

Career Bands, Career Levels, Functions and Disciplines

General Overview

This section provides job matching documentation used for this survey report.

- Career Band Summary Description for the M, P, T and U Career Bands

The Global Grade(s) aligned with each level also are noted. Global Grade differentiators are shaded since North America survey participants only match to Career Levels.

- Function and Discipline Listing
- Function and Discipline Definitions

NOTE: The job matching methodology presented here is for survey purposes only and is not a job evaluation process. Although this survey methodology is related to the Towers Watson Career Map and Global Grading methodologies, it may not align directly with specific client implementation of one of these leveling methodologies. Therefore it is critical to align your internal levels to the survey levels based on a careful review of the survey definitions to ensure proper job matching.

Career Map and the Global Grading System, when formally implemented, enable the alignment of reward and talent management programs across businesses. When used as internal leveling tools, these methodologies take into account the specific organizational context of a job and the detailed set of associated accountabilities and demands. The outcomes of these processes are highly organization-specific, while survey job descriptions and levels are by their nature generic. Therefore, organizations that use Career Map or the Global Grading System as their internal leveling tool are still required to match their jobs to this survey using the job matching process outlined in this Participant Guide.

An organization's internal Global Grade or Career Level may act as a starting point, but as the Career Levels and Global Grades contained in these surveys represent a typical or generic organization, there may be differences between the internal value a specific organization places on a job and where the job should be mapped for purposes of external comparison.

Career Bands, Career Levels, Functions and Disciplines

Career Band Summary Descriptions

Summary descriptions of the Career Bands contained in this Survey Report follow.

Supervisory/Management Career Band (M)

- Accountable for managing people, setting direction and deploying resources; typically is responsible for performance evaluation, pay reviews and hire/fire decisions
- Results are primarily achieved through the work of others and typically depend on the manager's ability to influence and negotiate with parts of the organization where formal authority is not held
- Progression within Career Band reflects acquisition of broad technical expertise, business and industry knowledge, and process and people leadership capabilities
- Accountable for business, functional or operational areas, processes or programs

Professional Career Band (P)

- Work is primarily achieved by an individual or through project teams
- Requires the application of expertise in professional area(s) to achieve results
- Progression within the Career Band reflects increasing depth of professional knowledge, project management and ability to influence others
- Majority of time is spent on:
 - Performing routine professional-based activities (early in career)
 - Contributing to and managing projects (mid-career)
 - Providing advice/direction in primary areas of expertise (seasoned and expert)
 - Leveraging professional expertise and relationships to contribute to strategy and drive business results (thought leader)
- Entry-level jobs within the Professional Career Band typically require a university degree or equivalent work experience that provides knowledge of and exposure to fundamental theories, principles and concepts

Technical Support Career Band (T)

- Performs specialized technical tasks required to support operations (e.g., IT development, research support, skilled trade)
- Requires vocational training or the equivalent experience, but typically does not require a university degree

Business Support Career Band (U)

- Performs clerical/administrative or specialized support tasks in an office or field setting
- May require vocational training or the equivalent experience, but does not require a university degree

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles

Supervisory/Management Career Band (M)

M5 Senior Group Manager (aligns with Global Grade 17)

- Applies only to large international or global organizations
- Provides leadership and direction through Group and/or Senior Managers
- Is accountable for the performance and results of:
 - A large, strategically important function in an extremely large market
 - Diverse disciplines or departments within a large geography or division
 - A large, strategically important discipline within a major region
 - A medium-sized global corporate discipline or department
- Develops, adapts and executes functional or departmental strategy to achieve key business objectives in area of responsibility
- Decisions are guided by organization and functional strategies and objectives

M4 Group Manager (aligns with Global Grade 16)

- Provides leadership and direction through Senior Managers and Managers
 - Is accountable for the performance and results of:
 - A large, strategically important discipline in an extremely large market
 - Related disciplines or a medium-sized function in a large market or medium-sized division
 - A medium-sized discipline or department in a major region
 - Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies
 - Decisions are guided by functional strategies and priorities
-

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles (continued)

Supervisory/Management Career Band (M) (continued)

M3 Senior Manager (aligns with Global Grades 14 and 15)

- Provides leadership to managers, supervisors and/or professional staff
- Is accountable for the performance and results of multiple related units
- Develops departmental plans, including business, production and/or organizational priorities
- Controls resources and policy formation in area of responsibility
- Decisions are guided by resource availability and functional objectives

Global Grade 15 Differentiators

- Looks beyond existing methodologies and own discipline to define and resolve complex problems
- Develops plans and delivers results in fast-changing businesses and/or regulatory environments
- Provides input to functional or departmental strategy
- Manages large, potentially diverse teams of managers and/or senior professionals
- In Global Grade 16 or 17 organizations, typically contributes directly to business priorities and planning

Global Grade 14 Differentiators

- Identifies applications of functional knowledge and existing methodologies to complex problems
- Manages large teams of professionals and/or junior managers
- In Global Grade 16 or 17 organizations, typically has accountability for a function

M2 Manager (aligns with Global Grades 12 and 13)

- Manages professional employees and/or supervisors or supervises large, complex technical or business support or production operations team(s)
- Is accountable for the performance and results of a team within own discipline or function
- Adapts departmental plans and priorities to address resource and operational challenges
- Decisions are guided by policies, procedures and business plan; receives guidance from senior manager
- Provides technical guidance to employees, colleagues and/or customers

Global Grade 13 Differentiators

- Accountable for the budget, performance and results of a medium-sized team or multiple small teams
- Exercises full management authority, including performance reviews, pay decisions, recruitment, discipline, termination and other personnel actions
- Addresses issues with impact beyond own team based on knowledge of related disciplines

Global Grade 12 Differentiators

- Accountable for results of a small team
- Exercises limited management authority; sets employee performance objectives, conducts performance reviews and recommends pay actions
- Defines team operating standards and ensures essential procedures are followed based on knowledge of own discipline

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles (continued)

Supervisory/Management Career Band (M) (continued)

M1 Supervisor (aligns with Global Grades 10 and 11)

- Coordinates and supervises the daily activities of business or technical support or production team
- Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors
- Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager
- Typically does not spend more than 20% of time performing the work supervised

Global Grade 11 Differentiators

- Accountable for the results of a large and/or moderately complex support or production operations team including subordinate work leaders
- Applies acquired expertise to analyze and solve problems without clear precedent
- Provides input on resource planning and policy development
- Coaches team members on performance, completes employee performance evaluations and recommends pay actions

Global Grade 10 Differentiators

- Accountable for the results of medium-sized routine support or production operations teams
- Solves problems based on practice and precedent
- Trains team members and provides input to employee performance evaluations

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles (continued)

Professional Career Band (P)

P6 Renowned Expert (aligns with Global Grades 16 and 17)

- Is recognized as an external thought leader within strategic function or discipline
- Influences the strategy to address internal or external business and regulatory issues
- Proactively identifies, defines, and solves the most complex problems that impact the management and direction of the business
- Significantly influences functional strategy; may participate in the development of the product or division strategy
- Leads multidisciplinary projects or initiatives
- Progression to this level is typically restricted on the basis of individual capabilities and business requirements

Global Grade 17 Differentiators

- Only applies to large international or global businesses
- Contributes as top thought leader worldwide, whose achievements include major innovations that change and advance the industry and/or profession
- Leads the largest projects/initiatives that have a significant impact upon a complex, global business

Global Grade 16 Differentiators

- Typically found in Global Grade 18 or higher organizations
- Contributes thought leadership and innovation that influences change and advancement of the industry and/or profession
- Leads large projects/initiatives that impact the business on a domestic or international scale

P5 Master (aligns with Global Grade 15)

- Is recognized as an expert within the organization, both within and beyond own function
- Anticipates internal and/or external business challenges and/or regulatory issues; recommends process, product or service improvements
- Solves unique and complex problems that have a broad impact on the business
- Contributes to the development of functional strategy
- Leads project teams to achieve milestones and objectives
- Progression to this level is typically restricted on the basis of business requirements
- Operates with no supervision in a complex environment

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles (continued)

Professional Career Band (P) (continued)

P4 Specialist (aligns with Global Grades 13 and 14)

- Is recognized as an expert in own area within the organization
- Requires specialized depth and/or breadth of expertise
- Interprets internal or external business issues and recommends solutions/best practices
- Solves complex problems; takes a broad perspective to identify solutions
- Works independently, with guidance in only the most complex situations
- Progression to this level is typically restricted on the basis of business requirement

Global Grade 14 Differentiators

- Identifies applications of functional knowledge and existing methodologies to complex problems
- Serves as an expert within own function
- Leads functional teams or projects and serves as a best practice/quality resource

Global Grade 13 Differentiators

- Guides others in resolving complex issues in specialized area based on existing solutions and procedures
- Serves as an expert within own discipline
- Serves as a resource for best practices/quality on functional teams or projects
- Trains/mentors junior staff

P3 Career (aligns with Global Grades 11 and 12)

- Requires in-depth knowledge and experience
- Solves complex problems; takes a new perspective using existing solutions
- Works independently; receives minimal guidance
- Acts as a resource for colleagues with less experience
- Represents the level at which career may stabilize for many years or even until retirement

Global Grade 12 Differentiators

- Uses best practices and knowledge of internal or external business issues to improve products/services or processes
- Typically resolves complex problems or problems where precedent may not exist
- Often leads the work of project teams; may formally train junior staff
- Works independently

Global Grade 11 Differentiators

- Contributes to process improvements
- Typically resolves problems using existing solutions
- Provides informal guidance to junior staff
- Works with minimal guidance

P2 Intermediate (aligns with Global Grade 10)

- Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills
- Builds knowledge of the organization, processes and customers
- Solves a range of straightforward problems
- Analyzes possible solutions using standard procedures
- Receives a moderate level of guidance and direction

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles (continued)

Professional Career Band (P) (continued)

P1 Entry (aligns with Global Grades 8 and 9)

- Performs routine assignments in the entry level of the Professional Career Band
- Typically requires a college or university degree or the equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts
- Develops competence by performing structured work assignments
- Uses existing procedures to solve routine or standard problems
- Receives instruction, guidance and direction from others

Global Grade 9 Differentiators

- Has limited discretion to vary from established procedures
- Has limited work experience involving basic concepts and procedures
- Works under general supervision

Global Grade 8 Differentiators

- Has no discretion to vary from established procedures
- Has no related work experience or has work experience but requires formal training in theories/concepts in own function
- Works under close supervision
- Entry-level graduate in the "probationary" period

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles (continued)

Technical Support Career Band (T)

T4 Lead (aligns with Global Grades 9 and 10)

- Has advanced and specialized expertise, typically developed through a combination of job-related training and considerable on-the-job experience
- Completes assignments and facilitates the work activities of others; may coordinate work beyond own area
- Proposes improvements to processes
- Acts as a lead, coordinating the work of others but is not a supervisor
- Works autonomously within established procedures and practices

Global Grade 10 Differentiators

- Leads one or more teams in the performance of a variety of tasks that are often complex
- Spends a majority of working time performing the same work processes and activities as employees on team
- Analyzes complex technical problems and delivers solutions where precedent may not exist

Global Grade 9 Differentiators

- Leads a team in the performance of a variety of tasks that are often routine
- Spends most of working time performing the same work activities as employees on team
- Solves problems of a recurring nature

T3 Senior (aligns with Global Grades 7 and 8)

- Has developed proficiency in a range of processes or procedures through job-related training and considerable on-the-job experience
- Completes a variety of atypical assignments
- Works within defined processes and procedures or methodologies and may help determine the appropriate approach for new assignments
- Works with a limited degree of supervision
- Acts as an informal resource for colleagues with less experience

Global Grade 8 Differentiators

- Performs highly complex and varied tasks
- Typically has specialized external certification
- Guides and supports junior team members; may assist in their formal orientation and training

Global Grade 7 Differentiators

- Performs moderately complex and varied tasks
- May have specialized external certification
- Guides junior team members

T2 Intermediate (aligns with Global Grade 6)

- Expands skills in own work area within an analytical/scientific method or operational process
- Applies experience and skills to complete assigned work within own area of expertise
- Works within standard operating procedures and/or scientific methods
- Works with a moderate degree of supervision

T1 Entry (aligns with Global Grade 5)

- Has basic skills in an analytical or scientific method or operational process
- Works within clearly defined standard operating procedures and/or scientific methods and adheres to quality guidelines
- Works with close supervision

Career Bands, Career Levels, Functions and Disciplines

Career Level General Profiles (continued)

Business Support Career Band (U)

U4 Lead (aligns with Global Grades 8 and 9)

- Has developed expertise in a variety of work processes or activities typically developed through a combination of job-related training and considerable on-the-job experience
- Typically acts as a lead, coordinating the work of others, but not a supervisor
- Works autonomously within established procedures and practices
- Anticipates patterns and links; looks beyond the immediate problem to the wider implications
- Generates new and innovative solutions to complex problems

Global Grade 9 Differentiators

- Leads one or more teams in the performance of a variety of tasks that are often complex
- Spends a majority of working time performing the same work processes and activities as employees on team
- Analyzes complex problems and delivers solutions where precedent may not exist

Global Grade 8 Differentiators

- Leads a team in the performance of a variety of tasks that are often routine
- Spends most of working time performing the same work activities as employees on team
- Solves problems of a recurring nature

U3 Senior (aligns with Global Grade 7)

- Has developed specialized skills or is multi-skilled through job-related training and considerable on-the-job experience
- Completes work with a limited degree of supervision
- Likely to act as an informal resource for colleagues with less experience
- Identifies key issues and patterns from partial/conflicting data
- Takes a broad perspective to problems and spots new, less obvious solutions

U2 Intermediate (aligns with Global Grade 6)

- Has developed knowledge and skills through formal training or considerable work experience
- Entry level often for those with work experience in the skill area
- Works within established procedures with a moderate degree of supervision
- Identifies the problem and all relevant issues in straightforward situations, assesses each using standard procedures and makes sound decisions

U1 Entry (aligns with Global Grades 4 and 5)

- Entry level job with little or no prior relevant work experience
- Acquires basic skills to perform routine tasks
- Work is prescribed and completed with little autonomy
- Works with either close supervision or under clearly defined procedures

Global Grade 5 Differentiators

- Has limited prior relevant training or work experience
- Has limited discretion to vary from established procedures

Global Grade 4 Differentiators

- Has no prior relevant training or work experience
- Has no discretion to vary from established procedures

Career Bands, Career Levels, Functions and Disciplines

Functions and Disciplines Listing

AHR Human Resources

AHR001-EX	Top Human Resources Executive (with Labor Relations)
AHR002-EX	Top Human Resources Executive (without Labor Relations)
AHR010-EX	Top Compensation and Benefits Executive
AHR020-EX	Top Compensation Executive
AHR060-EX	Top Benefits Executive
AHR090-EX	Top Employee/Labor Relations Executive
AHR116-EX	Top EEO Executive
AHR125-EX	Top Talent Management Executive
AHR130-EX	Top Training and Development Executive
AHR140-EX	Top Employment/Recruitment Executive
AHR150-EX	Top Human Resources Information Systems (HRIS) Executive

AHR000	HR Generalist/Consultant Generalist/Multidiscipline
AHR010	Compensation and Benefits Generalist/Multidiscipline
AHR020	Compensation Generalist/Multidiscipline
AHR030	Compensation - Executive Compensation
AHR060	Benefits
AHR095	Employee Relations
AHR100	Labor Relations
AHR116	Equal Employment Opportunity (EEO)
AHR120	Organization Development
AHR130	Employee Development/Training Generalist/Multidiscipline
AHR140	Recruitment Generalist/Multidiscipline
AHR142	Recruitment - Management
AHR144	Recruitment - Professional/Technical
AHR148	Recruitment - Support/Hourly
AHR150	Human Resources Information Systems (HRIS)
AHR999	Human Resources - No Applicable Discipline

AHS Environmental Health and Safety

AHS000-EX	Top Environmental Health and Safety Executive
AHS050-EX	Top Safety Executive
AHS000	Environmental Health and Safety Generalist/Multidiscipline
AHS010	Environmental Science
AHS030	Health and Safety
AHS040	Industrial Hygiene
AHS050	Safety
AHS070	Workers Compensation Case Management
AHS090	Medical Services - Nursing
AHS999	Environmental Health and Safety - No Applicable Discipline

Career Bands, Career Levels, Functions and Disciplines

Functions and Disciplines Definitions

Function	Code
Human Resources	AHR

Designs, implements and monitors human resource programs and policies, including recruitment, learning and development, performance management, compensation, benefits, equal opportunity and diversity, etc. Anticipates and plans for long-term human resource needs and trends.

Applicable Career Bands

M (Supervisory/Management) **P** (Professional) **U** (Business Support)

Discipline

AHR001-EX	<p>Top Human Resources Executive (with Labor Relations)</p> <ul style="list-style-type: none"> Has primary responsibility for designing, developing and implementing all human resource policies including labor relations For noncorporate positions, this position is typically responsible for the execution and administration of policies within a segment of the organization In highly decentralized organizations, responsibilities could also include policy design at the segment level If the position is not responsible for labor relations, or if labor relations are not applicable for the organization, match to Top Human Resources Executive (without Labor Relations)
AHR002-EX	<p>Top Human Resources Executive (without Labor Relations)</p> <ul style="list-style-type: none"> Has primary responsibility for designing, developing and implementing all human resource policies and programs For noncorporate positions, this position is typically responsible for the execution and administration of policies within a segment of the organization In highly decentralized organizations, responsibilities could also include policy design at the segment level
AHR010-EX	<p>Top Compensation and Benefits Executive</p> <ul style="list-style-type: none"> Has primary responsibility for designing, developing and implementing the organization's benefit and compensation programs (executive compensation, salary, hourly, sales incentives, etc.) At the corporate level, this position has design/development emphasis; for noncorporate, the emphasis is on administration unless the organization is highly decentralized
AHR020-EX	<p>Top Compensation Executive</p> <ul style="list-style-type: none"> Has primary responsibility for designing, developing and implementing the organization's compensation programs (executive compensation, salary, hourly, sales incentives, etc.)
AHR060-EX	<p>Top Benefits Executive</p> <ul style="list-style-type: none"> Has primary responsibility for designing, developing and implementing the organization's employee benefit programs
AHR090-EX	<p>Top Employee/Labor Relations Executive</p> <ul style="list-style-type: none"> Has primary responsibility for establishing and maintaining satisfactory employee and labor-management relations Responsibilities include labor contract negotiations and establishment and coordination of management's policies regarding labor/union affairs
AHR116-EX	<p>Top EEO Executive</p> <ul style="list-style-type: none"> Has primary responsibility for designing, developing, implementing, and monitoring effective affirmative action programs within the organization in compliance with government legislation and corporate goals
AHR125-EX	<p>Top Talent Management Executive</p> <ul style="list-style-type: none"> Has primary responsibility for the organization's workforce planning Defines the organization's talent needs based upon current and future business objectives Assesses talent supply (internally and externally), defines critical gaps, and develops integrated talent strategies to close the gaps May be responsible for performance management, employee development and succession planning

Career Bands, Career Levels, Functions and Disciplines

Functions and Disciplines Definitions (continued)

Function	Code
Human Resources (continued)	AHR
Discipline	
AHR130-EX	Top Training and Development Executive <ul style="list-style-type: none"> • Has primary responsibility for designing, developing and implementing training activities to meet the organization's job requirements • Designs and implements programs that adequately supply the organization with trained executives
AHR140-EX	Top Employment/Recruitment Executive <ul style="list-style-type: none"> • Has primary responsibility for designing, developing and implementing external recruitment and/or internal transfer programs to satisfy the organization's total staffing requirements
AHR150-EX	Top Human Resources Information Systems (HRIS) Executive <ul style="list-style-type: none"> • Has primary responsibility for the human resource information systems • Develops, implements and maintains human resource information systems and related policies and procedures designed to obtain, record and process employee information • Interfaces with payroll and information systems to continuously review and modify the human resource system to provide accurate and timely information • Identifies trends in HRIS and software developments
AHR000	HR Generalist/Consultant Generalist/Multidiscipline <ul style="list-style-type: none"> • Designs, implements and monitors a variety of human resource programs • Anticipates and plans for long-term human resource needs and trends in partnership with business management • Responsibilities are within the Human Resources Function as a generalist or in a combination of Disciplines
AHR010	Compensation and Benefits Generalist/Multidiscipline <ul style="list-style-type: none"> • Plans, designs, evaluates and administers employee compensation and benefit programs, such as salaries, short- and long-term incentives, job evaluations, performance appraisals, retirement plans, and life, health and disability insurance
AHR020	Compensation Generalist/Multidiscipline <ul style="list-style-type: none"> • Develops, implements and administers compensation, such as salaries, short- and long-term incentives, job evaluations, performance appraisals, salary increases and salary surveys • May provide services in Executive Compensation, International Compensation, Sales Compensation, and other specialized areas of compensation
AHR030	Compensation - Executive Compensation <ul style="list-style-type: none"> • Develops, implements, and analyzes compensation programs for executives, officers and other top key positions, including long-term and short-term incentive plans, financial and tax treatment of compensation programs, and proxy disclosure and analysis
AHR060	Benefits <ul style="list-style-type: none"> • Develops, implements and administers cost-effective benefits programs, such as pension plans, life, health and disability insurance
AHR095	Employee Relations <ul style="list-style-type: none"> • Manages employee relations programs to ensure compliance with policies and practices • Develops and implements policies and procedures including grievance procedures and exit interviews • Researches and responds to employee questions, concerns and grievances • Maintains employee relations records
AHR100	Labor Relations <ul style="list-style-type: none"> • Establishes and maintains labor-management relations • Represents the organization in contract negotiations with labor unions • Administers the collective bargaining agreements and grievances

Career Bands, Career Levels, Functions and Disciplines

Functions and Disciplines Definitions (continued)

<u>Function</u>		<u>Code</u>
Human Resources (continued)		AHR
Discipline		
AHR116	Equal Employment Opportunity (EEO) <ul style="list-style-type: none">• Develops, implements and evaluates affirmative action programs to ensure compliance with government legislation and organization goals• Determines the efficiency and effectiveness of the EEO data system• Prepares employment trend reports related to the utilization of the job market in employment practices• Recommends improvements in recruitment and employee programs to ensure compliance with EEO goals and regulations	
AHR120	Organization Development <ul style="list-style-type: none">• Analyzes the organizational structure, determines changes to organizational responsibilities, staffing, managerial skills and the quality of work life• Ensures policy/program changes affecting employees do not conflict with the organization's objectives	
AHR130	Employee Development/Training Generalist/Multidiscipline <ul style="list-style-type: none">• Develops, implements and evaluates employee development plans and programs to support organizational needs as a generalist or in a combination of disciplines, such as management development, talent management, succession planning, technical or nontechnical training, or e-learning• Monitors employee development and training programs, assesses needs and results, develops new programs and modifies existing programs	
AHR140	Recruitment Generalist/Multidiscipline <ul style="list-style-type: none">• Sources, recruits, screens, interviews and recommends external and/or internal candidates for all level jobs, including entry level, experienced professional/technical, IT, support staff and hourly, and possibly management• May utilize the services of employment agencies• Places employment ads in appropriate sources, including the Internet and print media• Ensures the maintenance of accurate and concise records and reports concerning all phases of the recruitment process, including EEO statistics• May recruit from colleges, technical schools and job fairs	
AHR142	Recruitment - Management <ul style="list-style-type: none">• Sources, recruits, interviews and recommends external and/or internal candidates for management jobs	
AHR144	Recruitment - Professional/Technical <ul style="list-style-type: none">• Sources, recruits, interviews and recommends external and/or internal candidates for entry-level and experienced professional/technical jobs, including information technology and industry-specific technical disciplines	
AHR148	Recruitment - Support/Hourly <ul style="list-style-type: none">• Sources, recruits, screens, interviews and recommends external and/or internal candidates for support staff, clerical, craft and/or hourly jobs	
AHR150	Human Resources Information Systems (HRIS) <ul style="list-style-type: none">• Processes the organization's human resource information using the most efficient and cost-effective computer systems and applications• Researches, analyzes, designs and maintains information systems in support of human resource administration and projects• Monitors HR information needs and designs new or modifies existing systems to meet changing requirements	
AHR999	Human Resources - No Applicable Discipline <ul style="list-style-type: none">• Responsibilities are within the Human Resources Function, but are not described in other Discipline summaries	

Career Bands, Career Levels, Functions and Disciplines

Functions and Disciplines Definitions (continued)

Function	Code
Environmental Health and Safety	AHS

Designs, develops, implements and oversees the organization's environmental health and safety programs and procedures to safeguard employees and surrounding communities and to ensure that all facilities are in compliance with regulations.

Applicable Career Bands

M (Supervisory/Management) **P** (Professional) **T** (Technical Support)

Discipline

AHS000-EX	<p>Top Environmental Health and Safety Executive</p> <ul style="list-style-type: none"> Has primary responsibility for designing, developing and implementing programs and policies that provide and maintain healthful and safe working conditions in compliance with environmental health and safety guidelines/regulations and other legal enactments and standards established by senior management Develops and implements programs in order to abate, control or eliminate environmental health and safety risks
AHS050-EX	<p>Top Safety Executive</p> <ul style="list-style-type: none"> Has primary responsibility for establishing programs and policies that provide and maintain safe working conditions on the organization's premises in compliance with applicable guidelines/regulations (e.g., Occupational Safety and Health Association [OSHA] in the United States) and other legal enactments as well as standards established by senior management
AHS000	<p>Environmental Health and Safety Generalist/Multidiscipline</p> <ul style="list-style-type: none"> Designs, develops, implements and oversees the organization's environmental, health and safety programs and procedures to safeguard employees and surrounding communities and to ensure that all facilities are in compliance with regulations Responsibilities are within the Environmental Health and Safety Function as a generalist or in a combination of Disciplines
AHS010	<p>Environmental Science</p> <ul style="list-style-type: none"> Develops and implements programs to ensure that environment regulatory obligations are fulfilled in a cost-effective manner, and that environmental risks are effectively managed Analyzes and maintains detailed records of pollutant concentrations in air, water, plant and soil samples Assists field locations in pollution prevention and waste minimization programs through periodic monitoring and technical guidance Conducts research on the degradation of pollutants in the environment, including streams, sediments and groundwater Maintains detailed records and prepares related reports and studies for submission to regulatory agencies
AHS030	<p>Health and Safety</p> <ul style="list-style-type: none"> Conducts studies and investigations to ensure compliance with government safety and health laws, standards and regulations, and industrial hygiene Investigates accidents and promotes safety-conscious work performance and training programs Provides safety performance measures Determines root cause analyses
AHS040	<p>Industrial Hygiene</p> <ul style="list-style-type: none"> Inspects facilities and premises and prescribes corrective measures to reduce the risks of disease and other job-related ailments Investigates and prepares reports on job-related injuries and fatalities, and determines measures to avoid any recurrence Audits facilities to ensure compliance with environmental regulations and promotes maintenance of a clean and sanitary working environment Conducts employee training in environmental compliance and the handling of hazardous materials Provides direction on how to contain spills and clean spill sites to avoid civil or criminal penalties

Career Bands, Career Levels, Functions and Disciplines

Functions and Disciplines Definitions (continued)

<u>Function</u>		<u>Code</u>
Environmental Health and Safety (continued)		AHS
Discipline		
AHS050	Safety <ul style="list-style-type: none">• Conducts safety audits of buildings, facilities, tools and equipment• Determines safety training requirements and provides employees with safety training applicable to their work processes• Investigates accidents to determine the root cause, circumstances, and contributing factors• Develops recommendations and follow-up to prevent accident recurrence• Maintains comprehensive knowledge of government safety regulations	
AHS070	Workers Compensation Case Management <ul style="list-style-type: none">• Directs and coordinates appropriate, timely and cost-effective delivery of health care related to disability, urgent and emergency care, work limitations, transitional return to work plans, accommodations and part-time work for workers compensation and nonworkers compensation illness and injury• Determines service needs, selects and evaluates the services of appropriate network providers, and makes recommendations for retention or removal from the network• Identifies and coordinates the process of cases requiring physician-level review and implements recommendations• Identifies cases involving high-frequency and high-risk injuries/illnesses and performs ongoing evaluation and treatment plans• Determines essential job functions and identifies and implements necessary limitations, accommodations and part-time work for high-frequency/high-risk cases to reduce the length of disability	
AHS090	Medical Services - Nursing <ul style="list-style-type: none">• Provides professional nursing care for the comfort and well-being of employees, and assists physicians during examinations and treatments• Administers prescribed medications and changes dressings• Prepares and maintains patient clinical records• Develops preventive health care programs• May maintain established inventory levels for medicines, supplies and equipment	
AHS999	Environmental Health and Safety - No Applicable Discipline <ul style="list-style-type: none">• Responsibilities are within the Environmental Health and Safety Function but are not described in other Discipline summaries	