is not limited to project design, analysis, and implementation, budget analysis, training, organizational development, employee development, goal planning, etc.

Qualification Requirements:

Bachelor's degree in appropriate administrative or technical specialties or equivalent training and experience. Extensive experience in administrative and/or technical fields which has involved planning, organizing, developing and administering projects and/or functions.

HR Per C/B
30 September 1987

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

STAFF ANALYST - CASUAL

Job Description:

Provides administrative and/or technical support in areas of expertise which may include but is not limited to project design, analysis, and implementation, budget analysis, training, organizational development, employee development, goal planning, etc.

Qualification Requirements:

Bachelor's degree in appropriate administrative or technical specialties or equivalent training and experience. Extensive experience in administrative and/or technical fields which has involved planning, organizing, developing and administering projects and/or functions.

JOB DESCRIPTION

CLASSIFICATION : Stenographer

JOB DESCRIPTION:


An individual who performs stenographic work, having only moderate responsibility, and performs general office work.

QUALIFICATION REQUIREMENTS:

Approximately one year's experience in secretarial work, or the equivalent, and ability to proceed with some initiative in the handling of administrative details under supervision.

Source: Corporate IR

Approved


Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	8-14-67
Class Code	506684

CLASSIFICATION : Stockroom Leadman

JOB DESCRIPTION:

Lay out work for, direct, assist and instruct as necessary, all personnel assigned to stockroom functions. Insure proper receipt, identification, placement, control and issuing of inventory items, hand tools and paper stock. Insure compliance with customer and Corporate stocking and issuing regulations. Be aware and insure compliance with individual stocking requirements of inventoried items, controlling and requisitioning all "expenses" or non-controlled items. Provide expediting status on stock-out items. Develop procedures and conduct studies which will improve the efficiency and service of the stockroom. Perform other related duties in support of the Material and Property Control Section.

QUALIFICATION REQUIREMENTS:

Graduation from high school and two to four years' experience in store-keeping. Material, property or inventory control and/or purchasing experience desirable. Demonstrate leadership ability.

Source: LVO IR

Approved: C.E. Nangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66 7-5-76
Class Code	505682 503786

CLASSIFICATION : Storekeeper

JOB DESCRIPTION:

An individual who is required to do any or all stock clerk functions.

QUALIFICATION REQUIREMENTS:

Graduation from high school or the equivalent.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



Revision Original

Date 11-3-66

Class Code 102017

JOB DESCRIPTION

CLASSIFICATION : Supervisor, ~~General~~ Accounting

JOB DESCRIPTION:

Responsible for the preparation and maintenance of records pertaining to a segment of the total accounting function such as: accounts receivable, accounts payable, costs, budgets, etc. Accountable for costs, personnel and equipment assigned to his section.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Accounting or the equivalent, plus a demonstrated background of managerial accomplishment.

Source: Corporate IR

Approved: C. Hangle

Industrial Relations Manager

JOB DESCRIPTION

Revision Original
Date 5-2-76
11-3-86
Class Code 203330
20243/

CLASSIFICATION : Supervisor - Computer Operations

JOB DESCRIPTION:

Assign personnel, schedule and organize work load to achieve efficient production assuring continuity of operations between shifts. Work with programming personnel in testing new and revised programs. Develop operating methods to process data including the making of minor changes in standardized programs or routines to modify output content or format. Analyze and direct insertion of program instructions and input data. Guide operators in locating and correcting errors and machine stoppages. Prepare and review records and reports of production, operating and down-time. Recommend changes in programs, routines and quality control standards. Train personnel in the operation of computer, peripheral and tabulating equipment. Perform other related duties of a comparable complexity as required.

QUALIFICATION REQUIREMENTS:

High school graduate minimum requirement. Normally a minimum of one to three years' experience in operating computers, peripheral and tabulating equipment.

Source: Corporate IR

Approved: _____

C. Naugle
Industrial Relations Manager



Revision Original

Date 11-3-66

Class Code 102018

JOB DESCRIPTION

CLASSIFICATION : Supervisor, Payroll

JOB DESCRIPTION:

Responsible for the preparation of payrolls, including the functions of computing, extending and entering of deductions. Preparation of W-2 Forms and F.O.A.B. reports. Compile periodical and special reports as required.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Accounting or the equivalent, plus a demonstrated background of managerial accomplishment.

Source: Corporate IR

Approved:

C. Nangle
Industrial Relations Manager



Revision- Original

Date 11-3-66

Class Code 102670

JOB DESCRIPTION

CLASSIFICATION : Supervisor, Shipping

JOB DESCRIPTION:

Responsible for the direction of Shippers, shipping packers, and Material Handlers and for the activities of these people. Maintain liaison with trucking companies and railroads to determine the most efficient routes for the transportation of Company products from a Division to the designated destination.

QUALIFICATION REQUIREMENTS:

High school plus specialized study in traffic management or the equivalent and a demonstrated background of managerial accomplishment.

Source: Corporate IR

Approved: C. Hangle

Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-3-00
Class Code	104340 103447

CLASSIFICATION : Supervisor, Tabulating

JOB DESCRIPTION:

Responsible for the activities, production and programming of personnel and equipment in the EDP section of the Accounting Department. Products include weekly payrolls, inventory tapes, labor distribution and other reports for management use. Direct the set up and operation, including the wiring of plug boards of such equipment as printing tabulators, collators, multipliers, sorters, etc. Interview and recommend for hire, discharge or layoff and recommend wage actions and promotions of subordinates.

QUALIFICATION REQUIREMENTS:

High school plus specialized training in EDP equipment. Three years' experience and a demonstrated ability to supervise others.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
Supervisor, Word Processing

JOB DESCRIPTION

This position entails all of the duties and responsibilities of a Senior Word Processing Operator and, in addition, involves interfacing with the customer, and supervising the operation of the Word Processing Group. Responsible for logging in all new jobs, assigning work to Operators, monitoring the workflow, and working with the originators to determine proper format and style. Establishes the Group's work standards, procedures, guidelines, and work priorities; prepares written guidelines and reference materials on Group operating procedures; maintains document/disk files; maintains records of time charges; monitors the status of all documents in process; generates weekly status and monthly cost reports, as well as operating statistics; orders supplies. Assists in interviewing and selecting new Operators and training them; assists in evaluating the performance of the Operators.

QUALIFICATION REQUIREMENTS

All of the qualifications of a Word Processing Operator II, with a thorough knowledge of machine capabilities. Demonstrated skill/knowledge in motivating, coaching, and leading others in a work situation. Demonstrated ability in maintaining records and generating status, cost, and performance reports on the operation.

CAP BUDGET PROPOSAL - OCTOBER 1994

SUPPLY SPECIALIST I

Job Description

Under close supervision, interfaces with all levels of personnel to maintain appropriate stock levels, resolves discrepancies, and ensures supplies are ordered, received, and distributed. Plans, schedules, and coordinates physical inventories of supplies on hand and bench stock. Evaluates and revises "need-to-buy" reports. Uses and maintains supply computer systems. Develops computer reports. Provides assistance to internal customers. Maintains adequate quantity and quality controls for inventory management. Performs analysis of supply quantities and usage. Oversees the stock initiation process and excess disposal process.

Qualifications

Associate's degree in Business Administration or equivalent training and experience. Two years' supply/inventory control experience. Knowledge of inventory management systems theories and practices. Knowledge of the Code of Federal Regulations, Federal Property Management Regulations, Federal Procurement Regulations, and DOE Property Management Regulations. Knowledge of hazardous materials handling, storage, and emergency procedures. Knowledge of related Company property management policies, procedures, and guidelines. Knowledge of inventory management computer programs. Effective verbal and written communication skills.

CAP BUDGET PROPOSAL - OCTOBER 1994

SUPPLY SPECIALIST II

Job Description

Under general direction, interfaces with all levels of personnel to maintain appropriate stock levels, resolves discrepancies, and ensures supplies are ordered, received, and distributed. Plans, schedules, and coordinates physical inventories of supplies on hand and bench stock. Evaluates and revises "need-to-buy" reports. Uses and maintains supply computer systems. Develops computer reports. Provides assistance to internal customers. Maintains adequate quantity and quality controls for inventory management. Performs analysis of supply quantities and usage. Oversees the stock initiation process and excess disposal process.

Qualifications

Bachelor's degree in Business Administration or equivalent training and experience. Experience in supply/inventory control. Knowledge of inventory management systems theories and practices. Knowledge of the Code of Federal Regulations, Federal Property Management Regulations, Federal Procurement Regulations, and DOE Property Management Regulations. Knowledge of hazardous materials handling, storage, and emergency procedures. Knowledge of related Company property management policies, procedures, and guidelines. Knowledge of inventory management computer programs. Effective verbal and written communication skills.

CAP BUDGET PROPOSAL - OCTOBER 1994

SUPPLY SPECIALIST III

Job Description

Under limited direction, interfaces with all levels of personnel to maintain appropriate stock levels, resolves discrepancies, and ensures supplies are ordered, received, and distributed. Provides technical advise, guidance, and assistance to customers and managements concerning supply/inventory control issues. Plans, schedules, and coordinates physical inventories of supplies on hand and bench stock. Evaluates and revises "need-to-buy" reports. Uses and maintains supply computer systems. Develops computer reports. Assist in developing and maintaining adequate quantity and quality controls for inventory management. Performs analysis of supply quantities and usage. Oversees the stock initiation process and excess disposal process. May provide training and work direction to lower level supply specialists.

Qualifications

Bachelor's degree in Business Administration or equivalent training and experience. Two years' experience in supply/inventory control. Knowledge of inventory management systems theories and practices. Knowledge of the Code of Federal Regulations, Federal Property Management Regulations, Federal Procurement Regulations, and DOE Property Management Regulations. Knowledge of hazardous materials handling, storage, and emergency procedures. Knowledge of related Company property management policies, procedures, and guidelines. Experience with inventory management computer systems and programs. Effective verbal and written communication skills.



JOB DESCRIPTION

Revision	B
Date	5-1-72
Class Code	302723

CLASSIFICATION : Switchboard Operator

JOB DESCRIPTION:

Qualified to operate an active telephone switchboard; receiving local and long-distance calls. Assists in placing long-distance calls when direct-dialing cannot be completed by caller. Assists in completing lie-line calls if caller cannot reach dialed number. Keeps records as directed. Gives caller employee telephone numbers not listed in directory. 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.

Source: LV IR

Approved: *C. Kangle*
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76
Class Code	11-3-66
	204364
	203464

CLASSIFICATION : Systems Programmer

JOB DESCRIPTION:

Confer with Business Systems Analysts, managers and departmental subject specialists to obtain a clear understanding of the project and/or information and data requirements. Conduct study and analysis to determine the feasibility and scope of computer applications to the data processing requirements. Analyze cost and quality implications. Design programming systems to obtain maximum utilization of data processing equipment. Develop and provide programmers with general, or as required, detailed block or logic diagrams. Redesign and reconstruct user systems to provide maximum EDP systems integration utilizing systems software. Assist programmers as required in developing test data and routines, checking out programs or systems, finding and correcting errors. May provide functional directions to other programming systems personnel on specific assignments. Perform other related duties of a comparable complexity as required.

QUALIFICATION REQUIREMENTS:

College degree or equivalent plus five to six years' EDP systems programming experience.

Source: Corporate IR

Approved: C. Kangle
Industrial Relations Manager

CLASSIFICATION: Systems Programmer I

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Under immediate supervision, provides computer software support for operating system programming applications. Assists in coding and maintaining operating system utility programs, job control language, and input-output handling programs. May assist in maintaining the operating system libraries and technical manuals and in the installation of new vendor-supplied engineering releases. Assignments are generally under the technical direction of a higher level systems programmer. Usually has some background or training in operating systems with a working knowledge of at least one assembly language. This classification is staffed by beginners in systems programming who have had sufficient educational background and/or experience to qualify for an entry level position.

QUALIFICATION REQUIREMENTS:

Experience which has provided a good working knowledge of systems programmer activities or a Bachelor's degree in mathematics, computer science, or business.

C. E. Naugle, Director
Industrial Relations Division

CLASSIFICATION: Systems Programmer II

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Under direct supervision, provides computer software support for operating system programming applications. Assists in the definition and programming of operating system utility programs, job control language, macros, and subroutines. May assist in the coding of benchmark testing, job accounting, and other internally developed control modules. May assist higher level classifications with system generation, compilers, link editors, and assemblers. Usually is capable of working on several phases of moderately complex system applications with only general direction, but requires some specific instruction and guidance when dealing with more complex applications. This level equates to a journeyman in the field.

QUALIFICATION REQUIREMENTS:

Requires demonstrated capability of competent performance in various aspects of operating system software plus a Bachelor's degree in mathematics, computer science, or business, or equivalent experience.

C. E. Naugle, Director
Industrial Relations Division

CLASSIFICATION: Systems Programmer III

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Under general supervision, provides computer software support for operating system programming applications. Works from specifications to develop or modify programs which will improve the efficiency of the operating system. Modifies, tests, and debugs vendor-supplied utilities, packages, and engineering releases to better adapt them to the Company's operating environment. Assists in developing and modifying moderately complex operating system software, such as routines supporting multiprogramming, telecommunications, and data base and file management. Usually is competent to work independently when programming, but may require general direction and instruction when developing specifications dealing with very complex applications. May provide technical assistance to lower classifications.

QUALIFICATION REQUIREMENTS:

Requires demonstrated capability to perform at a high operating system programmer level plus a Bachelor's degree in mathematics, computer science, or business, or equivalent experience.

C. E. Naugle, Director
Industrial Relations Division



JOB DESCRIPTION

Revision Original
Date 7-5-76
11-3-66
Class Code 104322
103423

CLASSIFICATION : Systems & Procedures Analyst

JOB DESCRIPTION:

Analyze systems and procedures in use throughout the Corporation. Consult with supervision and other employees to devise new systems which will provide more effective and efficient operation of the procedures under study. Keep abreast of new and/or improved equipment in the areas of business machines, accounting and filing systems, etc., and submit recommendations for changes to superior for management consideration.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration or the equivalent and a proven background of work experience in systems and procedures analysis.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



Revision	A
Date	5-1-72
Class Code	305735

JOB DESCRIPTION

CLASSIFICATION : Tabulating Machine Operator

JOB DESCRIPTION:

Sufficient knowledge through prior work experience or specialized schooling to perform basic operations of operating a variety of electronic accounting machines such as tabulator, calculator, sorter, reproducer, collator, etc. Work may involve repetitive accounting exercises including payrolls, accounts payable, inventory reports, etc., and is performed under specific instructions. May do simple wiring from diagrams or re-wire boards for simple recurring problems. Tact and discretion necessary due to exposure to confidential data. May be required to perform work of higher classification when such assignments are necessary or serves as a step to develop skills and duties for advancement.

ASSOCIATED DUTIES:

1. Set up and test machines in accordance with prescribed procedures.
2. Perform related duties.

Source: LV IR

Approved: C. Haugle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1992

Team Leader

JOB DESCRIPTION

Responsible for directing the technical and operational efforts of a group of people; assigns, directs, and reviews the work of subordinate employees; evaluates employee performance; recommends selections, promotions, status changes, awards, disciplinary actions, training and separations; plans, schedules, and coordinates work operations; resolves problems related to the work supervised; determines materials, equipment, and facilities needed; investigates, develops, and improves work processes; promotes and gains the support of employees for management policies and goals; deals effectively with employees on employee suggestions, complaints, grievances or other employee relations matters; assists in developing cost and budget analyses and forecasts; interprets policies, guidelines, and regulations.

CLASS DIFFERENTIATION

This classification is used in exempt salary levels 3, 5, 6, 7, and 8. 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.

QUALIFICATIONS

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.



CAP BUDGET PROPOSAL - JANUARY 1994

TECHNICAL COORDINATOR

Job Description

Recommends manpower, equipment, and budget for technical projects; coordinates assigned technical projects and develops schedules for the efficient use of given resources; monitors and/or gives technical direction and instruction to technologists, technicians, or other positions involved in the completion of technical projects; assists in analyzing and developing technical systems; maintains records of assignment progress, equipment certifications and maintenance; procures materials, hardware, and tooling; maintains data bases; and develops and implements criteria and procedures to accomplish technical tasks.

Qualifications

Associates degree in a technical field or equivalent training and experience. Six years experience in a technical specialization. Knowledge of Federal, DOE and EG&G/EM rules and regulations for the area of specialization.



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	208116

CLASSIFICATION : Technical Executive

JOB DESCRIPTION:

Responsible for the activities of a section of a Division which may be manufacturing or field oriented. Accountable for results in terms of quality and quantity of section output. Follow progress of work and investigate or anticipate causes of delay in schedules and take corrective action. Maintain good personnel relations, hire and discharge for cause and make effective recommendations regarding wage increases, promotions, and other matters affecting subordinate supervisors and other section personnel.

QUALIFICATION REQUIREMENTS:

Knowledge of electrical and mechanical engineering, machine shop and sheet metal shop practice and a proven background of successful supervisory experience. Equivalent to high school plus technical, shop and supervisory training comparable to a formal apprenticeship.

Source: Corporate IR

Approved: _____

C. Haugle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Technical Information Administrator

JOB DESCRIPTION

Prepares administrative and engineering reports, manuals, and proposals. Develops and directs programs to ensure that technical publications meet maximum quality criteria, contractual specifications, and budgetary allowances. Interacts with DOE and TIC personnel on Technical Information regulations, policies and audits. Analyzes publication projects, prepares cost estimates and schedules, and assigns priorities; monitors programs. Determines allocation of assignments to outside agencies and negotiates through Purchasing Department. Provides technical guidance to all Energy Measurements Group locations regarding technical reports and interpretation of Technical Information policies and regulations. Performs other duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree with emphasis on English Composition, plus engineering or scientific exposure, or equivalent education/experience. Demonstrated technical writing and administrative abilities. Thorough knowledge of DOE Technical Information regulations and related Energy Measurements Group policies, procedures, and writing publication standards.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
Technical Illustrator "A"

JOB DESCRIPTION

Prepare a wide variety of technical illustrations to render scientific and engineering ideas into graphic presentation and to provide visual interpretations of engineering design, development and construction concepts.

Work from rough sketches, notes, engineering drawings, sample units, and from information derived from technical discussions. Prepare illustrative drawings, cartoons, cutaways, exploded views and artistic representations for diversified purposes such as: rapid visualization of design concepts for facilitating subsequent detail design; rapid execution of engineering sketches for technical reports; execution of artist views of functional layouts, involving the application of human engineering principles; prepare diagrams, charts, graphs, etc. Plan and layout presentation and suggest methods and techniques best adapted to proposed reproduction methods. Render illustrations in a variety of mediums for perspectives, isometrics, exploded views, cutaways, artist's concepts, etc. Utilize previous experience, catalogs, pictorials, parts lists and specifications to obtain information for technical, dimensional and visual accuracy of details and standard items and work from engineering handbooks and charts to derive basically accurate representation of structural details, panels, etc. for cutaway drawings of proposed devices. May direct work and train other employees of lower classification.

QUALIFICATION REQUIREMENTS

High school plus two years of commercial art school training or its equivalent. Ability to instruct and assist illustrators in a lower classification.



JOB DESCRIPTION

Revision ~~A~~
Date ~~4-5-71~~ 7-5-76
Class Code ~~408433~~
408533

CLASSIFICATION : Technical Illustrator "A"

JOB DESCRIPTION:

Prepare a wide variety of technical illustrations to render scientific and engineering ideas into graphic presentation and to provide visual interpretations of engineering design, development and construction concepts.

Work from rough sketches, notes, engineering drawings, sample units, and from information derived from technical discussions. Prepare illustrative drawings, cartoons, cutaways, exploded views and artistic representations for diversified purposes such as: rapid visualization of design concepts for facilitating subsequent detail design; rapid execution of engineering sketches for technical reports; execution of artist views of functional layouts, involving the application of human engineering principles; prepare diagrams, charts, graphs, etc. Plan and layout presentation and suggest methods and techniques best adapted to proposed reproduction methods. Render illustrations in a variety of mediums for perspectives, isometrics, exploded views, cutaways, artist's concepts, etc. Utilize previous experience, catalogs, pictorials, parts lists and specifications to obtain information for technical, dimensional and visual accuracy of details and standard items and work from engineering handbooks and charts to derive basically accurate representation of structural details, panels, etc. for cutaway drawings of proposed devices. May direct work and train other employees of lower classification.

QUALIFICATION REQUIREMENTS:

High school plus two years of commercial art school training or its equivalent. Ability to instruct and assist illustrators in lower classifications.

Source: Corporate IR

Approved: C. Nangle

Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
Technical Illustrator "B"

JOB DESCRIPTION

Prepares line-art technical illustrations, both plane and dimensional views, for presentation and reproduction, working from verbal and written instructions, sketches, engineering drawings, layouts and models. Render and ink simple perspective and isometric illustrations, exploded views, cutaways, schematics, sketches, diagrams, charts and graphs for reports, patent applications, manuals, and other publications. Interpret and sketch originator's requirements in presenting ideas and technical information. Plan enlargements and reductions as necessary for apportioned illustrative space. Establish proper composition of illustrations, retouch photonegative by spotting and opaquing; prepare paste-ups. Utilize drafting and varied art mediums such as air-brushes, zipatone, and art-type and Leroy lettering. Perform other related duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS

Familiarity with line-art and air-brush techniques, various art media, and drafting instruments. Knowledge of patent drafting requirements. Ability to interpret and render originator's concepts into creditable illustrations. Equivalent to high school plus art school training and two years' experience.



JOB DESCRIPTION

Revision ~~Original~~
Date ~~7-5-76~~
~~11-3-66~~
Class Code ~~406432~~
406534

CLASSIFICATION : Technical Illustrator "B"

JOB DESCRIPTION:

Prepare line-art technical illustrations, both plane and dimensional views, for presentation and reproduction, working from verbal and written instructions, sketches, engineering drawings, layouts and models. Render and ink simple perspective and isometric illustrations, exploded views, cut-aways, schematics, sketches, diagrams, charts and graphs for reports, patent applications, manuals, and other publications. Interpret and sketch originator's requirements in presenting ideas and technical information. Plan enlargements and reductions as necessary for apportioned illustrative space. Establish proper composition of illustrations, retouch photo-negative by spotting and opaquing; prepare paste-ups. Utilize drafting and varied art mediums such as air-brushes, zipatone, and art-type and Leroy lettering. Perform other related duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

Familiarity with line-art and air-brush techniques, various art media, and drafting instruments. Knowledge of patent drafting requirements. Ability to interpret and render originator's concepts into creditable illustrations. Equivalent to high school plus art school training and two years' experience.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - OCTOBER 1979
Technical Illustrator "C"

JOB DESCRIPTION

An individual who renders technical illustrations from sketches into finished form, and is familiar with drafting techniques, use of Leroy templates, and methods of completing any drawing in ink.

QUALIFICATION REQUIREMENTS

High school plus one year's experience in drafting or technical illustration, or equivalent.



JOB DESCRIPTION

Revision ~~Original~~
Date ~~7-5-76~~
~~11-3-66~~
Class Code 404431
404535

CLASSIFICATION : Technical Illustrator "C"

JOB DESCRIPTION:

An individual who renders technical illustrations from sketches into finished form, and is familiar with drafting techniques, use of Leroy templates, and methods of completing any drawing in ink.

QUALIFICATION REQUIREMENTS:

High school plus one year's experience in drafting or technical illustration.

Source: Corporate IR

Approved: C. Naugle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-3-76
	11-3-66
Class Code	106420
	105522

CLASSIFICATION : Technical Reports Manager

JOB DESCRIPTION:

Manage the preparation of engineering reports, manuals, and proposals. Develop and direct programs to ensure that technical publications meet maximum quality criteria, contractual specifications, and budgetary allowances. Direct the activities of subordinates and integrate with engineering to maximize efforts. Analyze publications projects, prepare cost estimates, schedule and assign priorities, and monitor programs. Determine allocation of assignments to outside agencies and negotiate through Purchasing Department. Provide technical guidance to writing and graphic arts staff, determine departmental policy, and perform such other duties as may be the responsibility of a manager.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Liberal Arts with emphasis on English Composition plus additional engineering, or scientific courses, and a proven background of successful writing and management.

Source: Corporate IR

Approved: C. Kangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	1-1-69
Class Code	409524

CLASSIFICATION : Technical Specialist

JOB DESCRIPTION:

An individual who independently is able to do the most difficult maintenance development, installation and/or fabrication of highly technical apparatus or complicated systems. Is able to communicate with scientific or engineering personnel on an acceptable technical level.

QUALIFICATION REQUIREMENTS:

Has the qualifications for Senior Technician and 8 years combination of related education and experience in the field.

Source: LVO IR

Approved: C. E. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-68
Class Code	204117 205117 204081

CLASSIFICATION : Technical Supervisor

JOB DESCRIPTION:

An individual who is responsible for the direction and performance of Lead Technicians and Technicians. The group supervised may be in either research and development or instrument manufacture and test.

QUALIFICATION REQUIREMENTS:

Education equivalent to graduation from a technical institute plus four years' experience, or the equivalent.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

TO: JIM KIMBLE



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	204117 204081

CLASSIFICATION : Technical Supervisor

JOB DESCRIPTION:

An individual who is responsible for the direction and performance of Lead Technicians and Technicians. The group supervised may be in either research and development or instrument manufacture and test.

QUALIFICATION REQUIREMENTS:

Education equivalent to graduation from a technical institute plus four years' experience, or the equivalent.



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	206118

CLASSIFICATION : Senior Technical Supervisor

JOB DESCRIPTION:

An individual who is responsible for the over-all direction, coordination, and performance of a technical program, which may be in either research and development or instrument manufacture and test.

QUALIFICATION REQUIREMENTS:

Graduation from a technical institute plus five years' experience in the particular field, or the equivalent.

JOB DESCRIPTION

CLASSIFICATION : Technical Typist

JOB DESCRIPTION:

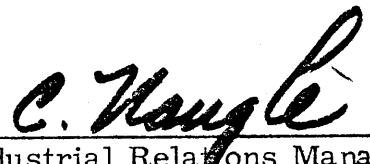
An individual who types technical reports, complex charts and tables with a high degree of skill and accuracy, checks own work for errors, assembles material and prepares reports for distribution.

QUALIFICATION REQUIREMENTS:

Ability to type accurately plus three years' experience as a typist, or the equivalent.

Source: Corporate IR

Approved


Industrial Relations Manager



JOB DESCRIPTION

Revision Original
Date ~~11-3-66~~ 7-5-76
Class Code ~~203422~~
212524

CLASSIFICATION : Technical Writer

JOB DESCRIPTION:

An individual who is responsible for all stages of preparation of technical reports from rough drafts through issuance. May be required to compile material from notes or discussions with engineers and assemble it into report form. Must understand the principles of the printing, photographic and graphic arts processes.

QUALIFICATION REQUIREMENTS:

Bachelor's degree plus approximately two years' experience in science or technical writing, or the equivalent.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager



Revision Original
Date 5 July 76
Class Code 404614

JOB DESCRIPTION

CLASSIFICATION : Technician I

JOB DESCRIPTION

Must have basic knowledge of terminology and fundamental use of equipment and tools common to the trade.

Assists in the performance of field/laboratory, research, analytical or operational work of a standardized or prescribed nature. Assists in fabrication, assembly or construction and operation of technical and experimental apparatus from schematics, sketches or oral instructions as support to a general project.

This classification is the first level in the technician series. As entry level work, it is closely supervised and subject to review by supervisory personnel.

QUALIFICATION REQUIREMENTS

Either graduation from a two year course at a technical institute, or equivalent job-related experience which demonstrates the ability to perform technical work.

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



Revision Original
Date 5 July 76
Class Code 406613

JOB DESCRIPTION

CLASSIFICATION : Technician II

JOB DESCRIPTION

Must be well versed in theory and practical application of the fundamentals of the trade.

Responsible for assisting scientific or engineering personnel by performing research or analytical work as directed. Fabricates, installs, troubleshoots and/or modifies technical apparatus or systems with the aid of manuals or schematics.

This is the second grade in the technician series and is journeyman level work. Duties assigned to this classification are performed with minimal supervision, although subject to review for thoroughness and completion.

QUALIFICATION REQUIREMENTS

Have the qualifications for Technician I and any combination of experience or education equivalent to four years in the field of technical support work related to diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects.

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



Revision Original
Date 5 July 76
Class Code 408612

JOB DESCRIPTION

CLASSIFICATION : Technician III

JOB DESCRIPTION

Responsible for performing non-routine assignments of substantial variety and complexity under technical direction from engineering and/or scientific personnel. Fabricates, installs, and maintains or constructs highly technical apparatus or complicated systems. Conducts tests or experiments and records and evaluates data and reports findings. Compiles and computes a variety of engineering data, analyzing test and design data. Prepares and develops schematics, designs and specifications to make recommendations. May review designs or specifications for adequacy and may direct work or train employees of lower classifications.

This is the third level of the technician series. It is also of the journeyman level and work performed is of greater responsibility and complexity requiring a high degree of independence in the planning and completion of assignments.

QUALIFICATION REQUIREMENTS

Have the qualifications for Technician II and any combination of job-related experience or education equivalent to six years in the field of technical support work related to diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects.

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

JOB DESCRIPTION

Revision A

Date 1-1-69

Class Code 406512

CLASSIFICATION : Technician

JOB DESCRIPTION:

An individual who, with normal supervision, is able to assist in research or analytical work directed by scientific or engineering personnel. Can maintain, install, and/or fabricate technical apparatus or systems. Can trouble-shoot and modify with aid of schematics and/or instruction manuals.

Is proficient in use of standard test equipment.

QUALIFICATION REQUIREMENTS:

Minimum educational requirements are graduation from a two-year program from a recognized technical college or equivalent background. Must demonstrate satisfactory skill and performance in particular field and have 4 years combination of related education and experience.

Source: LVO IR

Approved: C. E. Naugle
Industrial Relations Manager



Revision	Original
Date	5 July 76
Class Code	404614

JOB DESCRIPTION

CLASSIFICATION :

Technician I

JOB DESCRIPTION

Must have basic knowledge of terminology and fundamental use of equipment and tools common to the trade.

Assists in the performance of field/laboratory, research, analytical or operational work of a standardized or prescribed nature. Assists in fabrication, assembly or construction and operation of technical and experimental apparatus from schematics, sketches or oral instructions as support to a general project.

This classification is the first level in the technician series. As entry level work, it is closely supervised and subject to review by supervisory personnel.

QUALIFICATION REQUIREMENTS

Either graduation from a two year course at a technical institute, or equivalent job-related experience which demonstrates the ability to perform technical work.

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



Revision Original
Date 5 July 76
Class Code 406613

JOB DESCRIPTION

CLASSIFICATION : Technician II

JOB DESCRIPTION


Must be well versed in theory and practical application of the fundamentals of the trade.

Responsible for assisting scientific or engineering personnel by performing research or analytical work as directed. Fabricates, installs, troubleshoots and/or modifies technical apparatus or systems with the aid of manuals or schematics.

This is the second grade in the technician series and is journeyman level work. Duties assigned to this classification are performed with minimal supervision, although subject to review for thoroughness and completion.

QUALIFICATION REQUIREMENTS

Have the qualifications for Technician I and any combination of experience or education equivalent to four years in the field of technical support work related to diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects.

Approved: 

Manager, Industrial Relations
Services Department



Revision Original
Date 5 July 76
Class Code 408612

JOB DESCRIPTION

CLASSIFICATION :

Technician III

JOB DESCRIPTION

Responsible for performing non-routine assignments of substantial variety and complexity under technical direction from engineering and/or scientific personnel. Fabricates, installs, and maintains or constructs highly technical apparatus or complicated systems. Conducts tests or experiments and records and evaluates data and reports findings. Compiles and computes a variety of engineering data, analyzing test and design data. Prepares and develops schematics, designs and specifications to make recommendations. May review designs or specifications for adequacy and may direct work or train employees of lower classifications.

This is the third level of the technician series. It is also of the journeyman level and work performed is of greater responsibility and complexity requiring a high degree of independence in the planning and completion of assignments.

QUALIFICATION REQUIREMENTS

Have the qualifications for Technician II and any combination of job-related experience or education equivalent to six years in the field of technical support work related to diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects.

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

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Technician IV

JOB DESCRIPTION

Performs highly technical tasks in electrical, mechanical, optical or other physical disciplines in support of sophisticated laboratory programs and complex engineering or scientific projects. Works with minimum direction from Engineers, Scientists, or Supervisors. Brings the unique composite of manual, theoretical and inventive skills, within a technical area to bear on experiments, systems operation, and maintenance. Communicates with technical personnel on an acceptable technical level. Based on a scientist's, engineer's or supervisor's explanation of theory, principles, and purpose of an assignment, independently carries out work to conclusion. Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives; plans and lays out work to accomplish assignments; participates in and contributes to the design, building and testing of complete systems; writes reports on its operation, and analyzes the components in relation to the entire system for further refinement. In discharging independent individual responsibilities, may assign subtasks to other technicians.

QUALIFICATION REQUIREMENTS

Graduation from a two year technical institute or equivalent technical work experience plus job assignments of increasing difficulty and associated specialized training with at least three years experience at a Technician III complexity level. This individual must be capable of offering a high degree of technical expertise that is required for the execution of the Company's commitments in diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects. Consideration for this classification is based on the variety and complexity of assignments plus responsibility to plan the work through completion.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Technician V

JOB DESCRIPTION

Performs highly technical and innovative near-professional tasks in electrical, mechanical, optical or other physical disciplines in support of sophisticated laboratory programs and complex engineering or scientific projects. Working under minimum direction of Engineers, Scientists, or Supervisors with considerable latitude for independent and original action, brings the unique composite of manual, theoretical and inventive skills, within a technical area to bear on experiments, design and systems operation and maintenance. Communicates with technical personnel on an acceptable technical level. Based on a scientist's, engineer's, or supervisor's explanation of theory, principles, and purpose of an assignment, independently translates concepts into design of equipment or laboratory apparatus. Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objective; plans and lays out work to accomplish assignments; participates in and contributes to the design, building and testing of complete systems; writes reports on its operation, and analyzes the components in relation to the entire system for further refinement. In discharging independent individual responsibilities, may assign subtasks to other technicians.

QUALIFICATION REQUIREMENTS

Graduation from a two year technical institute or equivalent technical work experience plus job assignments of increasing difficulty and associated specialized training with at least four years experience at a Technical III or Technician IV complexity level. This individual must be capable of offering a high degree of technical expertise that is required for the execution of the Company's commitments in diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects. Consideration for this classification is based solely on the diversity, complexity and degree of responsibility for the planning through completion of a project.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1984

Senior Technician

JOB DESCRIPTION

Performs highly technical and some innovative tasks in electrical, mechanical, optical or other physical disciplines in support of sophisticated laboratory programs and complex engineering or scientific projects. Works with minimum direction from Engineers, Scientists, or supervisors. Brings the unique composite of manual, theoretical and inventive skills, within a technical area to bear on experiments, systems operation, and maintenance. Communicates with professional technical personnel on an acceptable technical level. Based on a scientist's, engineer's or supervisor's explanation of theory, principles, purpose of an assignment and limitations or restrictions, independently carries out work to conclusion. Reviews and analyzes a variety of engineering or scientific data to determine requirements to meet engineering or scientific objectives; plans and lays out work to accomplish assignments; participates in and contributes to the design, building and testing of complete systems; writes summaries of its operation; and analyzes the components in relation to the entire system for further refinement. In discharging independent individual responsibilities, may assign subtasks to other technicians.

QUALIFICATION REQUIREMENTS

Graduation from a two year technical institute or equivalent technical work experience plus job assignments of increasing difficulty and associated specialized training with at least three years experience at a Technician III complexity level. This individual must be capable of offering a high degree of technical expertise that is required for the execution of the Company's commitments in diagnostic weapons testing, aerial surveillance and measurement, cathode ray and/or special electron tube development and production, computer based data collection processes, detector design and production, quality assurance and calibration activities, health physics/radiation monitoring activities, or other specialized engineering or scientific projects. Consideration for this classification is based on the variety and complexity of assignments plus responsibility to plan and perform the work through completion.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Technician IV

JOB DESCRIPTION

Performs highly technical tasks in electrical, mechanical, optical or other physical disciplines in support of sophisticated laboratory programs and complex engineering or scientific projects. Works with minimum direction from Engineers, Scientists, or Supervisors. Brings the unique composite of manual, theoretical and inventive skills, within a technical area to bear on experiments, systems operation, and maintenance. Communicates with technical personnel on an acceptable technical level. Based on a scientist's, engineer's or supervisor's explanation of theory, principles, and purpose of an assignment, independently carries out work to conclusion. Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives; plans and lays out work to accomplish assignments; participates in and contributes to the design, building and testing of complete systems; writes reports on its operation, and analyzes the components in relation to the entire system for further refinement. In discharging independent individual responsibilities, may assign subtasks to other technicians.

QUALIFICATION REQUIREMENTS

Graduation from a two year technical institute or equivalent technical work experience plus job assignments of increasing difficulty and associated specialized training with at least three years experience at a Technician III complexity level. This individual must be capable of offering a high degree of technical expertise that is required for the execution of the Company's commitments in diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects. Consideration for this classification is based on the variety and complexity of assignments plus responsibility to plan the work through completion.



Revision Original
Date 5 July 76
Class Code 410611

JOB DESCRIPTION

CLASSIFICATION : Technician IV

JOB DESCRIPTION

Performs highly technical and innovative near-professional level tasks in electrical, mechanical, optical or other physical disciplines in support of sophisticated laboratory programs and complex engineering or scientific projects. Working under minimum direction of Engineers, Scientists, or Supervisors with considerable latitude for independent and original action, brings the unique composite of manual, theoretical and inventive skills, within a technical area to bear on experiments, design and systems operation and maintenance. This individual is able to communicate with technical personnel on an acceptable technical level. The scientist or engineer explains the theory, principles and purpose of an assignment to this individual who translates, independently, the concept in design of equipment or laboratory apparatus. Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives; plans and lays out work to accomplish assignments; participates in and contributes to the design, building and testing of complete systems; writes reports on its operation, and analyzes the components in relation to the entire system for further refinement. In discharging independent individual responsibilities, may assign subtasks to technicians, but is normally excluded from tasks associated with general laboratory or group supervision

This classification is the highest grade within the technician series. It is differentiated from the lower classifications by not being subject to promotion on a progressional basis. Consideration for this classification is based solely on the diversity, complexity and degree of responsibility for the planning through completion of a project. Positions in this classification may be subject to audit.

QUALIFICATION REQUIREMENTS

This individual must be capable of offering a high degree of technical expertise or unique experience/training that is required for the execution of the Company's commitments in diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects.

Have the qualifications for Technician III plus four years combination of job-related education and experience in the specific area of requirement.

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

TECHNOLOGIST

Job Description

Performs work requiring technical expertise and knowledge to function at the level of an engineer or scientist but normally in a narrower range of technical activity than does an experienced, degreed engineer who has broader theoretical knowledge and application. Participates in design activities with Scientists and Engineers; carries out implementation of designs through the proper selection of materials and components, use of appropriate fabrication techniques, and application of proven testing methods to accomplish proper operation by debugging, modifying and redesigning as needed. Makes necessary calculations, prepares back-up documentation, and writes reports and/or analyses as required by individual assignments. Functions with considerable independence in determining methods and requirements and applies considerable technical skill to accomplish the transition from concepts and ideas to operational components and systems. Works on projects supporting others, independently, or receiving support and providing work direction to others as appropriate.

Qualification Requirements

Technical training or structured work experience equivalent to a two year associate degree, plus additional course work, seminars, or other specialized training equivalent to a year or more of upper level college credits. Must possess a full mastery of tools, equipment, and techniques associated with the area of expertise and highly developed skills to perform tasks at any level of precision and complexity. Must have demonstrated ability to identify and solve complex problems, develop unique and original equipment or systems, and plan and organize extensive technical assignments. Must have written and verbal skills to communicate with higher level technical personnel.

JOB DESCRIPTION

CLASSIFICATION: Senior Technologist

JOB FUNCTION:

Performs independent work as a member of a research and/or development team usually including scientists and engineers. Contributes ideas, technology, and manual skills in devising, developing, and modifying apparatus, equipment, instrumentation, and machines. Supplements the professional by independently carrying out technical assignments made by physicists, or engineers.

QUALIFICATION REQUIREMENTS:

Has the appropriate technical background gained through two years of technical training or equivalent technical experience acquired as a Senior or Principal Technician, plus a good understanding of most of the skills of his specialty and a combination of skills and a particularly good knowledge of another field of endeavor associated with the work to be performed. Must have demonstrated ability as an Engineering Technologist to independently develop unique and unusual equipment, techniques, and processes to fulfill the special requirements of professional groups. Must have shown outstanding abilities throughout the time spent as a Technologist.

JOB DESCRIPTION

CLASSIFICATION: Technologist

JOB FUNCTION:

Works as a member of a research and/or development team, usually including scientists and engineers. Contributes ideas, technology and manual skills in devising, developing, and modifying apparatus, equipment, instrumentation, and machines. Supplements the professional by independently carrying out technical assignments made by physicists or engineers.

QUALIFICATION REQUIREMENTS:

Has the appropriate technical background gained through two years of technical training or equivalent technical experience as a Senior or Principal Technician, plus a good understanding of most of the skills of his specialty and combination of skills and a particularly good knowledge of another field of endeavor associated with the work to be performed. Must have demonstrated ability to independently develop unique and unusual equipment, techniques, and processes to fulfill the special requirements of professional groups. Must have shown outstanding abilities throughout the time spent as a Senior Technician.



JOB DESCRIPTION

CLASSIFICATION:

TECHNOLOGIST

(Salaried)

JOB DESCRIPTION

Performs highly technical and innovative near-professional level tasks in electrical, mechanical, optical or other physical disciplines in support of sophisticated laboratory programs and complex engineering or scientific projects. Working under minimum direction of Engineers, Scientists, or Supervisors with considerable latitude for independent and original action, brings the unique composite of manual, theoretical and inventive skills, within a technical area to bear on experiments, design and systems operation and maintenance. This individual is able to communicate with technical personnel on an acceptable technical level. The scientist or engineer explains the theory, principles and purpose of an assignment to this individual who translates, independently, the concept in design of equipment or laboratory apparatus. Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives; plans and lays out work to accomplish assignments; participates in and contributes to the design, building and testing of complete systems; writes reports on its operation, and analyzes the components in relation to the entire system for further refinement. In discharging independent individual responsibilities, may assign subtasks to technicians, but is normally excluded from tasks associated with general laboratory or group supervision.

Consideration for this classification is based solely on the complexity and degree of responsibility for the planning through completion of a project. Promotions into this classification must be by a Review Committee.

QUALIFICATION REQUIREMENTS

This individual contributor must be capable of offering a high degree of technical expertise or unique experience/training that is required for the execution of the Company's commitments in diagnostic weapons testing, or aerial surveillance and measurement, or cathode ray and/or special electron tube development and production, or computer based data collection processes, or detector design and production, or quality assurance and calibration activities, or health physics/radiation monitoring activities, or other specialized engineering or scientific projects.

Have the qualifications for Technician III plus four years combination of job related education and experience in the specific area of requirement.

Classification: TECHNOLOGIST

Job Description

Performs professional level engineering/scientific work with minimal direction and supervision, generally within a relatively narrow field of an engineering/scientific discipline. Working with general instructions from senior engineers/scientists, carries out design, implementation, and modification phases of systems and hardware, research or experimentation projects. Utilizing appropriate reference information, performs necessary calculations to determine whether apparatus will meet design criteria; can be fabricated; and will be functional, economical and reliable. May assign portions of a task to technicians and oversee their activities; and may coordinate contractor on in-house support work to ensure compliance with design specifications.

Qualification Requirements

An Associate's degree in engineering or related science plus several years of experience in field of concentration; broad general knowledge of basic engineering or scientific principles and laws pertinent to field of concentration; demonstrated design and fabrication abilities equivalent to or exceeding those usually possessed by a degreed scientist/engineer; and ability to prepare adequate reports and other documentation of activities and findings.

ENERGY MEASUREMENTS GROUP

Technologist

JOB DESCRIPTION

Performs work requiring technical expertise and knowledge to function at the level of an engineer or scientist but normally in a narrower range of technical activity than does an experienced, degreed engineer who has broader theoretical knowledge and application. Participates in design activities with Scientists and Engineers carries out implementation of designs through the proper selection of materials and components, use of appropriate fabrication techniques, and application of proven testing methods to accomplish proper operation by debugging, modifying and redesigning as needed. Makes necessary calculations, prepares backup documentation, and writes reports and/or analyses as required by individual assignments. Functions with considerable independence in determining methods and requirements and applies considerable technical skill to accomplish the transition from concepts and ideas to operational components and systems. Works on projects supporting others, independently, or receiving support and providing work direction to others as appropriate.

QUALIFICATION REQUIREMENTS

Technical training or structured work experience equivalent to a two year associate degree, plus additional course work, seminars, or other specialized training equivalent to a year or more of upper level college credits. Must possess a full mastery of tools, equipment, and techniques associated with the areas of expertise and highly developed skills to perform tasks at any level of precision and complexity. Must have demonstrated ability to identify and solve complex problems, develop unique and original equipment or systems, and plan and organize extensive technical assignments. Must have written and verbal skills to communicate with higher level technical personnel.

IR PER C/B
28 September 1983

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Technologist I

JOB DESCRIPTION

Performs work requiring technical expertise and knowledge to function in a narrower range of technical activity than does recently degreed engineer who has broader theoretical knowledge and application. Assists in support activities with Scientists and Engineers; carries out implementation of designs through the proper selection of materials and components, use of appropriate fabrication techniques, and application of proven testing methods to accomplish proper operation by debugging and modifying as needed. Makes necessary calculations, prepares backup documentation, and writes reports and/or analyses as required by individual assignments. Works on projects supporting others. Receives support from technicians as appropriate.

QUALIFICATION REQUIREMENTS

Technical training or structured work experience equivalent to a three year Bachelors of Technology Degree. Knowledge of tools, and techniques associated with the area of expertise. Ability to identify and solve basic engineering technology problems, develop equipment or systems, and plan and organize technical assignments.

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Technologist II

JOB DESCRIPTION

Performs work requiring technical expertise and knowledge to function at the level of an entry level engineer or scientist but normally in a narrower range of technical activity than does recently degreed engineer who has broader theoretical knowledge. Assists in support activities with Scientists and Engineers; carries out implementation of designs through the proper selection of materials and components, use of appropriate fabrication techniques, and application of proven testing methods to accomplish proper operation by debugging, modifying and suggesting alternatives as needed. Makes necessary calculations, prepares backup documentation, and writes reports and/or analyses as required by individual assignments. Works on projects supporting others. Receives support and may provide work direction to technicians as appropriate.

QUALIFICATION REQUIREMENTS

Technical training or structured work experience equivalent to a three year Bachelors of Technology Degree, plus additional course work, seminars, or other specialized training or work experience. Knowledge of and practical work experience with tools, equipment, and techniques associated with the area of expertise. Skill to perform more complex tasks. Demonstrated ability, to identify and solve problems. Ability to plan and organize technical assignments. Written and verbal communication skills.

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Technologist III

JOB DESCRIPTION

Performs work requiring technical expertise and knowledge to function at the level of an engineer or scientist but normally in a narrower range of technical activity than does an experienced, degreed engineer who has broader theoretical knowledge and application. Participates in design activities with Scientists and Engineers; carries out implementation of designs through the proper selection of materials and components, use of appropriate fabrication techniques, and application of proven testing methods to accomplish proper operation by debugging, modifying and redesigning as needed. Makes necessary calculations, prepares backup documentation, and writes reports and/or analyses as required by individual assignments. Works on projects supporting others. Receives support and may provide work direction to technicians as appropriate.

QUALIFICATION REQUIREMENTS

Technical training or work experience equivalent to a three year associate degree, plus additional course work, seminars, or other specialized training equivalent to a year of more of upper level college credits. Must possess a full mastery of tools, equipment, and techniques associated with the area of expertise and possess highly developed skills to perform tasks at any level of precision and complexity. Must have demonstrated ability to identify and solve complex problems, develop unique and original equipment or systems, and plan and organize extensive technical assignments, usually acquired through five or more years of extensive practical experience. Must have written and verbal skills to communicate with higher level technical personnel.

TECHNOLOGIST

Job Description

Performs work requiring technical expertise and knowledge to function at the level of an engineer or scientist but normally in a narrower range of technical activity than does an experienced, degreed engineer who has broader theoretical knowledge and application. Participates in design activities with Scientists and Engineers; carries out implementation of designs through the proper selection of materials and components, use of appropriate fabrication techniques, and application of proven testing methods to accomplish proper operation by debugging, modifying and redesigning as needed. Makes necessary calculations, prepares back-up documentation, and writes reports and/or analyses as required by individual assignments. Functions with considerable independence in determining methods and requirements and applies considerable technical skill to accomplish the transition from concepts and ideas to operational components and systems. Works on projects supporting others, independently, or receiving support and providing work direction to others as appropriate.

Qualification Requirements

Technical training or structured work experience equivalent to a two year associate degree, plus additional course work, seminars, or other specialized training equivalent to a year or more of upper level college credits. Must possess a full mastery of tools, equipment, and techniques associated with the area of expertise and highly developed skills to perform tasks at any level of precision and complexity. Must have demonstrated ability to identify and solve complex problems, develop unique and original equipment or systems, and plan and organize extensive technical assignments. Must have written and verbal skills to communicate with higher level technical personnel.

TECHNOLOGIST

Job Description

Performs work requiring technical expertise and knowledge to function at the level of an engineer or scientist but normally in a narrower range of technical activity than does an experienced, degreed engineer who has broader theoretical knowledge and application. Participates in design activities with Scientists and Engineers; carries out implementation of designs through the proper selection of materials and components, use of appropriate fabrication techniques, and application of proven testing methods to accomplish proper operation by debugging, modifying and redesigning as needed. Makes necessary calculations, prepares back-up documentation, and writes reports and/or analyses as required by individual assignments. Functions with considerable independence in determining methods and requirements and applies considerable technical skill to accomplish the transition from concepts and ideas to operational components and systems. Works on projects supporting others, independently, or receiving support and providing work direction to others as appropriate.

Qualification Requirements

Technical training or structured work experience equivalent to a two year associate degree, plus additional course work, seminars, or other specialized training equivalent to a year or more of upper level college credits. Must possess a full mastery of tools, equipment, and techniques associated with the area of expertise and highly developed skills to perform tasks at any level of precision and complexity. Must have demonstrated ability to identify and solve complex problems, develop unique and original equipment or systems, and plan and organize extensive technical assignments. Must have written and verbal skills to communicate with higher level technical personnel.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Training Specialist I

JOB DESCRIPTION

Assists in the development and evaluation of a technical training program; assists in the development of course/seminar outlines, and lesson materials; evaluates instructional aids, materials and equipment and recommends acquisition; conducts external and/or in-house training; maintains student/training program records; counsels employees concerning academic and career goals or advises customers' employees and management concerning training needs, progress and applications; gathers data and prepares or assists with analyses, reports, summaries and proposals; performs other duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in electronics, engineering or science, plus some training experience, or equivalent education/experience. Knowledge of classroom techniques, instructional aids, electronic or science course content, and applicable laws. Experience in electronics or field/classroom instruction.

TRAINING SPECIALIST I

JOB DESCRIPTION

Assists in the development and evaluation of a technical training program; develops course outlines and lesson materials; evaluates instructional aids and recommends acquisition; conducts in-house training; maintains student/training program records; counsels employees concerning academic and career goals; gathers data and prepares or assists with analyses, reports, summaries and proposals; performs other duties as required.

QUALIFICATION REQUIREMENTS

Associate or Bachelors degree preferably in electronics or equivalent work experience. Knowledge of classroom techniques, instructional aids, electronic course content, and applicable laws. Experience in electronics or classroom instruction.

IR DIV (ES DEPT)
19 September 1980

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Training Specialist II

JOB DESCRIPTION

Responsible for determining technical training needs for Energy Measurements Group or outside agencies and developing appropriate training programs. Evaluates training needs through direct observation and discussion with management; plans, develops and administers training programs; develops course outlines and lesson materials; acquires instructional aids; supervises or conducts external and/or in-house training; monitors course/seminar effectiveness, instruction quality, and student progress; writes proposals and obtains funding, if needed; maintains necessary records and reports; counsels employees concerning academic needs and career goals or advises customers' employees and management concerning training needs, progress and applications; determines need for external training, and coordinates student participation; performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in electronics or science, plus considerable training experience, or equivalent education/experience. Knowledge of technical writing, proposal preparation, funding availability, governmental agencies, applicable laws, and EG&G policies, procedures and organization. Experience in a scientific, engineering or electronic field sufficient to determine training needs; experience instructing in the classroom and evaluating academic/performance quality to ensure training standards are met.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Training Specialist II

JOB DESCRIPTION

Responsible for determining technical training needs for Energy Measurements Group or outside agencies and developing appropriate training programs. Evaluates training needs through direct observation and discussion with management; plans, develops and administers training programs; develops course outlines and lesson materials; acquires instructional aids; supervises or conducts external and/or in-house ^{TECHNICAL} training; monitors course/seminar effectiveness, instruction quality, and student progress; writes proposals and obtains funding, if needed; maintains necessary records and reports; counsels employees concerning academic needs and career goals or advises customers' employees and management concerning training needs, progress and applications; determines need for external training, and coordinates student participation; performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in electronics or science, plus considerable training experience, or equivalent education/experience. Knowledge of technical writing, proposal preparation, funding availability, governmental agencies, applicable laws, and EG&G policies, procedures and organization. Experience in a scientific, engineering or electronic field sufficient to determine training needs; experience instructing in the classroom and evaluating academic/performance quality to ensure training standards are met.

TRAINING SPECIALIST II

JOB DESCRIPTION

Responsible for determining technical training needs for Group-wide operations and developing appropriate training programs. Evaluates training needs through direct observation and discussion with management; plans, develops and administers ~~the~~ training programs; develops course outlines and lesson materials; acquires instructors and instructional aids according to enrollment levels; supervises or conducts in-house training; monitors course effectiveness, instruction quality, and student progress; writes proposals and obtains funding; maintains necessary records and reports; counsels employees concerning academic needs and career goals; determines need for outside training and coordinates student participation; administers EETAP; performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Associate or Bachelors degree preferably in electronics or equivalent work experience. Knowledge^{of} proposal preparation, funding availability, governmental agencies, applicable laws, and EG&G policies, procedures and organization. Experience working in the electronic field sufficient to determine training needs; instructing in the classroom to develop and conduct training programs; and evaluating academic quality to insure training standards are met.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1981
Training Specialist I

JOB DESCRIPTION

Assists in the development and evaluation of a technical training program; assists in the development of course/seminar outlines, and lesson materials; evaluates instructional aids, materials and equipment and recommends acquisition; conducts external and/or in-house ^{TECHNICAL} training; maintains student/training program records; counsels employees concerning academic and career goals or advises customers' employees and management concerning training needs, progress and applications; gathers data and prepares or assists with analyses, reports, summaries and proposals; performs other duties as required.

QUALIFICATION REQUIREMENTS

Bachelors degree, preferably in electronics, engineering or science, plus some training experience, or equivalent education/experience. Knowledge of classroom techniques, instructional aids, electronic or science course content, and applicable laws. Experience in electronics or field/classroom instruction.

EG&G ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1989
TRAVEL REPRESENTATIVE

Job Description:

Reports to the Administrative Services Manager and is responsible for all aspects of foreign and domestic travel arrangements for SBO employees, ensuring compliance with DOE contractual regulations and EM directives. Coordinates, plans and completes employees travel reservations including making airlines, hotel and car rental reservations. Prepares travel authorization through the VAX travel system, obtains proper signatures, notifies travelers of reservations, obtains petty cash and car vouchers from accounting and provides to the travelers. Resolves travel problems and reconciles charging and reporting discrepancies. Gathers and provides travel information to the staff. Sets up and maintains a traveler profile file and keeps it updated. Also assists the Technical Information Officer by maintaining records, researching documentation and providing reports.

Qualification Requirements:

Five or more years clerical experiences which included a minimum of three years experience coordinating full travel arrangements and processing associated documentation. Experience using the Official Airline Guide (OAG) to check airline schedules, both domestic and foreign. Knowledge and experience using the Federal Travel Directory and Hotel and Travel Index. Experience working with rental car agencies and familiarity with basic car rental agreements. Experience using word processors and computers to input data and generate reports. Skill to type accurately at a reasonable speed. Skill to work effectively in a position that has numerous, continuous deadlines. Experience using office machines such as electronic calculators to perform basic arithmetic operations. Skill to follow written and verbal instructions. Demonstrated skill in maintaining effective working relationships during both personal interface and telephone conversations with all levels of personnel both inside and outside the company.

Desired Background and Experience:

Thorough knowledge of EG&G/EM travel policies, procedures and associated documentation. Familiarity with EM related accounting policies and procedures. Previous travel agency experience. Knowledge of Government travel rules and regulations and various reimbursement schedules. Basic accounting course.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982

Travel Representative

JOB DESCRIPTION

Plans, coordinates, and implements travel arrangements for all employees. Using Official Airline Guide, writes airline tickets and prepares activity reports sent to airlines. Writes car rental agreements for Hertz Corporation and makes hotel/motel reservations. Prepares appropriate documentation, payment vouchers and entries into general ledger accounts. Audits expense reports and travel billings, resolves travel problems and reconciles charging and reporting discrepancies. Maintains petty cash fund. Performs various general accounting tasks including analyzing accounts, auditing interoffice transfers, entering payroll data, processing order payables, researching documentation and preparing reports.

QUALIFICATION REQUIREMENTS

Thorough knowledge of EG&G travel policy and procedures; airline schedules, procedures and documentation; voucher and journal entry methods; and EG&G accounting policy and procedures. Possess skill with basic math and in the use of calculators and keyboard equipment.

JOB DESCRIPTION

CLASSIFICATION : TWX Operator

JOB DESCRIPTION:

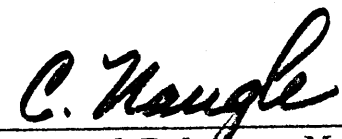
An individual who transmits and receives messages via teletype, or TWX, delivers incoming messages, and files record copies of the messages.

QUALIFICATION REQUIREMENTS:

Ability to type accurately, preferably with one year of typing or teletype experience, or the equivalent.

Source: Corporate IR

Approved


Industrial Relations Manager

JOB DESCRIPTION

CLASSIFICATION : Typist

JOB DESCRIPTION:

An individual who types letters, lists, reports, and other material from manuscripts or standard forms with a satisfactory degree of care and accuracy, but is not required to take dictation; may also do clerical work.

QUALIFICATION REQUIREMENTS:

Ability to type accurately with moderate speed, preferably with at least one year of typist experience, or the equivalent.

Source: Corporate IR

Approved *C. Hangle*
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - MAY 1979

Utility Worker

JOB DESCRIPTION:

Routinely maintains in an orderly condition prescribed work locations such as project areas, electronics laboratory and aircraft maintenance shop. Functions as a helper to technicians/mechanics providing non-technical assistance or performs minor maintenance services such as painting, unskilled carpentry and furniture moving. Provides routine logistical support by picking-up parts, supplies, and components from local suppliers. Occasionally performs duties related to the shipping and receiving of equipment, supplies, parts and components. Assists with building/area security functions on a relief or fill in basis.

QUALIFICATION REQUIREMENTS:

Any combination of education or training equivalent to high school graduation. Experience in, and familiarity with, cleaning and housekeeping procedures and techniques. Ability to use hand and power-driven tools and cleaning equipment. Ability to meet the physical demands of the job. Possession of a valid State Driver's License.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - MAY 1979

Utility Worker

JOB DESCRIPTION:

Routinely maintains in an orderly condition prescribed work locations such as project areas, electronics laboratory and aircraft maintenance shop. Functions as a helper to technicians/mechanics providing non-technical assistance or performs minor maintenance services such as painting, unskilled carpentry and furniture moving. Provides routine logistical support by picking-up parts, supplies, and components from local suppliers. Occasionally performs duties related to the shipping and receiving of equipment, supplies, parts and components. Assists with building/area security functions on a relief or fill in basis.

QUALIFICATION REQUIREMENTS:

Any combination of education or training equivalent to high school graduation. Experience in, and familiarity with, cleaning and housekeeping procedures and techniques. Ability to use hand and power-driven tools and cleaning equipment. Ability to meet the physical demands of the job. Possession of a valid State Driver's License.

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - APRIL 1987

CLASSIFICATION: Video Specialist

JOB DESCRIPTION:

Provides technical coordination and direction to a group of technologists, technicians and illustrators. Develops video scripts, graphics and storyboards. Plans, coordinates, directs and edits video productions.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Communications or equivalent plus five years' experience in technical writing and video production or the equivalent to include: customer liaison, narration and shooting, script development, field production, video editing and project leadership.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Word Processing Lead Operator

JOB DESCRIPTION

This position entails all of the responsibilities of Word Processing Operator II. This lead position is responsible for logging in new jobs, assigning work to operators, monitoring the work-flow and style, and working with the originators to determine proper format. Establishes the Center's work standards, procedures, guidelines and work priorities for both day and afternoon shifts; interviews, selects, and trains new operators; prepares written manuals and reference materials on the Center's operating procedures; evaluates the performance of the Center's operators and recommends promotions and terminations, and orders supplies. May make recommendations to customers on type of equipment and modifications required.

QUALIFICATION REQUIREMENTS

Proficiency as a Word Processing Operator II with thorough knowledge of machine capabilities. High school graduate and clerical training or relevant equivalent experience in office procedures. Demonstrated skill/knowledge in motivating, coaching and leading others in a work situation.



CAP BUDGET PROPOSAL - JULY 1993

WORK PACKAGE MANAGER

Job Description

Responsible for developing, tracking, revising and ensuring adherence to work package plans; defines customer and product, service and deliverable (PS&D); determines and negotiates with customer both requirements and expectations; determines resource requirements; determines processes and develops schedules; identifies applicable policies, procedures and practices and methods for ensuring appropriate employee indoctrination and training; determines appropriate management control and performance criteria based on management plan criteria; develops Job Analysis Questionnaires (JAQs) to determine level of skills, classification needs, and training needs; obtains staff through internal/external hiring; indoctrinates subordinates as to their JAQs, performance criteria, expectations, schedules, and policies and procedures; assists in the development of self assessment plans; evaluates subordinates performance; recommends subordinate promotions, status changes, disciplinary actions and separations to management; and communicates and supports Company goals, objectives, policies and procedures and implements the directives of management.

Class Differentiation

This classification is used in Schedule I Job Levels 5, 6, 7, 8, and 9. 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 supervised or equivalent education and experience. Extensive experience in the job specialty. Experience ensuring subordinate compliance to Company policies and procedures; providing supervisory guidance to lower level employees; developing and monitoring budgets, establishing and monitoring subordinate performance; and determining P, S & D requirements and ensuring schedules are met.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980
Word Processing Operator I

JOB DESCRIPTION

Under close supervision, prepares a variety of correspondence, catalogs, and reports from draft material or machine dictation, by using power typing equipment that transfers typed material to permanent magnetic storage media which can be recalled and then revised as is necessary to update or place in proper copy format; codes all documents with appropriate reference symbols; retrieves material from daily magnetic storage files and workable magnetic storage files as needed; corrects and updates correspondence and reports when returned for finalization, making necessary corrections on the needed recorded magnetic storage media; performs related work as required. Responsible for proofing work including editing for spelling, grammar, and punctuation.

QUALIFICATION REQUIREMENTS

This is an entry level position requiring knowledge of spelling, grammar and the ability to type accurately at a moderate speed.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Word Processing Operator II

JOB DESCRIPTION

Under general supervision, prepares complex technical reports, publications, and correspondence involving statistical data, mathematical formulas, scientific and engineering documentations from draft materials or dictating equipment on power typing equipment that transfers typed material to permanent magnetic storage media which can be recalled and then revised as is necessary to update or place in proper copy format; codes all documents with appropriate reference symbols. Programs processor to produce complex tables, charts, files. These programs require an intimate knowledge of the machine capability to meet the customers specific formats. Responsible for all proofreading, text editing, grammar, and punctuation of material produced. Persons in this position are called upon to assist in the training of entry level operators.

QUALIFICATION REQUIREMENTS

All of the qualifications of a Word Processing Operator I plus one to two years experience on programmable typing equipment or related technical typing experience.