



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-3-66
Class Code	104041 103141

CLASSIFICATION : General Services Administrator

JOB DESCRIPTION:

An individual who, with a minimum of supervision, assists in the direction of administrative functions for the General Services Department. Responsible for the supervision of a major area such as PBX switchboards and internal telephone systems, plant maintenance or reproduction. Accountable for results of assigned areas, including efficient use of personnel, completion of reports, budgets and other assigned duties.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration or the equivalent, plus three years' experience in general business administration.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1985
GENERAL SERVICES AIDE

JOB DESCRIPTION

Responsible for driving an automatic transmission van transporting up to fourteen passengers between Las Vegas and the Nevada Test Site (NTS). Conducts pre-trip vehicle inspections checking gas, oil, water and tires to insure proper levels and pressures. Regulates the vehicles heating, lighting and ventilating systems for passenger comfort. Reports any performance problems regarding the vehicle to his/her supervisor. This work is done on a call-out basis.

QUALIFICATIONS

Requires a minimum of five years driving experience, some of which has been driving a large capacity van. Must have a good driving record and must have no physical problems which would prevent night driving. Also, requires common knowledge regarding vehicle operating conditions (fluid levels, tire pressures, wear, etc.) to inspect vehicle before use.

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101142

GENERAL SERVICES ASSISTANT

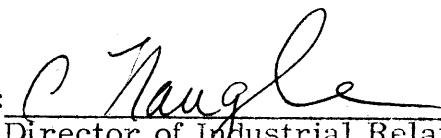
JOB DESCRIPTION:

May supervise functions such as: mail messenger service, printing and duplication, records management, a central filing system, or, custodial services. May provide indirect supervision to others within the scope of a specific service. Determines work procedures and may issue written or oral instruction. Assigns duties commensurate with function and assures that work is exact, neat and completed to meet deadlines. Coordinates work within the Department and with other organizations. Reviews methods of operation to increase productivity and effect cost reductions. Communicates, in writing as well as verbally, to higher level of management regarding the assigned function. Recommends changes or revisions to related systems, methods, procedures and practices. Prepares relevant reports and performs related work as required.

Minimum Qualifications

Working experience or training that would demonstrate ability to perform assigned duties and responsibilities.

Source: IR Svs - C

Approved: 
Director of Industrial Relations



JOB DESCRIPTION

Revision	Original
Date	11-3-66 7-5-76
Class Code	105340 104140

CLASSIFICATION : General Services Manager

JOB DESCRIPTION:

Responsible for the physical condition of buildings, grounds and utilities and for the efficient operation of such service functions as: shipping and receiving, PBX switchboards and internal telephone system, Company library, information center, etc. Accountable for results in terms of cost, methods and personnel. Duties include planning construction or installation and alteration of buildings and equipment. Responsible for hiring, firing, disciplining and reviewing the work performance of subordinates.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration or the equivalent with an exposure to civil, electrical and mechanical engineering and a background of successful supervisory experience.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

EG&G, INC.
BEDFORD CATHODE RAY TUBE OPERATIONS

GLASSBLOWER

JOB DESCRIPTION

Perform a variety of glass working operations to fabricate glass envelopes for electronic tubes such as cut, weld and form standardized shapes from quartz and other glasses, using glass lathe, torch and breath or compressed air. Make routine metal-to-glass welds such as to join Kovar buttons and 7052 glass envelopes.

Work from drawings, specifications and verbal instructions. Select specified size and type of glass tubing, score with file and break to prescribed lengths. Clean and inspect glass and fire polish to remove superficial scratches and imperfections. Use glass lathe, torch, hand tools, breath and/or compressed air to weld different sizes of tubing. Smooth and polish welds and ends and check to assure specified dimensional accuracy. Follow specified heat-time cycles for annealing work. Set up and operate semi-automatic machine to form various sizes of spirals from glass tubing, adjusting machine speed, torches and compressed air to obtain required pitch and spacing of coils and to avoid tube distortion. Cut spirals to specified lengths and weld, smooth and polish stubs as directed.

QUALIFICATION REQUIREMENTS

A well rounded knowledge of glass blowing techniques and practices, the physical characteristics and working qualities of a variety of glass and standard procedures for heating and annealing. Equivalent to accredited apprentice training in glass blowing plus a minimum of four years' experience in laboratory glass blowing for the electron tube industry. Familiar with high vacuum systems, leak detecting, and R.F. sealing techniques.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978

Graphic Arts Editor

JOB DESCRIPTION

An individual skilled in rendering complex technical illustrations from rough sketches into final form, proficient in design and preparation of original art work, and familiar with graphic art techniques required for lithography, patent drawings, visual aids, and editing and reproduction of both still and motion pictures. Practical knowledge of typography and publishing procedures as well as the ability to supervise a group of illustrators may be required.

QUALIFICATION REQUIREMENTS

Approximately five years' experience in the field, plus graduation from a recognized school or college, or the equivalent.



JOB DESCRIPTION

Revision Original
Date 7-5-76
11-3-66
Class Code 105480
102531

CLASSIFICATION : Graphic Arts Editor

JOB DESCRIPTION:

An individual skilled in rendering complex technical illustrations from rough sketches into final form, proficient in design and preparation of original art work, and familiar with graphic art techniques required for lithography, patent drawings, visual aids, and editing and reproduction of both still and motion pictures. Practical knowledge of typography and publishing procedures as well as the ability to supervise a group of illustrators may be required.

QUALIFICATION REQUIREMENTS:

Approximately five years' experience in the field, plus graduation from a recognized school or college, or the equivalent.

Source: Corporate IR

Approved: C. Haugle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1992

Group Leader

JOB DESCRIPTION

Responsible for overseeing and providing guidance in a single major function or in a number of closely related functions; plans, organizes and directs the work of the function in which there is accountability for success; monitors the progress toward goals and periodically evaluates and makes appropriate adjustments; determines functional goals and develops plans for the function independently of or jointly with higher management; determines resource needs and allocation of resources and accounts for their effective use; considers a broad range of factors when making decisions including public relation, legal impact, environmental, health, and safety impact, etc.; coordinates efforts with other internal and/or external activities; understands and communicates Company policies and priorities; and deals with general human resource management policy matters affecting the function and actions which have serious repercussions.

QUALIFICATIONS

Extensive professional level of education and experience in the functions supervised and experience supervising/managing functions requiring planning, organizing, and coordinating work to meet goals and objectives.



JOB DESCRIPTION

Revision	Original
Date	5 July 76
Class Code	106060

CLASSIFICATION :

Group Leader

JOB DESCRIPTION

Under the direction of a Section Head, responsible for the supervision and coordination of the activities of a group of employees engaged primarily in a specific field of endeavor. Determines work procedures and issues written and oral instructions. Assigns duties, examines work for exactness, neatness and completion. Prepares composite information from individual segments prepared by subordinates. Assures that work is completed to meet deadlines and commitments. Coordinates work within Group. Recommends changes or revisions to systems, methods, procedures, and practices.

QUALIFICATION REQUIREMENTS

Thorough knowledge of Section programs, policies, and practices as well as the procedures, functions, methods and terminology of the specific organizational area. Position requires ability to plan, organize, and coordinate the activities of a group of subordinates and effect changes as necessary.

LEVEL 6

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

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Health Physicist I

JOB DESCRIPTION

Working under close supervision, performs assigned tasks from detailed instructions and established procedures. Work is reviewed for soundness of technical judgment and following the defined policies and procedures. Assists others in protecting plant and personnel from ionizing radiation hazards. Conducts research to assist in the development of policies and procedures to include inspection standards, safe work methods, decontamination procedures and radiological emergency procedures. Participates with others in monitoring the organizations radiation protection standards in accordance with Federal, State and DOE programs. Performs personnel and plant radiation exposure measurements, radiation equipment testing and radioactive materials and waste measurements. Assists others in the development, procurement and modification of health physics equipment.

QUALIFICATION REQUIREMENTS

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

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Health Physicist 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. 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 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. Participates in monitoring company's radiation protection standards in accordance with Federal, State and DOE programs. Assists in the development, procurement and modification of health physics equipment.

QUALIFICATION REQUIREMENTS

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

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Health Physicist 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. 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. Recommends new equipment acquisition, instruments, and procedures to be used. 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. Monitors company's radiation protection standards in accordance with Federal, State and DOE programs.

QUALIFICATION REQUIREMENTS

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



Revision	Original
Date	5 July 76
Class Code	104182

JOB DESCRIPTION

CLASSIFICATION :

Health Physicist

JOB DESCRIPTION

Is responsible for performing professional work concerned primarily with the protection of personnel from the hazards of ionizing radiation. 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. Recommends new equipment acquisition, instruments, and procedures to be used. 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.

QUALIFICATION REQUIREMENTS

Either considerable progressive technical experience and/or education that provided a comprehensive understanding of sciences applicable to the field of health physics comparable to that which would have been acquired through successful completion of a full four year college course, with a major in health physics, engineering, radiological science, chemistry, physics, biology, and/or mathematics of which must have included differential and integral calculus and physics.

The position requires the ability to apply scientific methodology to radiation protection problems; plan and conduct difficult and complex investigations of radiological health hazards, solve problems and direct or coordinate projects and effect changes or recommendations as necessary. Plan, coordinate and initiate actions, implement decisions and recommendations. Understand, interpret, implement Federal, state and local laws, regulations, and ordinances pertinent to Radiation Control. Speak and write effectively to present or prepare comprehensive reports or recommendations for management, government agencies or the general public.

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

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Health Physicist IV

JOB DESCRIPTION

Working without appreciable direction, exercises considerable latitude in determining technical objectives of assignments. Completed work is reviewed from a relatively long term perspective for desired results. 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. Recommends new equipment acquisition, instruments, and procedures to be used. 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. Monitors and controls company's radiation protection standards in accordance with Federal, State and DOE programs. Makes recommendations for changes in the work environment based on interpretation and principles of professional practices. May act as leadperson on small to medium projects. Provides training to employees and lower level Health Physicists.

QUALIFICATION REQUIREMENTS

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



Revision A
Date 5 July 1976
Class Code 101187

JOB DESCRIPTION

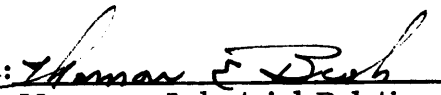
CLASSIFICATION : HEALTH AND SAFETY NURSE

PRIMARY DUTIES AND RESPONSIBILITIES:

Under general supervision responsible for performing nursing services designed to provide care and treatment of work incurred/occupational injuries and illness as well as maintaining employee health and safety. Assists in reviewing work areas to assure sanitation and elimination of health and hygiene hazards. Assists in formulation and administration of health, safety and hygiene programs and designs, preparing and maintaining necessary records and reports. Initiates, recommends and expedites matters towards a satisfactory resolution in critical health or safety situations. Assists in teaching or training functions and in advising individuals and organizations of the health, safety, and hygiene programs.

QUALIFICATION REQUIREMENTS:

Possession of a valid current license issued by the State of Nevada State Board of Nursing, and extensive industrial nursing experience which demonstrates the knowledge and ability to effectively carry out a comprehensive health plan under the direction of the supervising contract physician and the Chief Health and Safety nurse to professionally provide health services to all employees requiring nursing.

Approved: 
Manager, Industrial Relations
Services Department

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Industrial Hygienist I

JOB DESCRIPTION

Working under close supervision, performs assigned tasks from detailed instructions and established procedures. Assists others in developing and implementing programs for monitoring and preventing chemical, ergonomic, physical and biological hazards and diseases in the company. This includes performing basic industrial hygiene field measurements, safety measurements, safety evaluations and hazardous waste evaluations. Assists in monitoring company health standards in relation to Federal, State and DOE programs. Provides input in the development of hazardous materials communications. May assist in providing industrial hygiene orientation and training to employees. Uses industrial hygiene equipment.

QUALIFICATION REQUIREMENTS

Bachelors degree in Industrial Hygiene or equivalent education and experience.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Industrial Hygienist II

JOB DESCRIPTION

Working under general supervision, performs tasks by following established procedures where work is reviewed for soundness of technical judgement and overall adequacy. Develops, recommends and implements programs for monitoring and preventing chemical, ergonomic, physical and biological hazards and diseases in the company. This includes performing industrial hygiene field measurements, safety measurements, safety evaluations 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. Monitors and evaluates company health standards in relation to Federal, State and DOE programs. Investigates cases of occupational developments of preventative health services for employees. Develop and provide industrial hygiene training to employees.

QUALIFICATION REQUIREMENTS

Bachelor's degree in Industrial Hygiene or equivalent education and experience. In addition, must have a minimum two years industrial hygiene experience or equivalent.



Revision Original
Date 5 July 1976
Class Code 104184

JOB DESCRIPTION

CLASSIFICATION : INDUSTRIAL HYGIENIST

JOB DESCRIPTION:

Participates in sample collection of toxic gases, dusts, fumes and other particulate matter and performs related experiments. Independently analyzes laboratory samples. Maintains, calibrates and issues instructions for use of the industrial hygiene and health physics sampling equipment. Develops routine and special procedures necessary for the conduct of occupational health programs including inspections, analysis and preparation of reports. 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. Encourages development of preventive health services for employees. 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. Plans and executes work according to schedule and performs related work as required. May supervise lower level personnel in performing exploratory or evaluation tests.

QUALIFICATION REQUIREMENTS:

Bachelor's degree or equivalent in a field related to industrial hygiene or life sciences plus three years of work experience related to industrial hygiene.

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

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1990

Industrial Hygienist IV

JOB DESCRIPTION

Working without appreciable direction, exercises considerable latitude in determining technical objectives of assignments. Completed work is reviewed from a relatively long term perspective for desired results. Develops, recommends, and implements programs, policies and procedures for monitoring and preventing chemical, ergonomic, physical and biological hazards and diseases in the company. This includes performing industrial hygiene field measurements, safety measurements, safety evaluations 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. Monitors and evaluates company health standards in relation to Federal, State and DOE programs. Interprets, evaluates and makes recommendations based on proposed changes in the programs. May prepare technical reports based on expert interpretation of data, observations and current regulations. Uses and maintains industrial hygiene equipment. Provides technical 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. Encourages development and preventive health services for employees. 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. May act as lead-person on small to medium projects.

QUALIFICATION REQUIREMENTS

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



JOB DESCRIPTION

Revision A
Date 5-1-72
Class Code 307747

CLASSIFICATION : Industrial Nurse

JOB DESCRIPTION:

Under the direction of a medical officer, provides nursing care and first-aid for industrial injuries and medical emergencies of a non-industrial nature. Follow up on cases which require care subsequent to initial treatment. Advise patient on the care of injury or illness.

ASSOCIATED DUTIES:

1. Perform various clerical functions such as scheduling appointments for key personnel physical examinations and the maintenance of employee case history records.
2. Be aware of and comply with applicable Company, Government, and State regulations, manuals and directives.
3. Contact local hospitals or physicians relative to the condition of hospitalized employees.
4. Render necessary assistance in cases of emergency.
5. Maintain current State Nurse Registration.

Source: LV IR

Approved: C. Naugle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	107051

CLASSIFICATION : Industrial Relations Manager

JOB DESCRIPTION:

Provide effective and efficient management to initiate, direct, and coordinate approved policies and procedures pertaining to Industrial Relations at the Division level. Formulate Division policy within the framework of Corporate directives consistent with the management goals of the Division. Counsel technical and administrative managers on matters pertaining to the Industrial Relations function. Perform senior level tasks on advanced personnel projects involving employment, wage and salary administration, benefits and services, health and safety. Administer business analysis, field administration, and such other functions as may be delegated. Provide administrative guidance to subordinates and perform such other duties as may be the responsibility of a manager.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration with emphasis on Industrial Relations plus additional engineering or scientific oriented courses; and an extensive background of related experience including leadership.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



CAP BUDGET PROPOSAL - JANUARY 1994

INSPECTOR I

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; assists in drafting inspection plans; logs in subcontractor submittals; conducts initial review to verify adequacy, acceptability, and suitability of proposed materials; arrange for special tests of materials, systems and subsystems; assists in monitoring and inspecting 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 of as-built records and conformance with EG&G/EM standards; and ensures compliance with site safety and compliance with OSHA construction practices.

Qualifications

Extensive experience in a construction related field such as architectural, civil, electrical, mechanical, and structural; and knowledge of construction engineering concepts and practices.



CAP BUDGET PROPOSAL - JANUARY 1994

INSPECTOR II

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 of as-built records and conformance with EG&G/EM standards; and ensures compliance with site safety and compliance with OSHA construction practices.

Qualifications

Bachelor's Degree in Engineering or construction related field or equivalent training and experience. Experience in construction management, construction inspection or project management.



JOB DESCRIPTION

Revision Original
Date 11-3-66
Class Code 407543

CLASSIFICATION : Instrument Maker

JOB DESCRIPTION:

A highly skilled Machinist who is required to work to very close tolerances without supervision, demonstrating mechanical ingenuity and experience in, familiarity with, and a feeling for the construction, adjustment and repair of a wide variety of instruments encountered in research and scientific work; may be called upon to supervise and train Machinists and helpers.

QUALIFICATION REQUIREMENTS:

Approximately ten years' experience in working to close tolerances, or the equivalent.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

Int. Accounting Clerk

1. Establish open purchase order files and maintain/monitor activity to ensure that required documents are received timely.
2. Match purchase orders, receiving reports and invoices, audit and extend invoices and receiver, comparing price and quantity, terms, FOB point and inspection requirement. Prepare vouchers accurately and legible recording appropriate cost distribution.
3. Initiate follow-up procedures to resolve discrepancies/problems, coordinating with appropriate Purchasing, Receiving or vendor personnel ensuring effective and timely resolution.
4. Balance vouchers for input to Data Processing, establish payment due dates and disburse within the established time frame.
5. Update and balance open-commitment listings.
6. Prepare journal vouchers, i.e., disbursements, accruals, cash receipts, etc.
7. Prepare various reports and assist in other areas as required.
8. Open, date stamp and distribute mail, answer the telephone for the Accounting Section and file and maintain completed documents.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1982

Intermediate 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. Prepares documentation and maintains associated records and files.

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. Some knowledge of programming and electronic theory as needed in the area of expertise. Skill to analyze data and prepare documentation and reports.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1981

Intermediate 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. Prepares documentation and maintains associated records and files.

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. Some knowledge of programming and electronic theory as needed in the area of expertise. Skill to analyze data and prepare documentation and reports.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Intermediate Technologist

JOB DESCRIPTION

Performs work requiring a high degree of technical expertise and knowledge normally considered part of a science or engineering field. Independently carries out assignments which typically require background research, planning, designing, fabricating, testing, evaluating, and modifying as necessary. Prepares necessary paperwork such as purchase requisitions, progress reports, operations and maintenance procedures, evaluations and summaries. May work on projects independently, contributing expertise in joint efforts, or directing a segment of a larger project.

QUALIFICATION REQUIREMENTS

Technical training and work experience at progressively higher levels which are closely comparable to that acquired by a scientific or engineering professional. Knowledge of scientific theory, engineering design, and computer systems along with practical manual skills. Knowledge of Company policies and procedures plus sound writing and speaking skills.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1981
Intermediate Technologist

JOB DESCRIPTION

Performs work requiring a high degree of technical expertise and knowledge normally considered part of a science or engineering field. Independently carries out assignments which typically require background research, planning, designing, fabricating, testing, evaluating, and modifying as necessary. Prepares necessary paperwork such as purchase requisitions, progress reports, operations and maintenance procedures, evaluations and summaries. May work on projects independently, contributing expertise in joint efforts, or directing a segment of a larger project.

QUALIFICATION REQUIREMENTS

Technical training and work experience at progressively higher levels which are closely comparable to that acquired by a scientific or engineering professional. Knowledge of scientific theory, engineering design, and computer systems along with practical manual skills. Knowledge of Company policies and procedures plus sound writing and speaking skills.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

INTERNAL SECURITY SPECIALIST I

JOB DESCRIPTION:

Performs various assignments within one or more of the major areas of responsibility in internal security including, but not necessarily limited to: classified material control, security awareness, and personnel security. Assists in the administration of established procedures. Resolves routine problems where guidelines are available. May supervise clerical tasks in support of operations. May direct the activities of a contractor guard force. Interface with DOE security personnel. Performs other tasks as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two year course at a school of business administration, or equivalent training in security or related field or equivalent experience. Some related experience preferably military, industrial or federal.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

INTERNAL SECURITY SPECIALIST II

JOB DESCRIPTION:

Performs various assignments within one or more of the major areas of responsibility in internal security including, but not necessarily limited to classified material control, security awareness, and personnel security. Performs work that is varied and somewhat difficult where guidelines are available but may require interpretation and/or adaptation. May administer one or more of the internal security functions resolving routine problems. Difficult problems are resolved through consultation with higher level security personnel. Provides training to satellite locations in the area of internal security. Conducts compliance reviews in satellite locations. Supervises security personnel in support of operations. May direct the activities of a contractor guard force. Interfaces with DOE security personnel. Performs other related assignments as may be directed by higher level Security personnel.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Business Administration or equivalent training in security or related field or equivalent experience. Experience in security preferably military, industrial or federal.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

INTERNAL SECURITY SPECIALIST III

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 moderately difficult requiring interpretation and adaptation of guidelines to accomplish tasks. Administers one or more of the internal security functions and assists higher level security personnel with the formulation of new guidelines and methods. Provides training to and conducts compliance reviews at satellite locations. Supervises tasks in support of operations. May direct the activities of a contractor guard force. Interfaces with DOE security personnel. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Business Administration or equivalent training in security or related field or equivalent experience. Extensive experience in security providing knowledge of internal security methods and procedures.



CAP BUDGET PROPOSAL - JULY 1993

INVENTORY CONTROL COORDINATOR

Job Description

Under limited supervision, responsible for the administration of the inventory control processes for a remote location; ensures availability of required parts; verifies received parts meet required specifications; researches parts lists, drawings, service manuals for correct part name, part number, serial number, manufacturers number for received parts; performs all material control activities; provides spares parts requisitioning technical support for the location; operates a computer to provide data entry and retrieval, report generation, and inventory status; and provides work direction to nonexempt employees.

Qualifications

Extensive experience with inventory control processes and shipping and receiving; knowledge of electrical, electronic and mechanical components; and knowledge of inventory control computer systems.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978

Keypunch Operator

JOB DESCRIPTION

Operates keypunch machines to record accounting and statistical data on tabulating cards with sufficient knowledge through prior work experience or specialized schooling to perform basic operations. Following written information on records, punch corresponding numbers or symbols on machine keyboard to transcribe the written information into perforations on the tabulating cards. May verify own work or work of others. May maintain files of punched cards. Tact and discretion necessary due to exposure to confidential 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.

QUALIFICATION REQUIREMENTS

Ability to operate keypunch machine accurately at a moderate speed.



JOB DESCRIPTION

Revision	A
Date	7-5-76
	5-1-72
Class Code	303736
	303422

CLASSIFICATION : Keypunch Operator

JOB DESCRIPTION:

Operates keypunch machines to record accounting and statistical data on tabulating cards with sufficient knowledge through prior work experience or specialized schooling to perform basic operations. Following written information on records, punch corresponding numbers or symbols on machine keyboard to transcribe the written information into perforations on the tabulating cards. May verify own work or work of others. May maintain files of punched cards. Tact and discretion necessary due to exposure to confidential 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.

Source: LV IR

Approved: C. Naugle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Laboratory Assistant

JOB DESCRIPTION

Performs simple and routine tasks and laboratory tests under the supervision of scientific personnel. Assists with laboratory research primarily by constructing and setting up technical and experimental apparatus associated with a materials processing lab. Assists technicians and other scientific personnel in the performance of laboratory research to include modifying and repairing equipment and collecting accurate data.

QUALIFICATION REQUIREMENTS

Knowledge of laboratory procedures, chemicals and safety hazards and precautions usually acquired through attending a two-year chemistry course of study or equivalent experience and training. Knowledge of basic electrical and mechanical theory and terminology, circuits and controls. Skill to use basic electronic equipment such as multimeters. Skill to use basic hand and power tools; skill to solder intricate components.



JOB DESCRIPTION

Revision Original
Date 11-3-66
Class Code 404511

CLASSIFICATION : Laboratory Assistant

JOB DESCRIPTION:

An individual who assists in laboratory, research, or analytical work under direction or supervision of scientific personnel, operating and constructing technical and experimental apparatus.

QUALIFICATION REQUIREMENTS:

Demonstration of skill and performance in the particular field; ordinarily has either two years' experience or graduation from a two year day course at a technical institute, or the equivalent.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	107013

CLASSIFICATION : Laboratory Controller

JOB DESCRIPTION:

Responsible for the administration and interpretation of Company accounting policies within his assigned Division. Supervises all accounting functions including payroll, cost, budget and accounts payable and receivable and compiles and analyzes production reports and statistical statements. Devises and recommends changes and improvements in procedures, charts of accounts and practices to meet changing trends and conditions. Responsible for the activities of subordinate supervisors.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Accounting or Business Administration and a proven background of successful supervisory experience.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1985

LAYOUT DRAFTER

JOB DESCRIPTION

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

Responsible for reading and interpreting drawings, sketches, layouts, drafting standards, vendor catalogs and design manuals. Proportions elements using mathematical calculations in accordance with ANSI standards to select the proper size, format, scale, and correct view and section placement. Resolves layout problems for the successful completion of projects. Prepares drawings within deadlines.

QUALIFICATIONS

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



JOB DESCRIPTION

Revision Original
Date ~~7-5-76~~
~~11-9-80~~
Class Code ~~406412~~
406509

CLASSIFICATION : Layout Draftsman

JOB DESCRIPTION:

An individual who, under some supervision, proportions and assembles elements, the functional relationship and design of which have been established by the Design Draftsman or engineer. Has a good working knowledge of materials, electricity, and manufacturing practices.

QUALIFICATION REQUIREMENTS:

Demonstration of satisfactory skill and performance; approximately three years' experience in addition to graduation from a two year day course at a technical institute, or the equivalent.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - MAY 1988

CLASSIFICATION: Lead 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. Maintains necessary records and files required for successful operation on in-plant printing facility. Directs work and trains other employees of lower classification; adjusts printing schedule in accordance with priority loads; makes proof copies; maintains quality of impression; and performs related work as required. 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.

QUALIFICATION REQUIREMENTS:

A minimum of four years' experience in the operation of offset duplicating machine and related equipment. Must be capable of completing steps in printing process to develop offset printing plates using darkroom equipment and read job orders to determine quantity of materials to be printed, stock and ink specifications, and press time required to complete job. Demonstrated ability to examine proof copy to assure accurate reproduction of color, centering of print, and conformance to layout specifications. Skill to adjust time and exposure settings and calculate and set reduction in copy or camera plate maker for use in offset duplicating. Working knowledge of the rules and regulations of the Joint Committee on Printing (JCP), the Government Printing Office (GPO), and EM as related to restrictions on printing/duplicating. Experience and skill to provide work direction and train other employees of lower classification.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1984

LEGAL COUNSEL

JOB DESCRIPTION

Provides legal counsel and guidance to Company officials. Performs professional legal work such as preparing legal briefs and examination, interpretation, review, and preparation of contracts, legal instruments, or other documents to assure completeness of information. Ensures conformance to pertinent laws, regulations, and precedents. Analyzes legal decisions, opinions, rulings, etc. Evaluates pertinent facts and evidence, and conducts investigations of sensitive internal and external matters. Acts as an agent of the Company in various transactions. Represents the Company as counsel in judicial and administrative proceedings as required. Makes recommendations concerning settlements of suits or claims. Develops and implements legal policies; reviews Company policies and procedures, providing advice and direction to ensure legal conformity. Performs related work as required.

QUALIFICATION REQUIREMENTS

Attorney with demonstrated ability in legal research and analysis, especially in the area of contract and labor law. Must possess skill and knowledge to represent the Company in federal, state and local court systems and with administrative agencies. Skill to recognize problem areas and prepare sound legal opinions consistent with laws, regulations and court decisions.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1984

LEGAL COUNSEL

JOB DESCRIPTION

Provides legal counsel and guidance to Company officials. Performs professional legal work such as preparing legal briefs and examination, interpretation, review, and preparation of contracts, legal instruments, or other documents to assure completeness of information. Ensures conformance to pertinent laws, regulations, and precedents. Analyzes legal decisions, opinions, rulings, etc. Evaluates pertinent facts and evidence, and conducts investigations of sensitive internal and external matters. Acts as an agent of the Company in various transactions. Represents the Company as counsel in judicial and administrative proceedings as required. Makes recommendations concerning settlements of suits or claims. Develops and implements legal policies; reviews Company policies and procedures, providing advice and direction to ensure legal conformity. Performs related work as required.

QUALIFICATION REQUIREMENTS

Attorney with demonstrated ability in legal research and analysis, especially in the area of contract and labor law. Must possess skill and knowledge to represent the Company in federal, state and local court systems and with administrative agencies. Skill to recognize problem areas and prepare sound legal opinions consistent with laws, regulations and court decisions.

CLASSIFICATION: Legal Counsel

APPLICABLE LOCATION(S): Las Vegas

JOB DESCRIPTION:

Assists the Chief Legal Counsel in providing legal counsel and guidance to Company officials. Performs professional legal work such as preparing legal briefs and examination, interpretation, review, and preparation of contracts, legal instruments, or other documents to assure completeness of information and conformance to pertinent laws, regulations, and precedents. Analyzes legal decisions, opinions, rulings, etc. Evaluates pertinent facts and evidence. May act as an agent of the Company in various transactions. Represents the Company as counsel in judicial and administrative proceedings as required. May make recommendations concerning settlements of suits or claims. Performs related work as required.

QUALIFICATION REQUIREMENTS:

Attorney with demonstrated ability in legal research and analysis, especially in the area of contract and labor law.

C. E. Naugle, Director
Industrial Relations Division



JOB DESCRIPTION

Revision ~~Original~~
Date ~~11-3-66~~
~~7-5-76~~
Class Code ~~102044~~
101146

CLASSIFICATION : Librarian (Exempt)

JOB DESCRIPTION:

An individual who maintains a library of scientific literature, prepares bibliographies of scientific publications, and is responsible for the operation of an active library.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Library Science plus two years' experience in a technical library.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision Original

Date 11-3-66

Class Code 306741

~~106132~~

101146

CLASSIFICATION : Librarian (Non-exempt)

JOB DESCRIPTION:

Responsible for the operation of an area office library employing fewer than three people. Complete literature searches; select and purchase books, periodicals, reports and other literature material; set up and maintain systems for filing, cataloging, indexing and safeguarding library inventories and classified documents. May direct the activities of one subordinate clerk.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Library Science or its equivalent.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



Revision Original
Date 11-3-66
Class Code 405541

JOB DESCRIPTION

CLASSIFICATION : Machinist

JOB DESCRIPTION:

An individual who demonstrates familiarity and skill with all the commonly used machine tools, working with blueprints, specifications, verbal instructions or sketches, and setting up and operating such tools under supervision.

QUALIFICATION REQUIREMENTS:

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

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager

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ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978

Mail Clerk

JOB DESCRIPTION

Picks up and delivers incoming and outgoing company mail at various Energy Measurements Group locations, DOE and the Post Office. Sorts incoming mail and records certified and registered mail; sorts, packages, addresses, seals, weighs and stamps outgoing mail and records postage meter usage. Performs the duties of receptionist as required monitoring electronic alarms and assisting with general clerical tasks as directed.

QUALIFICATION REQUIREMENTS

Ability to follow verbal and written instructions.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Mail Courier

JOB DESCRIPTION

Prepares, sorts, picks up and delivers mail, parcels and miscellaneous items; transports office personnel to various offices located in the metropolitan area. Performs other courier functions as well as related duties as required.

QUALIFICATION REQUIREMENTS

Current drivers license and chauffeur's license where transportation of personnel is required.

MAINTENANCE HELPER

JOB DESCRIPTION:

Assists Maintenance Worker with general maintenance of buildings and trailers. Fabricates shipping boxes and crates. Operation and upkeep of forklifts and gasoline engines. Must have knowledge for the use and repair of shop tools and machines.

QUALIFICATION REQUIREMENTS:

A strong mechanical aptitude meets the demands of the job. Possession of a valid State of New Mexico Operator's License. Any combination of education and/or training equivalent to high school graduation and some experience in mechanical work.

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER 1985
MAINTENANCE WORKER

JOB DESCRIPTION

Performs general, nonspecialized tasks in maintenance and installation on company property and in company buildings. Assists in simple maintenance duties which may include carpentry, HVAC, electrical and plumbing tasks. May scrape, putty and paint walls, woodwork, and fixtures; replace light bulbs, covers and filters.

May maintain turf and landscaping by mowing grass, applying fertilizer and/or chemicals for weed and pest control. Performs installation and maintenance of sprinkler systems. May lay out and tend flower beds or other decorative vegetation.

Performs routine cleaning and maintenance on gardening and grounds equipment.

QUALIFICATION REQUIREMENTS

Knowledge of applicable construction or installation and maintenance techniques; ability to follow verbal instructions and to meet the physical demands of the job. Knowledge of associated terminology, materials, tools, equipment, machines and safety practices.

HR PER-C/B
30 September 1985

503753
Code # ~~503664~~
Effective ~~4/1/75~~
7-5-76

~~7 May 1975~~

MAINTENANCE WORKER

JOB DESCRIPTION

Performs general, nonspecialized tasks in the maintenance of company property and buildings. Assists in simple maintenance duties which may include carpentry, electrical and plumbing tasks. May scrape, putty and paint walls, woodwork, and fixtures; replace light bulbs, covers, and filters.

May maintain turf and landscaping by mowing grass, applying fertilizer and/or chemicals for weed and pest control. Assist in installation and maintenance of sprinkler systems. May lay out and tend flower beds or other decorative vegetation.

Performs routine cleaning and maintenance on gardening and grounds equipment.



Revision Original

Date ~~7-5-76~~
11-3-88

Class Code ~~507653~~
507751

JOB DESCRIPTION

CLASSIFICATION : Maintenance Mechanic

JOB DESCRIPTION:

Perform skilled duties to repair, adjust and maintain in working order a variety of mechanical apparatus and equipment such as exhaust and gas-distribution systems, vacuum pumps, baking ovens and hydrogen furnaces. Dismantle and re-assemble units; replace broken or defective parts obtained from stock. Improvise and fabricate minor replacement parts such as shields, brackets, etc. Oil motors and bearings; clean special parts. May direct work of and perform duties of utility man.

QUALIFICATION REQUIREMENTS:

Ability to use machine and hand tools such as drill and punch presses, grinder, wrenches and cutters, scales and fixed gauges. Read and understand detailed part and assembly drawings and specification sheets.

Source: Corporate IR

Approved: C. Hangle

Industrial Relations Manager



Revision A

Date 7-10-67

Class Code 507658

JOB DESCRIPTION

CLASSIFICATION : Maintenance Mechanic Leadman

JOB DESCRIPTION:

Lay out work for, direct and assist Maintenance Mechanics, tradesmen, and helpers to give complete maintenance coverage, both in-plant and at field locations. May perform tasks in any or all of the major trades. Install, maintain, and repair electrical apparatus and circuits. Install, modify, and repair plumbing fixtures and lines. Construct, alter, and/or repair a variety of items utilizing the tools of the carpentry trade. Prepare and apply paint, stain, varnish, etc. Perform other related duties in support of the maintenance effort.

QUALIFICATION REQUIREMENTS:

Graduation from high school plus apprentice training. Journeyman experience in the craft for which hired. Broad background in plant and field oriented maintenance functions. Demonstrated ability to lead a group of tradesmen in the performance of similar tasks.

Source: LVO IR (revised)

Approved: C. Nangle

Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	7-5-76 8-14-87
Class Code	104066 103/65

CLASSIFICATION : Materiel Administrator

JOB DESCRIPTION:

Insure that inventories are maintained at reasonable levels and consistently controlled with program needs and applicable government and Corporate regulations. Establishment of minimum/maximum quantity levels and re-order points based on good inventory practices and budgetary limitations. Arrange inventory items into groups or classes of usage and value for purposes of analysis and control. Review stocked items to eliminate redundancy in specifications and/or performance. Maintain and update store's catalog periodically and circulate to appropriate personnel. Supervise and coordinate the functions of the various stockroom locations. Responsible for the activities of both Inventory Control and stockroom personnel.

QUALIFICATION REQUIREMENTS:

College courses in General Business or related field desired. Two to four years' experience in Inventory Control. Administrative ability with strong technically orientated background.

Source: LVO IR

Approved: C.E. Nangle
Industrial Relations Manager



JOB DESCRIPTION

Revision Original
Date 8-14-67
Class Code 104066
103-165

CLASSIFICATION : Materiel Administrator

JOB DESCRIPTION:

Insure that inventories are maintained at reasonable levels and consistently controlled with program needs and applicable government and Corporate regulations. Establishment of minimum/maximum quantity levels and re-order points based on good inventory practices and budgetary limitations. Arrange inventory items into groups or classes of usage and value for purposes of analysis and control. Review stocked items to eliminate redundancy in specifications and/or performance. Maintain and update store's catalog periodically and circulate to appropriate personnel. Supervise and coordinate the functions of the various stockroom locations. Responsible for the activities of both Inventory Control and stockroom personnel.

QUALIFICATION REQUIREMENTS:

College courses in General Business or related field desired. Two to four years' experience in Inventory Control. Administrative ability with strong technically orientated background.

Source: LVO IR

Approved: C.E. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Materiel Handler I

JOB DESCRIPTION

With appropriate instruction performs any combination of duties relating to Property Management functions including:

- . loading, unloading and conveying equipment, materials and supplies
- . receiving, shipping and warehousing of equipment, material and supplies
- . identifying equipment, conducting inventories and maintaining proper documentation for all transactions
- . initiating orders and verifying accuracy of requisitions and records.

Also performs necessary clerical duties, special projects and miscellaneous assignments.

QUALIFICATION REQUIREMENTS

High school graduate or equivalent. Ability to lift light to heavy items safely. Possess a valid drivers license.



Revision B
Date 2-8-71
Class Code 505687

JOB DESCRIPTION

CLASSIFICATION : Materiel Handler "A"

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.

Source: LVD IR

Approved: C. C. Nangle
Industrial Relations Manager



JOB DESCRIPTION

Revision B
Date 7-5-76
~~2-8-71~~
Class Code 505687
505780

CLASSIFICATION : Materiel Handler "A"

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.

Source: LVD IR

Approved: C. C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Material Handler I

JOB DESCRIPTION

With appropriate instruction performs any combination of duties relating to Property Management functions including:

- . loading, unloading and conveying equipment, materials and supplies
- . receiving, shipping and warehousing of equipment, material and supplies
- . identifying equipment, conducting inventories and maintaining proper documentation for all transactions
- . initiating orders and verifying accuracy of requisitions and records.

Also performs necessary clerical duties, special projects and miscellaneous assignments.

QUALIFICATION REQUIREMENTS

High school graduate or equivalent. Ability to lift light to heavy items safely. Possess a valid drivers license.

ENERGY MEASUREMENTS, INC

CAP BUDGET PROPOSAL - MAY 1984

Material Handler II

JOB DESCRIPTION

Performs any combination of duties relating to Property Management functions including: loading, unloading, and conveying equipment, materials and supplies; receiving, shipping and warehousing of equipment, material and supplies; identifying equipment, conducting inventories and maintaining proper documentation for all transactions; initiating orders and verifying accuracy of requisitions and records. Also, performs necessary clerical duties, assists with training new employees, provides information to other organizations and performs special projects and miscellaneous assignments as needed. May maintain and control vehicle maintenance schedules.

May assist with performing property control functions to include assigning property numbers, maintaining records, and tagging capital equipment.

QUALIFICATION REQUIREMENTS

Education or training equivalent to high school plus knowledge of and experience with material handling procedures and methods. Knowledge of Company equipment, materials, procedures and locations. Basic knowledge of tariff regulations for truck and air carriers used. Skill to operate forklifts, automobiles, and trucks.



JOB DESCRIPTION

Revision	A
Date	7-7-69
Class Code	504686

CLASSIFICATION : Materiel Handler II

JOB DESCRIPTION:

Under general 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 other related duties as required or directed.

QUALIFICATION REQUIREMENTS:

Any combination of education or training equivalent to high school graduation and two 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.

Source: LVO IR

Approved C. Naugle
Industrial Relations Manager



JOB DESCRIPTION

Revision ~~A~~
Date ~~7-5-76~~
~~7-7-69~~
Class Code ~~504686~~
504781

CLASSIFICATION : Materiel Handler "B"

JOB DESCRIPTION:

Under general 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 other related duties as required or directed.

QUALIFICATION REQUIREMENTS:

Any combination of education or training equivalent to high school graduation and two 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.

Source: LVO IR

Approved C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Material Handler II

JOB DESCRIPTION

Performs any combination of duties relating to Property Management functions including: loading, unloading, and conveying equipment, materials and supplies; receiving, shipping and warehousing of equipment, material and supplies; identifying equipment, conducting inventories and maintaining proper documentation for all transactions; initiating orders and verifying accuracy of requisitions and records. Also, performs necessary clerical duties, assists with training new employees, provides information to other organizations and performs special projects and miscellaneous assignments as needed.

QUALIFICATION REQUIREMENTS

Education or training equivalent to high school plus knowledge of and experience with material handling procedures and methods. Knowledge of Company equipment, materials, procedures and locations. Physical ability and knowledge to lift light to heavy items safely. Possess a valid drivers license.

IR PER C/B
29 September 1983

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Material Handler II

JOB DESCRIPTION

Performs any combination of duties relating to Property Management functions including:

- . loading, unloading, and conveying equipment, materials and supplies
- . receiving, shipping and warehousing of equipment, material and supplies
- . identifying equipment, conducting inventories and maintaining proper documentation for all transactions
- . initiating orders and verifying accuracy of requisitions and records.

Also, performs necessary clerical duties, assists with training new employees, provides information to other organizations and performs special projects and miscellaneous assignments as needed.

QUALIFICATION REQUIREMENTS

Education or training equivalent to high school plus knowledge of and experience with material handling procedures and methods. Knowledge of Company equipment, materials, procedures and locations. Physical ability and knowledge to lift light to heavy items safely. Possess a valid drivers license.

IR DIV (ES DEPT)
24 April 1980

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Material Handler III

JOB DESCRIPTION

Performs independently or with minimal supervision any combination of duties relating to Property Management functions including:

- . loading, unloading and conveying equipment, materials and supplies
- . receiving, shipping and warehousing of equipment, material and supplies
- . identifying equipment, conducting inventories and maintaining proper documentation for all transactions
- . initiating orders and verifying accuracy of requisitions and records.

Also, performs necessary clerical duties, trains new employees, directs work of others as appropriate, provides information to other organizations and performs special projects and miscellaneous assignments as needed.

QUALIFICATION REQUIREMENTS

Education or training equivalent to high school plus knowledge of and experience with material handling procedures and methods. Thorough knowledge of Company equipment, materials, procedures and locations. Physical ability and knowledge to lift light to heavy items safely. Possess a valid drivers license.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JULY 1980

Materiel Handler III

JOB DESCRIPTION

Performs independently or with minimal supervision any combination of duties relating to Property Management functions including:

- . loading, unloading and conveying equipment, materials and supplies
- . receiving, shipping and warehousing of equipment, material and supplies
- . identifying equipment, conducting inventories and maintaining proper documentation for all transactions
- . initiating orders and verifying accuracy of requisitions and records.

Also, performs necessary clerical duties, trains new employees, directs work of others as appropriate, provides information to other organizations and performs special projects and miscellaneous assignments as needed.

QUALIFICATION REQUIREMENTS

Education or training equivalent to high school plus knoweldge of and experience with material handling procedures and methods. Thorough Knowledge of Company equipment, materials, procedures and locations. Physical ability and knowledge to lift light to heavy items safely. Possess a valid drivers license.

IR DIV (ES DEPT)
24 April 1980

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Material Handler III

JOB DESCRIPTION

Performs independently or with minimal supervision any combination of duties relating to Property Management functions including:

- . loading, unloading and conveying equipment, materials and supplies
- . receiving, shipping and warehousing of equipment, material and supplies
- . identifying equipment, conducting inventories and maintaining proper documentation for all transactions
- . initiating orders and verifying accuracy of requisitions and records.

Also, performs necessary clerical duties, trains new employees, directs work of others as appropriate, provides information to other organizations and performs special projects and miscellaneous assignments as needed.

QUALIFICATION REQUIREMENTS

Education or training equivalent to high school plus knowledge of and experience with material handling procedures and methods. Thorough knowledge of Company equipment, materials, procedures and locations. Physical ability and knowledge to lift light to heavy items safely. Possess a valid drivers license.



Revision ~~A~~
Date ~~7-5-76~~
~~7-7-69~~
Class Code 603685
503782

JOB DESCRIPTION

CLASSIFICATION : Materiel Handler "C"

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.

Source: LVO IR

Approved C. Hauge
Industrial Relations Manager



Revision A
Date 7-7-69
Class Code 506688

JOB DESCRIPTION

CLASSIFICATION : Materiel Handler Leadman

JOB DESCRIPTION:

Under general supervision, lays out work, directs, assists, instructs and checks the work of personnel assigned to materiel handling and clerical duties in support of materiel handling. Performs other related duties as required or directed.

QUALIFICATION REQUIREMENTS:

Knowledge of LVO building and departmental locations. Ability to operate and instruct to operate all materiel handling equipment in a safe manner. The ability to meet the physical demands of the job. Possession of a valid State of Nevada Driver's License. Any combination of experience and training equivalent to 5 years in materiel handling.

Source: LVO IR

Approved C. Nangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	107060

CLASSIFICATION : Materials Manager

JOB DESCRIPTION:

Provide effective and efficient management to administer the purchasing program, together with corollary activities, for a major segment of the Company's business.

Under administration direction, and in compliance with Federal regulations and Corporate purchasing policies and procedures; promulgate sound operational objectives for the guidance of subordinates. Formulate major policies and procedures to assure maintenance of goals. Contribute to the development and refinement of the Corporate manual. Conduct major investigations into new materials, processes, vendors, and other matters requiring extensive knowledge of the procurement function. Audit the overall performance level of the operation and initiate corrective action where required. Conduct senior level bid conferences, and participate in sub-contract negotiations and procurement actions involving the commitment of major funding. Administer, directly or through assistants, corollary activities including expediting, receiving, and such other functions as may be delegated. Provide administrative guidance to subordinates and perform such other duties as may be the responsibility of a manager.

A person classified Materials Manager normally has full responsibility for his program within a major geographic area of the Company's operations.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration plus engineering or scientific oriented courses, and an extensive background in the administration of purchasing or corollary functions.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	301745

CLASSIFICATION : Messenger

JOB DESCRIPTION:

An individual who performs any and all types of Messenger work; sorts, and delivers letters, messages, mail and packages; runs errands and escorts people from one location to another.

QUALIFICATION REQUIREMENTS:

Must be alert and industrious.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager



CAP BUDGET PROPOSAL - JULY 1993

MULTIMEDIA TRAINING SPECIALIST I

Job Description

Assists in determining training needs for the Company or outside agencies and assists in the development of appropriate computer-based training programs using state-of-the-art digital or interactive video technology; evaluates training needs through direct observation and discussions with management; develops lesson plans, flowcharts and scripts and oversees the graphics, video and audio elements; acquires instructional aids; conducts external and/or in-house computer-based training; monitors course effectiveness and quality; may write proposals and obtain funding as needed; maintains necessary records and reports; advises customers' employees and management concerning training needs, progress and applications; performs other duties as assigned.

Qualifications

Bachelors degree, preferably in education or business, plus two years of experience utilizing advanced training technologies, computer-based program development, performance-based training methodology, computer graphics, video production, and digital imaging, or equivalent training and experience. Demonstrated ability to design and develop training programs using various off-the-self authoring systems and/or programming languages; experience with video production techniques; and demonstrated effective oral and written communications skills.



CAP BUDGET PROPOSAL - JULY 1993

MULTIMEDIA TRAINING SPECIALIST II

Job Description

Determines training needs for the Company or outside agencies and develops appropriate computer-based training programs using state-of-the-art digital or interactive video technology. Evaluates training needs through direct observation and discussions with management; develops lesson plans, flowcharts and scripts and oversees the graphics, video and audio elements; acquires instructional aids; supervises or conducts external and/or in-house computer-based training; monitors course effectiveness and quality; writes proposals and obtains funding as needed; maintains necessary records and reports; advises customers' employees and management concerning training needs, progress and applications; performs other duties as assigned.

Qualifications

Bachelors degree, preferably in education or business, plus four years of experience utilizing advanced training technologies, computer-based program development, performance-based training methodology, computer graphics, video production, and digital imaging, or equivalent training and experience. Demonstrated ability to design and develop complex training programs using various off-the-self authoring systems and/or programming languages; experience with video production techniques; and demonstrated effective oral and written communications skills.

CAP BUDGET PROPOSAL - OCTOBER 1994

OCCUPATIONAL MEDICAL PROGRAM SPECIALIST

Job Description

Performs medical surveillance program development, tracking, and follow-up activities, including developing medical questionnaires concerning hazardous material and regular interface with the Occupational Health Services Section in the areas of standard threshold shifts (STS), formaldehyde, lead, ergonomics, etc.; acts as liaison with REECo Medical for all emergency response and other medical program activities; assists in the performance of Occupational Medical Program appraisals and provides team technical assistance as required; assists in the development of Occupational Medical Program policies, procedures, and instructions; performs managed care activities to include occupational post injury/illness monitoring, non-occupational injury/illness tracking, and contact with personal physicians as required; maintains and updates the Company's Bloodborne Pathogen (BBP) Control Plan and provides technical oversight of outlying locations' plans and activities; and performs related tasks as assigned.

Qualifications

Bachelor's degree in nursing from an accredited school of nursing plus two years of experience in occupational health nursing or equivalent training and experience. Knowledge of company wellness programs. Knowledge of toxic substances and their effects. Thorough knowledge of DOE, OSHA and state regulations.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982

Occupational Nurse

JOB DESCRIPTION

Provides professional nursing services treating injuries and illnesses occurring to employees in both a plant and office work environment. Evaluates and responds to a variety of emergency situations, occupational injuries and illnesses and initiates follow-up actions as needed. Provides counsel and advice to employees regarding a full range of health, safety, and treatment situations. Reviews work areas for health, safety, sanitation and hazardous conditions, and recommends appropriate actions. Gathers information and prepares or maintains medical records, logs and reports.

QUALIFICATION REQUIREMENTS

Nursing degree or diploma from a certified school of nursing and a valid state registered nurse's license. Extensive occupational nursing experience to evaluate and respond properly to a wide range of occupational injuries and illnesses. Knowledge of various company and governmental regulations and reporting requirements.



Revision Original
Date 5 July 76
Class Code 103073

JOB DESCRIPTION

CLASSIFICATION :

Office Manager I

JOB DESCRIPTION

Responsible for supervision and management of an office or administrative services support section. Plans, organizes, schedules, and directly supervises the day to day operation of the unit. Defines problems, collects, analyzes, interprets, and evaluates data; defines and selects alternatives to operational problems; establishes rationale for, and projects consequences of, decisions and/or recommendations to changes or revisions to systems, methods, procedures and practices.

CLASS DIFFERENTIATION

This class is differentiated from the next higher classification of Office Manager II by having responsibility for a specific function of which there is little or no variation in providing a specific service. Office Manager I directly participates in the work of the section.

QUALIFICATION REQUIREMENTS

Thorough knowledge of departmental programs, policies, systems, and methods. Position requires previous office management experience which demonstrated the knowledge and ability to effectively manage and supervise directly subordinates engaged in a support service operation.

Approved: _____

J. E. Bush
Manager, Industrial Relations
Services Department

CAP BUDGET PROPOSAL - OCTOBER, 1991

Office Manager II

JOB DESCRIPTION

Responsible for the supervision of an established administrative organizational office. 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.



Revision Original
Date 5 July 76
Class Code 105072

JOB DESCRIPTION

CLASSIFICATION : Office Manager II

JOB DESCRIPTION

Responsible for an office or an administrative services support organization performing one or more complex functions. Plans, organizes, directs, coordinates, and supervises 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 Office Manager I by having a broader and more in depth responsibility for a variety of complex service support functions.

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

Office Manager III

JOB DESCRIPTION

Responsible for the supervision of an established administrative office. 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.



Revision Original
Date 5 July 76
Class Code 107071

JOB DESCRIPTION

CLASSIFICATION : Office Manager III

JOB DESCRIPTION

Responsible for the direction, coordination and consolidation of administrative support to top management in a specific field or area of specialization. Emphasis is on planning, organizing, directing, and coordinating staff activity. Plans, organizes, directs, controls and reviews the work of the office through subordinate supervisory personnel. Assigns work, determines priorities, and resolves complex matters of an administrative or organizational nature. Undertakes special assignments as delegated to define problems; collect, analyze, interpret and evaluate data; define and select alternatives. Establish rationale for, and project consequences of, decisions and/or recommendations. Consults with and interfaces between the 1183 Contract Group and other EG&G personnel, ERDA/NV, LLL, LASL, Sandia, DOD and other government agencies. Participates in the Contract Group's top level policy making management team.

CLASS DIFFERENTIATION

This is the highest level in the office manager series. This classification is differentiated from the lesser positions by the large number of complex functions, supervisory personnel and degree of impact and participation in the formulation and administration of top level policies.

QUALIFICATION REQUIREMENTS

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

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

CAP BUDGET PROPOSAL - OCTOBER, 1991

Office Manager IV

JOB DESCRIPTION

Responsible for the supervision of an established administrative office. 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

Office Manager IV

JOB DESCRIPTION

Responsible for the direction, coordination and consolidation of administrative support in a specific field or area of specialization. Plans, organizes, directs, controls and reviews the work of the office through subordinate supervisory personnel. Determines priorities and initiates resolution of complex administrative or organizational matters. Undertakes special assignments as delegated to define problems, collect, analyze, interpret and evaluate data and select alternatives. Establishes rationale for and projects consequences of decisions and recommendations. Consults as required with 1183 Energy Measurements Group and other EG&G personnel, DOE/NV, LLL, LASL, Sandia, DoD and other government agencies.

CLASS DIFFERENTIATION

This class is differentiated from the lower classification of Office Manager III by the greater number and complexity of functions, supervisory personnel and the degree of impact on EMG activities.

QUALIFICATION REQUIREMENTS

Thorough knowledge of company policies, programs, systems and methods. Position requires extensive managerial experience which demonstrated the ability to plan, organize, direct, coordinate and supervise the work of an appropriate staff through subordinate supervisors.



JOB DESCRIPTION

Revision ~~B~~
Date ~~5-1-72~~ 7-5-76
Class Code 805766
305951

CLASSIFICATION : Offset Press Operator

JOB DESCRIPTION:

An individual who operates a multilith machine or other offset-type printing equipment with a high degree of skill and is capable of adjusting the printing schedule in accordance with priority loads. 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 quality of impression, prevent jams, etc.
2. Make proof copies.
3. Ability to perform minor maintenance and repair on equipment.
4. Performs related work as required.

Source: LV IR

Approved: 
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - OCTOBER, 1990
Operations Coordinator

JOB DESCRIPTION

Works under consultative direction towards predetermined goals and objective. Determines and pursues courses of action to obtain desired results. Work is checked through consultation and implements programs, policies and procedures and coordinates activities for complex activities (field operations, emergency responses) of technical and administrative specialties. Develops and provides training and briefings in relation to these activities. Interacts with federal, state, civil and other external agencies as the EM organizations representative for major organization events.

QUALIFICATION REQUIREMENTS

Bachelors' degree in Business Administration or Science or equivalent education and experience. In addition, must have a minimum eight years related experience.



Revision	Original
Date	5 July 76
Class Code	109005

JOB DESCRIPTION

CLASSIFICATION : Operations Manager

JOB DESCRIPTION

Is responsible for planning, organizing, supervising and directing the activities of a number of departments located in a geographic area and engaged in technical support activities pertinent to one of the major programs of the ERDA Contract Group. Assists the Program Manager in the overall administration and management of the program, with particular reference to the activities at the specific location but recognizing pertinent interfaces at other locations and customer requirements and reactions for the program as a whole. Develops operating budgets for the conduct of the work for that program at the assigned location in coordination with programmatic and financial personnel. Recommends and implements staffing, procurement, and operating methods changes as required to match projected and actual costs to budgets. Supervises the development and dissemination of pertinent performance and managerial criteria for the use of department managers and other supervisors. Supervises the monitoring of performance in terms of cost, responsiveness and quality of performance. Supervises the maintenance of proper interface relationships between departments and other technical and administrative support organizations at the operating location as well as the interaction of subordinates under immediate direction with key customer representatives.

QUALIFICATION REQUIREMENTS

Thorough knowledge of Company policies and technical capabilities, customer needs and requirements and specific program operating methods and the ability to supervise and coordinate the activities of a number of technically oriented functional departments engaged in the support of a particular program at a particular geographical location. Position requires substantial technical and administrative expertise to effectively plan, organize, and supervise personnel directly engaged in specific areas of technology to efficiently interpret customer requirements.

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

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1976

Operations Manager

JOB DESCRIPTION

Is responsible for planning, organizing, supervising and directing the activities of a number of departments located in a geographic area and engaged in technical support activities pertinent to one of the major programs of the ERDA Contract Group. Assists the Program Manager in the overall administration and management of the program, with particular reference to the activities at the specific location but recognizing pertinent interfaces at other locations and customer requirements and reactions for the program as a whole. Develops operating budgets for the conduct of the work for that program at the assigned location in coordination with programmatic and financial personnel. Recommends and implements staffing, procurement, and operating methods changes as required to match projected and actual costs to budgets. Supervises the development and dissemination of pertinent performance and managerial criteria for the use of department managers and other supervisors. Supervises the monitoring of performance in terms of cost, responsiveness and quality of performance. Supervises the maintenance of proper interface relationships between departments and other technical and administrative support organizations at the operating location as well as the interaction of subordinates under immediate direction with key customer representatives.

QUALIFICATION REQUIREMENTS

Thorough knowledge of Company policies and technical capabilities, customer needs and requirements and specific program operating methods and the ability to supervise and coordinate the activities of a number of technically oriented functional departments engaged in the support of a particular program at a particular geographical location. Position requires substantial technical and administrative expertise to effectively plan, organize, and supervise personnel directly engaged in specific areas of technology to efficiently interpret customer requirements.



Revision	Original
Date	11-3-66
Class Code	304714

JOB DESCRIPTION

CLASSIFICATION : Payroll Clerk

JOB DESCRIPTION:

Under the general supervision of Supervisor, Payroll, perform diversified clerical and typing duties related to the compilation of payrolls, deduction records, and summary reports. Maintain records and files concerning wages and salaries, classification, accessions, transfers and terminations, affecting payroll computation and issuance. Issue change registers to I. B. M. section regarding changes in payroll, insurance and bond deductions, and employees' exemptions. Extend hours and compute earnings and determine tax deductions for issuing miscellaneous paychecks. Answer employee inquiries regarding pay and deductions. Maintain payroll deduction plan for savings bond purchases, post bond deductions, type application for purchase, issue bonds monthly. Determine and report employees' bond credit balance monthly and reconcile with general ledger. Compile data for, and complete periodic corporate tax reports to the federal and state governments, and Monthly Earning and Turnover Report to the AEC. Data is supplied by others. Reconcile totals to the general ledger. Perform other related duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

Knowledge of typing, operation of calculator and adding machine. Equivalent to high school plus short specialized training. Five to six months to become familiar with payroll procedure and related reports and a knowledge of Company personnel.

Source: Corporate IR

Approved C. Nangle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER 1991

Performance Assurance Administrator I

JOB DESCRIPTION

Under very general direction, works toward predetermined goals and objectives. Researches and recommends courses of action in support of administrative and technical activities related to EG&G/EM Performance Assurance functions to obtain results as directed. Assists in the development and administration of policy interpretation and compliance, audits, performance assurance measurements, data systems analysis and recommendations, etc. Develops and provides training and briefings related to these activities. Interacts with various levels of employees and federal, state, and external agencies. Performs related duties as required. Occasional overtime, weekend work, and travel may be required.

QUALIFICATION REQUIREMENTS

Bachelor's degree in an administrative or technical specialty or equivalent education and experience which is specific to the job function. In addition, must have a minimum of six years related experience.

CAP BUDGET PROPOSAL - OCTOBER 1991**Performance Assurance Administrator II****JOB DESCRIPTION**

Works toward predetermined goals and objectives. Determines and pursues courses of action in support of administrative and technical activities related to EG&G/EM Performance Assurance functions to obtain desired results. Assists in the development and administration of policy interpretation and compliance, audits, performance assurance measurements, data systems analysis and recommendations, etc. Develops and provides training and briefings related to these activities. Interacts with various federal, state, and external agencies. Typically has supervisory responsibilities. Performs related duties as required. Occasional overtime, weekend work, and travel may be required.

QUALIFICATION REQUIREMENTS

Bachelor's degree in an administrative or technical specialty or equivalent education and experience which is specific to the job function. In addition, must have a minimum of eight years related experience.

CAP BUDGET PROPOSAL - OCTOBER 1991

Performance Assurance Administrator III

JOB DESCRIPTION

Determines organizational goals and objectives related to EG&G/EM Performance Assurance functions to obtain desired results. Coordinates staff and pursues courses of action in support of various Performance Assurance administrative and technical activities. Assumes responsibility for the development and administration of policy interpretation and compliance, audits, performance assurance measurements, data systems analysis and recommendations, etc. Identifies and ensures that the development, training, and briefings related to certain Performance Assurance activities are provided to the appropriate EM personnel. Interacts with various federal, state, and external agencies. Performs related duties as required. Occasional overtime, weekend work, and travel may be required.

QUALIFICATION REQUIREMENTS

Bachelor's degree in an administrative or technical specialty or equivalent education and experience which is specific to the job function. In addition, must have a minimum of ten years related experience.

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER, 1988

PERSONNEL ADMINISTRATOR I

Job Description:

Performs work involved in one or more of the major disciplines within Human Resources including, but not necessarily limited to employment, recruiting, wage and salary administration, benefits and services. Administers established programs and practices. Revises formulated approaches or systems to coincide with existing conditions. Assists in the formulation of new programs. Assists operating supervisors in the interpretation of policy. Maintains liaison with all levels of employees in order to best advise superior regarding special problems. Audits records, carries out internal and external surveys, and performs such other associated duties as may be assigned.

Qualification Requirements:

Bachelor's degree in a field offering suitable training for this function, sufficient related human resources experience to qualify for all-around tasks and/or specific projects. Verbal and writing skills to effectively communicate with all levels of employees.



JOB DESCRIPTION

Revision	Original
Date	7-5-86 11-3-86
Class Code	104053 103151

CLASSIFICATION : Personnel Administrator

JOB DESCRIPTION:

Perform, and direct the activities of others, in one or more of the major disciplines within Industrial Relations including, but not necessarily limited to: employment activities including recruiting, wage and salary administration including job/position evaluation, benefits and services. Administer established programs and practices; revise formulated approaches or systems to coincide with existing conditions; assist in the formulation of new programs. Assist operating supervisors in the interpretation of policy. Maintain liaison with all levels of employees in order to best advise superior of group or individual feelings with regard to special problems. Audit records, carry out internal and external surveys, and perform such other associated duties as may be assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in a field offering suitable training for this function, sufficient related industrial experience to qualify for all-around tasks and/or specific projects, plus leadership qualities.

Title changed eff. 1-89

*Personnel Admin to Personnel Admin I
(Level 3) (Level 3)*

Source: Corporate IR

Approved: _____

C. Kangle
Industrial Relations Manager

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

Job Description:

Performs complex tasks associated with one of the major disciplines in Human Resources or any designated mix of assignments 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. Assists in developing and effecting programs and procedures to implement Company policies. Typical examples would be the installation and maintenance of complete job evaluation plans, or the complete planning of a technical recruiting drive. Maintains liaison with internal personnel and external industrial representatives, keeping abreast of new requirements and practices and recommends positive actions. Correlates survey findings, analyzes trends, and performs other professional duties as may be deemed necessary to the benefit of the operation.

Qualification Requirements:

Bachelor's degree in Business Administration with emphasis on Human Resources preferred. A broad background of related experience plus verbal and writing skills to effectively communicate and exercise judgement on complex Human Resources activities.



JOB DESCRIPTION

Revision ~~Original~~
7-5-76
Date ~~11-3-66~~
Class Code ~~102054~~
101152

CLASSIFICATION : Personnel Assistant

JOB DESCRIPTION:

Perform various assignments within one or more of the major disciplines in Industrial Relations including, but not necessarily limited to: employment, wage and salary administration, benefits and services. Assist in the administration of established programs and practices. Consult with operating supervisors to ascertain their requirements. Maintain liaison with all levels of the working force to determine problem areas, and effectively recommend corrective action leading to a continuance of harmonious relations. Audit records, conduct investigations, correlate findings, and prepare reports. Perform such other related assignments as may be directed by administrators and/or managers.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in a field offering suitable training for assignments and some previous industrial experience.

Source: Corporate IR

Approved: C. Hangle
Industrial Relations Manager



JOB DESCRIPTION

Revision Original
Date 11-3-66
Class Code 102054
101152

CLASSIFICATION : Personnel Assistant

JOB DESCRIPTION:

Perform various assignments within one or more of the major disciplines in Industrial Relations including, but not necessarily limited to: employment, wage and salary administration, benefits and services. Assist in the administration of established programs and practices. Consult with operating supervisors to ascertain their requirements. Maintain liaison with all levels of the working force to determine problem areas, and effectively recommend corrective action leading to a continuance of harmonious relations. Audit records, conduct investigations, correlate findings, and prepare reports. Perform such other related assignments as may be directed by administrators and/or managers.

QUALIFICATION REQUIREMENTS:

~~Bachelor's degree in a field offering suitable training for assignments and some previous industrial experience.~~

Bachelor's degree in a field offering suitable training for assignments or equivalent plus some previous industrial experience.

Source: Corporate IR

Approved: _____

C. Hangle
Industrial Relations Manager



CAP BUDGET PROPOSAL - JULY 1993

PHOTOGRAPHER

Job Description

Performs specialized assignments requiring expertise in advanced photographic areas; selects techniques that are best suited to produce desired results in conformance with established standards; develops black-and-white and color film; makes prints, photographic reproductions of drawings, charts or printed material; evaluates the photographic characteristics of source materials and selects corresponding films, filters, exposures and papers based on their reproductive capabilities; coordinates with customers to determine objectives and translates into photographic terms; resolves deadline, priority, and technical problems directly with customers to meet their unique needs; performs related duties as required.

Qualifications

Knowledge and experience with photographic composition in positioning subjects, arranging backgrounds and selecting camera angles and views to achieve aesthetically pleasing results; knowledge of the capabilities, limitations, compatibilities, and operation of a variety of standard and specialized cameras, including electronic still imaging and accessories, including different films, filters, diffusers, lenses, and lights; and effective interpersonal skills to interface with all levels of customers and management.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

PHYSICAL SECURITY SPECIALIST I

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, assists in the administration of established procedures. Resolves routine problems where guidelines are available. May supervise clerical tasks. Interfaces with DOE security personnel. Performs other tasks as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two year course at a school in business administration or equivalent training in security or related fields or equivalent experience. Some experience in security preferably military, industrial, or federal.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

PHYSICAL SECURITY SPECIALIST II

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, performs work that is varied and somewhat difficult where guidelines are available but may require interpretation and or/adaptation. May administer one or more physical security functions resolving routine problems. Unusual problems are resolved through consultation with higher level security personnel. May supervise security personnel. Interfaces with DOE security personnel. Performs other tasks as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Business Administration or equivalent training in security or related field or equivalent experience. Experience in security preferably military, industrial or federal.

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1987

PHYSICAL SECURITY SPECIALIST III

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 moderately difficult requiring interpretation and adaptation of guidelines to accomplish tasks. Administers physical security functions and assists higher level security personnel with the formulation of new guidelines and methods. Conducts compliance reviews at satellite locations. Interfaces with DOE security personnel. Supervises security personnel. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree in Business Administration or equivalent training in security or related field or equivalent experience. Extensive experience in security providing knowledge of physical security methods and procedures.

JOB DESCRIPTION MANUAL

Revision A
Date 1 Jul 77
Class Code 203544

CLASSIFICATION: Pilot

APPLICABLE LOCATION(S): Las Vegas, Washington Aerial Measurements

JOB DESCRIPTION:

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

Is responsible for maintaining the aircraft flight log book. Conducts preflight inspections of aircraft. Obtains and appraises weather reports for flight route or geographic area. Prepares and files flight plan as well as maintaining navigational charts and manuals. Ensures the safety of both crew and passengers.

This classification is the first level in the aviation series. It is differentiated from Captain Pilot by level of experience or number of flight hours. The position reports to the Chief Pilot but may be assigned to work under or assist a Captain Pilot.

QUALIFICATION REQUIREMENTS:

Possession of a current valid commercial pilot license with instrument and multi-engine and/or helicopter rating; a first class FAA medical certificate; a valid radiotelephone operators license; and recent aviation experience (flying more than 100 hours per year) as well as possessing 1,000 hours as pilot-in-command of an aircraft.

C. E. Naugle, Director
Industrial Relations Division



Revision Original
Date 11-3-66
Class Code 200100

JOB DESCRIPTION

CLASSIFICATION : Principal Scientific Executive

JOB DESCRIPTION:

Responsible for instituting systems and operating a program area of major significance requiring advanced theoretical and practical knowledge;

or

Responsible for the management and direction of one or more technical departments. Establishes departmental policies and procedures, serves as a consultant on technical problems within his area of specialization to all employees of the Corporation.

QUALIFICATION REQUIREMENTS:

Requires an advanced degree in a field of science or engineering from an accredited institution of learning, plus in excess of ten years' practical work experience;

or

The possession of an established record of accomplishment in the field of technical management.

Source: Corporate IR

Approved: C. E. Hangle

Industrial Relations Manager



Revision	Original
Date	11-3-66
Class Code	200200

JOB DESCRIPTION

CLASSIFICATION : Principal Scientific Specialist

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 his technical area.

Conceive and implement advancements in his 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 his 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:

A Doctorate in an engineering field of major importance. Ability to make recognized scientific or engineering contribution and to provide original information for Company application.

Source: Corporate IR

Approved:

C. E. Haugle
Industrial Relations Manager



CAP BUDGET PROPOSAL - JANUARY 1994

PROCUREMENT LIAISON

Job Description

Assists the requisitioning organization in the development of procurement packages for materials, supplies, and services; reviews purchase requisitions and all associated information and documentation for thoroughness and compliance with Procurement regulations and procedures prior to submittal; interfaces with requisitioners to obtain additional information and documentation needed to assist Buyers with initiating purchase orders; contacts requisitioners on price/delivery/description variances and notifies Procurement of approvals or cancellations; monitors the dates of annual-type contracts to ensure that purchase requisitions are submitted within established time frames; notifies Procurement of purchase requisition or associated information changes; participates in the acquisition planning process; assists Procurement with requisition consolidation and forecasting; recommends changes/improvements to the procurement process.

Qualifications

Experience performing buying functions, preferably in a government environment; knowledge of governmental and Company Procurement regulations, policies and procedures; experience in interpreting, explaining, and applying Procurement and requisitioner requirements; skill to communicate effectively both orally and in writing.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JUNE 1978

Production Analyst

JOB DESCRIPTION

Assigns work to Data Control Section personnel, monitoring production jobs to ensure that schedules and quality control standards are maintained. Coordinates, establishes and maintains production schedules; prepares and updates written processing procedures for all production computer jobs. Set up and submits jobs for processing on the computer, assists in the evaluation of production jobs and initiates any required corrective actions. Confers with programmer analysts on development of new applications; recommends system and program modifications. Confers with users, programmer analysts and computer operators on non-standard job requests: defines problems, collects and evaluates data and schedules and processes special requests. Keeps accurate records of all permanent tapes.

QUALIFICATION REQUIREMENTS

Knowledge of EG&G data processing systems to include payroll, accounting, FIS stores inventory, equipment management etc. Knowledge of basic data processing concepts, use of the NV Central Computer operating systems and the CDC 1700 terminal, as well as wiring and operation of EAM equipment and writing programs using the 407 simulator. Thorough knowledge of all data control tasks.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - APRIL, 1983

Production Technician

JOB DESCRIPTION

Performs a variety of routine and precision electronic and mechanical assembly operations from engineers' schematics or sketches with a minimum of supervision in order to build prototype and pre-production models which determine most efficient layout for packaging and production and are often used as sample models by other production personnel.

Identifies and resolves basic drawing errors while building the pre-production models; develops/corrects wire lists for wiring harness, or for wire wrapping from wiring diagram or schematic; assembles and wires electronic chassis; pots units with varying encapsulating compounds; ~~locates and corrects errors in final checkout of completed chassis.~~

Assists in the training and development of new employees within the assembly/fabrication department.

Analyzes circuits and makes modifications, corrections, and repairs as needed.

QUALIFICATION REQUIREMENTS

The qualifications for Assembler A, or equivalent work experience in another technical area, and a combination of training and experience sufficient to possess knowledge of and experience with electronic theory, circuit principles, related math, schematic reading, bread-boarding techniques, layout applications, and various assembly methods and processes. Skill to use required electronic test equipment, troubleshooting techniques, hand and power tools, soldering techniques and methods to perform electronic and mechanical operations with minimal supervision.

EG&G ENERGY MEASUREMENTS
CAP BUDGET PROPOSAL - MAY 1988

CLASSIFICATION: PRODUCTIVITY IMPROVEMENT MANAGER

JOB DESCRIPTION:

Provides overall management of EM's productivity improvement program. This involves coordinating the design of the program and establishing its goals; promoting and implementing the program; assuring sufficient program activity to meet established goals; providing formal documentation of the program and reporting system necessary to meet internal and DOE/NV requirements; designing, developing, and implementing in-house communications for quality improvement process promotion, employee feedback, and achievement recognition; coordinating and participating in productivity improvement awareness and training activities; representing EM at productivity improvement meetings; acting as DOE/NV and corporate interface whenever and wherever necessary; and serving as interface with internal audit for review and audit of submissions.

QUALIFICATION REQUIREMENTS:

Bachelors degree or equivalent training and experience. Five or more years' experience in progressively more complex professional assignments. Demonstrated skill in project planning, analysis of data, application of statistical techniques, and development of conclusions and recommendations. Experience in researching and writing proposals, making presentations, and interfacing with high level management personnel. Broad knowledge of EM technical activities, programs, and goals and administrative policies, procedures, and activities. Skill and experience in computer techniques and applications.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1981

Project Manager

JOB DESCRIPTION

Responsible for managing a team of technical personnel engaged in a major project for the customer. Negotiates the scope of work to be performed with the customer; negotiates the budget with the customer as well as with the appropriate EMG Program Office. Plans staffing requirements for the project and coordinates with Department Managers and other Project Managers in selecting personnel for a project team. Establishes project schedules and deadlines and ensures that technical content, quality, cost and timeliness parameters are met. Evaluates team members' performance. Provides progress and status reports and participates in capital equipment planning and purchase. Contributes to staff and general divisional planning. Coordinates project team efforts with other EMG organizational units as well as the customer.

QUALIFICATION REQUIREMENTS

Bachelors or equivalent in an appropriate Scientific or Engineering field. Knowledge of EMG policies and procedures and familiarity with the customer organization. Considerable demonstrated team leadership experience at the project management level.



Revision	Original
Date	5 July 76
Class Code	110003

JOB DESCRIPTION

CLASSIFICATION : Program Manager

JOB DESCRIPTION

Plans, organizes, supervises and controls EG&G services and support provided to one of the major customers (LASL, LLL, or ERDA/NV) under the Company's prime contract with ERDA. Exercises comprehensive planning, scheduling and direction over activities pertaining to a specific program through an Operations Manager involved in that program. Represents Company at planning meetings, assists in preparation of conceptual plans, negotiates with the major customer on behalf of EG&G management, defines scope of work and appropriate funding for programs on an annual basis with periodic reviews and adjustments as required to assure adherence to program plans and schedules as required. Provides comprehensive technical direction to the major program in conjunction with customer management by identifying areas to be investigated, capabilities required, specific programs, projects or results to be accomplished. Interfaces with major customer to foster and promote free interchange of technical ideas. Monitors activities through the Operations Managers to insure the Company's performance on assigned tasks is timely, at proper costs, and technically competent. Plans or recommends methods to improve performance and customer satisfaction when feasible.

QUALIFICATION REQUIREMENTS

Thorough knowledge of their specific program, as well as the technical aspects, programs, expertise and competence of the organization to effectively plan and interpret the required customer requirements. In addition, position requires substantial technical experience which requires the ability to perform managerial functions in the environment of ERDA Weapons Test and other programs and related Federal Government activities.

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

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Programmatic Budget Analyst

JOB DESCRIPTION

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 and prepares special budgetary and expenditure reports for presentation to DOE, a select laboratory or customer. Acts as advisor on staffing levels, financial contractual requirements, monetary control and cash orders 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.

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. Knowledge of Energy Measurements cost accounting, cost model, procurement and property systems.

IR PER C/B
29 September 1983

ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - OCTOBER 1983

Programmatic Budget Analyst

JOB DESCRIPTION

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 and prepares special budgetary and expenditure reports for presentation to DOE, a select laboratory or customer. Acts as advisor on staffing levels, financial contractual requirements, monetary control and cash orders 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.

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. Knowledge of Energy Measurements cost accounting, cost model, procurement and property systems.

IR PER C/B
29 September 1983



Revision	Original
Date	5 July 76
Class Code	105112

JOB DESCRIPTION

CLASSIFICATION : Programmatic Budget Analyst

JOB DESCRIPTION

Provides short and long term financial planning primarily in support of operation programs. Assists in the preparation of the annual ERDA Budget and mid-year budget review. 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 ERDA/NV, a select laboratory or customer. Acts as advisor and/or delegated representative in regards to staffing levels, company monetary policy, financial contractual requirements, monetary controls, cash orders or portions of a particular 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. Assists in providing near-term forecasts of manpower, employment costs, cash requirements and equipment funding requirements. Provides long-range planning estimates for physical plant facilities to ERDA/NV and overall sales and profit forecasts to EG&G/Corporate.

QUALIFICATION REQUIREMENTS

Accounting and/or statistical working experience which has provided in-depth familiarity with ERDA budget practices, procedures and Accounting practices.

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

JOB DESCRIPTION

Revision Original
7-5-76
Date 11-8-66
Class Code 203365
202465

CLASSIFICATION : Programmer

JOB DESCRIPTION:


Analyze and interpret programming systems design and output specifications. Prepare all levels of general or detailed block diagrams and machine logic flow charts. Prepare instruction sheets to guide computer operators during production runs. Develop test data and routines. Determine machine time requirements for checkout, accomplish checkout of programs, locate and correct errors. Revise and refine programs as required and document all procedures used throughout the computer program. Evaluate and modify existing programs taking into account changes in systems requirements or equipment configurations. Consult with members of other departments in the solution of mutual problems. Provide assistance to lower level programmers. May perform other related duties of a comparable complexity as required.

QUALIFICATION REQUIREMENTS:

Bachelor's degree or equivalent plus normally three to four years' business programming experience, broad knowledge of programming techniques.

Source: Corporate IR

Approved: _____


Industrial Relations Manager

CLASSIFICATION: Programmer/Analyst I

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

JOB DESCRIPTION:

Under immediate supervision, provides computer programming for business, scientific, or engineering applications. Conducts programming and analyses at a basic professional level as assigned and instructed. Performs coding, debugging, and documentation of less complex programs and modules. Assignments generally are under the technical direction of a higher level programmer/analyst. Usually has some background or training in computer applications with a working knowledge of at least one high level language. This classification is staffed by beginners in programming/analysis 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 programmer/analyst activities or a Bachelor's degree in mathematics, computer science, or business.

C. E. Naugle, Director
Industrial Relations Division

CLASSIFICATION: Programmer/Analyst II

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

JOB DESCRIPTION:

Under direct supervision, provides computer programming for business, scientific, or engineering applications. Assists higher level personnel in devising computer programming and system specifications, algorithms, and data base structures. Confers with higher level personnel to determine functional specifications, and designs, codes, tests, and implements relatively complex component level modules of larger programming systems. Performs coding, debugging, and documentation of relatively complex programs and modules. Usually is capable of working on several phases of moderately complex business, scientific, or engineering 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 programmer/analyst activities plus a Bachelor's degree in mathematics, computer science or business, or equivalent experience.

C. E. Naugle, Director
Industrial Relations Division

JOB DESCRIPTION MANUAL

Revision	Original
Date	1 Jul 77
Class Code	204471

CLASSIFICATION: Programmer/Analyst III

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

JOB DESCRIPTION:

Under general supervision, provides computer programming for business, scientific, or engineering applications. Develops computer system specifications, algorithms, and data base structures. Confers with managers, scientists, and engineers to determine the problem and type of data to be processed. Analyzes problems in terms of an overall system of programming requirements, and designs solutions to take maximum advantage of the existing equipment. May recommend equipment modifications or additions to provide an efficient application. Advises and consults on the implementation of programming applications. Devises data verification methods and standard operating procedures. 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 proficiency at a high programmer/analyst 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 ~~8-14-67~~ 7-5-76
Class Code ~~205362~~
204342
204462

CLASSIFICATION : Programmer III Scientific

JOB DESCRIPTION:

Concentrates general programming experience into the analysis, design, formulation, or implementation of complex computer programs and systems. Establishes system requirements by determining specific objectives sought by each organizational unit concerned. Reviews hardware capabilities and new technological changes. Analyzes cost and quality choices as a basis for determining the feasibility of various system approaches. Submits, for management approval, proposals for new or revised programming systems. Formulates design specifications to meet the objectives of new or revised systems. Writes general and/or detailed flow charts for major new or revised complex programming systems. Requires general supervision.

QUALIFICATION REQUIREMENTS:

Master's degree in Computer Science or Mathematics, plus three (3) years' experience or Bachelor's degree in Computer Science or Mathematics, plus six (6) years' experience in scientific EDP systems programming, or an equivalent background and experience. Specialized depth experience to build efficiencies and economics into the complete computer operation.

Source: LVO IR

Approved: 
Industrial Relations Manager



JOB DESCRIPTION

Revision ~~Original~~
Date ~~7-3-26~~
~~8-14-67~~
Class Code ~~206361~~
205461

CLASSIFICATION : Programmer IV Scientific

JOB DESCRIPTION:

Researches "first time" approaches and techniques for application to original or established computer programming systems utilizing an advanced knowledge of scientific, mathematical, or economic disciplines and an expanding understanding of computer methodology and technology. Commands the ability to exercise advance creativity and inventiveness in the development and design of original, major computer programming systems. Specifies general design concepts for "first time" programming systems. Conducts research in automation, which extends the state of the art. Recommends new or revised hardware capabilities, which result in significant changes to general programming activities. Acts as senior systems consultant in advanced computer system technology. Consults with computer design engineers in the development of original hardware systems. Requires minimum supervision.

QUALIFICATION REQUIREMENT:

Master's degree in Computer Science or Mathematics, plus five (5) years' experience in scientific EDP systems programming, or an equivalent background and experience. The ability to generate creative and original scientific levels of systems programming.

Source: LVO IR

Approved: C. Hangle
Industrial Relations Manager

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Programming Librarian

JOB DESCRIPTION

Assists programmers in performing documentation, file maintenance and software updating responsibilities. Prepares and maintains data dictionaries and specifications. Enters, compiles and corrects designated programs. Performs other programming support activities.

QUALIFICATIONS REQUIREMENTS

Knowledge of programming documents such as data flow diagrams, dictionaries and charts. Skill to use keyboard equipment with speed and accuracy. Limited knowledge of programming and operating systems.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1981
Programming Librarian

JOB DESCRIPTION

Assists programmers in performing documentation, file maintenance and software updating responsibilities. Prepares and maintains data dictionaries and specifications. Enters, compiles and corrects designated programs. Performs other programming support activities.

QUALIFICATIONS REQUIREMENTS

Knowledge of programming documents such as data flow diagrams, dictionaries and charts. Skill to use keyboard equipment with speed and accuracy. Limited knowledge of programming and operating systems.



JOB DESCRIPTION

Revision	Original
	7-5-76
Date	11-3-66
Class Code	205363
	204463

CLASSIFICATION : Project Leader, Systems Programming

JOB DESCRIPTION:

Confers with data processing managers, Business Systems Analysts and managerial personnel to obtain information on and clarify the program or project information intent and requirements. Initiates and oversees computer applications feasibility studies. Analyzes cost and quality implications. Assigns, coordinates and reviews work of systems programming personnel engaged in defining problems, writing computer programs and routines. Designs programming systems, block and logic diagrams and develops programming procedures to increase operating efficiency or adapt to new requirements. Redesigns user systems to provide maximum EDP systems integration utilizing systems software. Analyzes test runs on computers to correct or direct correction of programs and input data. Compiles documentation of program development and subsequent revisions. Prescribes standards of terminology and symbology. Trains subordinates as required. Prepares records and reports. May 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. Hangle*
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - APRIL 1987

CLASSIFICATION: Project Coordinator

JOB DESCRIPTION:

Assists managerial supervisors by performing staff functions as may be properly delegated. Such duties may include organizing staff meetings, representing the manager in meetings, maintaining inter- and intra- departmental/agency liaison, maintaining project library, providing document control for sensitive and classified material, and generating and tracking purchase requisitions. Gathers, correlates, analyzes information and prepares technical papers/reports. Aids in the development and monitoring of budgets, proposals and schedules.

QUALIFICATION REQUIREMENTS:

Graduation from a two-year course at a school of business administration. Knowledge of and skill to use computers and operating systems including familiarization with data base, spread sheets and editor programs is desired.

JOB DESCRIPTION

CLASSIFICATION : Property Administrator - Santa Barbara Operations

JOB DESCRIPTION:

Responsible for implementing Contract Group policies, procedures, instructions, and methods for the control, reporting and disposition of controlled property; recommends improvement or corrective action and provides technical direction and guidance to operating 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 implementing property control requirements; provides technical and administrative direction in the control, handling, identification, transfer, and disposal of government-owned property.

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 the ability to supervise directly, the work of subordinates if required.

Approved: Thomas E. Bush
Compensation Office

EG&G CONTRACT GROUP
CAP BUDGET PROPOSAL - JUNE 1977

Property Specialist

JOB DESCRIPTION

Responsible for assisting in implementing procedures, instructions, and methods of the acquisition, control, reporting and disposition of controlled property. 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 implementing property control requirements. Provides technical and administrative direction in the control, handling, identification, transfer, and disposal of government-owned property 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.



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	202423 201525

CLASSIFICATION : Publication Assistant

JOB DESCRIPTION:

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

QUALIFICATION REQUIREMENTS:

Education equivalent to graduation from a recognized school or college.

Source: Corporate IR

Approved: C. Nangle
Industrial Relations Manager

ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - APRIL 1987

CLASSIFICATION: Publications Specialist

JOB DESCRIPTION:

Coordinates various aspects of publications activities which may include editing, word processing, graphics and photography. May plan, organize, schedule and direct the day to day operation of the unit. Provides graphic support which can include computer-generated graphics for video tapes, publications and presentations; operation of the copy camera; and line drawings, illustrations, etc. on the drawing board.

QUALIFICATION REQUIREMENTS:

Associates degree in Graphic Arts/Communications or equivalent plus five years' experience directly related to graphic arts/communications.



JOB DESCRIPTION

Revision	Original
Date	7-5-76 11-3-66
Class Code	105061 104161

CLASSIFICATION : Purchasing Agent

JOB DESCRIPTION:

Provide effective and efficient management to direct and coordinate the purchasing function, together with associated support activities, for a segment of the Company's business - normally on a Division/location basis.

Under general direction of the Materials Manager, and in compliance with all applicable regulations, policies, and procedures; assure conformance with operational objectives. Formulate local policies and procedures where further required to implement goals of the department. Conduct bid or proposal conferences, audit price and cost analyses, and actively participate in major subcontract negotiations and the procurement of major systems. Advise operating units of new materials and processes; keep posted on new techniques of operation. Develop vendor solicitation in accordance with designated criteria, authorize suppliers, and make subsequent ruling as operating conditions warrant. Provide administrative guidance to subordinates and perform such other duties as may advance the purchasing effort.

A person classified as Purchasing Agent normally has the responsibility for his function at the Division/location level.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration, engineering or scientific orientation, broad industrial purchasing experience, plus demonstrated leadership ability.

Source: Corporate IR

Approved: C. Haugle
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	105061 104161

CLASSIFICATION : Purchasing Agent

JOB DESCRIPTION:

Provide effective and efficient management to direct and coordinate the purchasing function, together with associated support activities, for a segment of the Company's business - normally on a Division/location basis.

Under general direction of the Materials Manager, and in compliance with all applicable regulations, policies, and procedures; assure conformance with operational objectives. Formulate local policies and procedures where further required to implement goals of the department. Conduct bid or proposal conferences, audit price and cost analyses, and actively participate in major subcontract negotiations and the procurement of major systems. Advise operating units of new materials and processes; keep posted on new techniques of operation. Develop vendor solicitation in accordance with designated criteria, authorize suppliers, and make subsequent ruling as operating conditions warrant. Provide administrative guidance to subordinates and perform such other duties as may advance the purchasing effort.

A person classified as Purchasing Agent normally has the responsibility for his function at the Division/location level.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Business Administration, ^{or equivalent experience,} ~~engineering or scientific orientation, broad industrial purchasing experience,~~ plus demonstrated leadership ability.

Source: Corporate IR

Approved: _____

C. Haugle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER 1991**Quality Administrator I****JOB DESCRIPTION**

Working under close supervision, assists in the administration of EM quality assurance programs and procedures and performs tasks from detailed instructions. Typically supports organizational units not directly involved in developing EM policies and procedures. Reviews consensus codes and standards for applicability of quality requirements to organizational operations, functions, and tasks and documents those reviews. Develops, composes, and finalizes routine QA correspondence and reports and ensures timely submittal. May conduct audits and follow-up audits/surveillances within the organization to ensure adherence to quality assurance standards and recommends any appropriate action. Performs related duties as required. Occasional overtime, weekend work, and travel may be required.

QUALIFICATION REQUIREMENTS

Associate degree in a related discipline plus two years of related experience in compliance activities, preferably associated with nuclear facilities, or equivalent training and experience.

CAP BUDGET PROPOSAL - OCTOBER 1991

Quality Administrator II

JOB DESCRIPTION

Working under general direction, performs tasks by following established EM quality assurance programs and procedures. Work is reviewed for soundness of technical judgment and overall adequacy. Typically supports organizational units not directly involved in developing EM policies and procedures. Reviews consensus codes and standards for applicability of quality requirements to organizational operations, functions, and tasks and documents those reviews. Develops, composes, and finalizes QA correspondence and reports and ensures timely submittal. May conduct inspections, audits, and follow-up audits/surveillances within the organization to ensure adherence to quality assurance standards. Analyzes operations or function errors and salvage and spoilage reports for significant findings and conclusions and recommends any appropriate action. Performs related duties as required. Occasional overtime, weekend work, and travel may be required.

QUALIFICATION REQUIREMENTS

Associate degree in a related discipline plus four years of related experience in compliance activities, preferably associated with nuclear facilities, or equivalent training and experience.

CAP BUDGET PROPOSAL - OCTOBER 1991

Quality Administrator III

JOB DESCRIPTION

Working under very general direction, administers quality assurance programs, procedures and controls in accordance with EM policies and procedures and organizational requirements. Work is reviewed upon completion for adequacy in meeting objectives. Typically supports organizational units not directly involved in developing EM policies and procedures. Reviews consensus codes and standards for applicability of quality requirements to organizational operations, functions, and tasks and documents those reviews. Develops, composes, and finalizes QA correspondence, transmittals, and reports. Conducts inspections, audits, and follow-up audits/surveillances within the organization to ensure adherence to quality assurance standards. Analyzes operations or function errors and salvage and spoilage reports for significant findings and conclusions and recommends any appropriate action. Performs related duties as required. Occasional overtime, weekend work, and travel may be required.

QUALIFICATION REQUIREMENTS

Associate degree in a related discipline plus six years of related experience in compliance activities with at least one year associated with nuclear facilities or equivalent training and experience. Certification as a Lead Auditor in accordance with ASME NQA-1 preferred.

CAP BUDGET PROPOSAL - OCTOBER 1991

Senior Quality Administrator

JOB DESCRIPTION

Working under very general direction, establishes, maintains, and administers quality assurance programs, procedures and controls in accordance with EM policies and procedures and organizational requirements. Typically supports organizational units not directly involved in developing EM policies and procedures. Conducts inspections, audits, and follow-up activities within the organization to enforce quality assurance requirements. Analyzes operations or function errors and salvage and spoilage reports for significant findings and conclusions and instigates appropriate action. Performs related duties as required. Occasional overtime, weekend work, and domestic travel may be required.

QUALIFICATION REQUIREMENTS

Associate degree in a related discipline plus eight years of related experience in compliance activities with at least two years associated with nuclear facilities or equivalent training and experience. Certification as Lead Auditor in accordance with ASME NQA-1 preferred.



JOB DESCRIPTION

Revision	Original
	7-5-76
Date	11-3-00
Class Code	204123
	203223
	203332
	203223

CLASSIFICATION : Quality Control Engineer

JOB DESCRIPTION:

An individual who sets quality standards for products, institutes inspection procedure, maintains quality control statistics and institutes corrective action in cases of substandard quality. General supervision of inspectors.

QUALIFICATION REQUIREMENTS:

Engineering degree plus two years' experience in engineering economics.

Source: Corporate IR

Approved: C. Naugle
Industrial Relations Manager

EG&G ENERGY MEASUREMENTS, INC.

CAP BUDGET PROPOSAL - MARCH 1, 1990

QUALITY IMPROVEMENT SPECIALIST

Job Description:

The employee will be responsible to conduct Quality Improvement Team meetings by acting as the team facilitator and diagnostician; apply diagnostic and analytical skills to data collected by quality improvement teams to demonstrate and teach the diagnostic portions of the quality improvement process; teach quality improvement tools to managers, professional and other employees; prepare PERT and GANTT charts that reflect the progress of quality improvement projects; support quality improvement teams in the identification and application of applicable resources; communicate quality improvement techniques and information to higher management for implementation into EG&G/EM's quality improvement process; and participate in the preparation and submission of EG&G/EM's application for the Malcolm Baldrige Quality Award. Travel will be required.

Qualification Requirements:

Professional experience in the development of plans, i.e. PERT, financial, etc., analysis of data and the preparation of management presentations and reports as would normally be acquired in a bachelor's degree program in business administration or related field plus experience working on progressively more difficult assignments in the above areas. Experience sufficient to enable employee to effectively implement productivity improvement processes affecting EM. Knowledge of the quality inspection process and skill to effectively communicate these techniques to quality teams. Skilled in the tools and concepts of quality improvement, including approaches that can help a team have effective, productive meetings, help facilitate the teams work and coach team members in needed skills and tools. Understanding of basic scientific tools i.e., statistical approaches to problem solving and the use of data; knowledge and skill to teach data collection and analysis techniques to the team and show what conclusions may or may not be drawn from data; organization and planning skills to organize and plan projects; an understanding of the technical aspects of assigned projects; and skill to ask good questions. Demonstrated ability to perform analysis on complex sets of data resulting from quality improvement projects to make decisions that guide teams through the improvement process and keep projects on track. Demonstrated sensitivity towards people. Interpersonal communication, group process and meeting skills; skill to form groups, build teams, listen, resolve conflict, and give feedback. Willingness to continually develop personal skills in facilitating group processes and planning. Experience as a trainer or facilitator and skill to lead managers and professionals in team activities. Skill to give effective presentations to management groups, employee groups and to customers. Demonstrated ability to present (oral and written) technical, instructional and informative material, reports, studies, and recommendations on Quality Improvement issues and practices. Familiarity with microcomputer applications including graphics and planning software. Demonstrated ability to maintain effective relationships with supervisors, employees, administrators, and operating officials.

EG&G ENERGY MEASUREMENTS, INC.
CAP BUDGET PROPOSAL - JULY 23, 1990
QUALITY SPECIALIST I

JOB DESCRIPTION:

Assignments are designed to familiarize the Quality Specialist I with basic procedures and techniques, pertinent regulations and program requirements with the main goal of expanding the employee's audit scope. Act as QA auditor in area of records management and document control. Maintain QA records designation list and coordinate with Central Files on QA record matters. Prepare final audit checklists and audit reports. Finalize QA group correspondence, including ensuring proper codes are referenced, spelling, proofing, checking dates, etc., and analyze and flag for problems. Enter and expand pertinent data elements; and screen and enter boilerplate specifications prior to release for distribution. Monitor follow-up audits/surveillances; maintain status on open QA items and activities; and maintain commitment tracking program. Control and maintain audit schedules and prepare appropriate notification letter/memoranda. Perform surveillances of Central Record Facility and open items status. Participate in quality/productivity processes (root cause analysis). Perform related duties as required. Occasional overtime, weekend work and domestic travel may be required.

QUALIFICATION REQUIREMENTS:

Associate degree in a related discipline or equivalent training and experience; plus two or more years related experience. Training will be provided to achieve initial proficiency; maintain proficiency and adapt to changes in technology, methods or job responsibilities. Skill to perform and document the results of inspections or tests that are required to be performed in accordance with documented procedures, acceptance standards and/or industry practices. Computer skills to utilize various PC based spreadsheet, graphic, and word processing software. Skill in data and program manipulation. Skill to interpret QA regulation, requirements and other guideline material. Demonstrated ability to establish and maintain effective interrelationships with personnel at all levels both inside and outside the Company. Organization skills, detail-mindedness, and skill to work effectively in a position that has numerous, continuous deadlines.

DESIRED EXPERIENCE AND BACKGROUND:

Familiarity with applicable codes, standards and company procedures; applicable quality assurance program elements; and job responsibilities and authority.

CPM network experience.

**EG&G ENERGY MEASUREMENTS
CAP BUDGET PROPOSAL - JULY 23, 1990
QUALITY SPECIALIST II**

JOB DESCRIPTION:

Direct specific audit/surveillance processes, e.g., ensure audit/surveillance teams are sufficiently oriented to specific audit/surveillance tasks; assure appropriated procedures and checklists are prepared; select audit team members, including technical personnel; and evaluate performance of auditors and auditors-in-training. Review applicable consensus codes and standards for applicability of quality requirements to EG&G/EM operations, functions, and tasks, and document these reviews. Develop, compose and finalize assigned QA correspondence and transmittals, checklists, reports, orientation agendas, and audit debriefing/closing meetings. Finalize QA group correspondence; ensure accuracy of content and form appropriate to circumstances; ensure proper codes are referenced and pertinent tracking information is entered. Control and maintain assigned audits, associated schedules, and prepare appropriate notification letter/memoranda. Ensure timely preparation of final audit checklists and audit reports and ensure appropriateness to audit/surveillance scope. Monitor follow-up audits/surveillances. Participate in training seminars as lecturer and student. Assist line personnel and management in determining applicability of QA codes, standards, and directives; and means and methods for establishing and controlling the quality of those activities and processes in a systematic manner. Participate in training seminars as a lecturer and student. Perform related duties as required. Occasional overtime, weekend work and considerable domestic travel may be required.

QUALIFICATION REQUIREMENTS:

Associate degree in a related discipline plus four or more years related experience in equivalent compliance activities. Knowledge of established techniques, regulations, and requirements related to QA operations, including program and procedures per NQA-1, as well as management information systems control, and skill in applying this knowledge to plan and perform a variety of assignments. Experience with QA records management and document control processes. Practical knowledge of factfinding or investigative techniques, and skill to develop, analyze, and evaluate facts relative to unsatisfactory conditions or trends, and prepare documented reports of finding. Skill to perform and document the results of inspections or tests that are required to be performed in accordance with documented procedures, acceptance standards, and/or industry practices. Demonstrated ability in planning inspections and tests; in setting up tests, including preparation and setup of related equipment; in supervising or maintaining

surveillance over the inspections and test; in supervising and certifying lower level personnel and in evaluating the validity and acceptability of inspection and test results. Skill to communicate effectively both orally and in writing. Demonstrated skill in maintaining effective working relationships with all levels of personnel both inside and outside the Company. Computer skills to utilize PC based software. Must be able to meet requirements for certification as a Lead Auditor in accordance with ASME NQA-1.

DESIRED EXPERIENCE AND BACKGROUND:

Knowledge of EG&G/EM operations, functions, and tasks.

Knowledge of EG&G/EM policies and procedures.

**EG&G ENERGY MEASUREMENTS
CAP BUDGET PROPOSAL - JULY 23, 1990
QUALITY SPECIALIST III**

JOB DESCRIPTION:

Establishes and maintains quality assurance programs, procedures and controls ensuring that performance and quality of products conform to established codes and standards necessary to maintain lasting customer satisfaction. Works directly with organizations to conduct inspections and audits and enforce requirements. Establishes and executes inspections; monitors follow-up audit/surveillances; analyzes operations or function error, salvage and spoilage reports for significant findings and conclusions; works with research and development during new start-ups and establishes key checkpoints for processes. Perform related duties as required. Occasional overtime, weekend work, considerable domestic travel and possibly some foreign travel may be required.

QUALIFICATION REQUIREMENTS:

Associate degree in a related discipline plus eight years related experience in equivalent compliance activities with at least two years associated with nuclear facilities or equivalent training and experience. Thorough and detailed knowledge of established techniques, regulations, and requirements related to QA operations, including program and procedures per NQA-1, as well as management information systems and control, configuration management, software verification, and other pertinent consensus standards and codes; and skill in applying various methods and techniques for investigating, analyzing and effecting corrective action on quality problems. Knowledge of applicable consensus codes and standards to include reliability, safety, electrical, mechanical, quality, etc. Demonstrated ability to evaluate the adequacy of specified programs used to train and certify inspection and test personnel. Previous performance or satisfactory completion of capability testing. Skill in developing plans and approaches to ensure effective control of quality. Road experience with quality management processes. Skill to communicate effectively both orally and in writing. Knowledge of factfinding or investigative techniques, and skill to develop, analyze, and evaluate facts relative to unsatisfactory conditions or trends, and prepare documented reports of findings. Demonstrated skill in maintaining effective working relationships with all levels of personnel both inside and outside the Company. Computer skills to utilize a variety of PC based software. Must be immediately certifiable as a Lead Auditor in accordance with ASME NQA-1.

DESIRED BACKGROUND AND QUALIFICATIONS:

Knowledge and understanding of the role of QA in relationship to the mission of Energy Measurements.

Knowledge of EG&G/EM policies and procedures.

HR Comp
July 1990



JOB DESCRIPTION

Revision A
Date 7-5-76
~~5-1-72~~
Class Code 302744
302934

CLASSIFICATION : Receptionist

JOB DESCRIPTION:

An individual of neat appearance and pleasing personality who receives people, ascertains their wants and directs them accordingly; makes appointments, supplies information, keeps necessary records, and may also do minor clerical or typing work.

ASSOCIATED DUTIES:

1. Control of access to security areas.
2. Issues security identification to visitors and employees.
3. Performs related work as required.

Source: LV IR

Approved: C. Hauge
Industrial Relations Manager



JOB DESCRIPTION

Revision	Original
Date	11-3-66
Class Code	304775

CLASSIFICATION : Reproduction Typist

JOB DESCRIPTION:

Type a variety of technical and statistical reports, proposals, letters and miscellaneous material from involved engineering, scientific and statistical rough drafts.

Type rough drafts from handwritten material. Lay out work to comply with prescribed format, specifications and verbal instruction of the originator. Arrange work to maintain conformity and balance in spacing, and may occasionally organize data to permit best interpretation. Calculate spacing requirements for illustrations, formulas, graphs, charts and other material.

Type final copy from approved draft and proofread for completeness and accuracy. As required, collate, punch and bind printed material in report or brochure form.

Perform incidental and related clerical duties as assigned by the supervisor, and type miscellaneous letters and other correspondence as required.

QUALIFICATION REQUIREMENTS:

Requires the ability to organize material, lay out and type involved engineering, scientific and statistical data from rough drafts and handwritten material and to prepare reproducible copy for reports, proposals, etc. Equivalent to a high school education plus a minimum of two years' experience typing technical and scientific documents.

Source: Corporate IR

Approved: _____

C. Nangle
Industrial Relations Manager

CAP BUDGET PROPOSAL - OCTOBER, 1992

Resource Manager

JOB DESCRIPTION

Responsible for the overall management of assigned labor pool and ES&H, QA, QC, COP, and EEO implementation and compliance, provides a focus for all new requirements to determine organizational applicability under DOE contract; reviews investigative reports and assessment results to ascertain organizational compliance level, determines appropriate changes or corrective action required, resolves problems, identifies standards that may be lacking, and coordinates procedure/instruction development and revision; in close coordination with Project Manager, determines and satisfies staffing requirements and facilitates resource load leveling by advance planning for the effective use of off-project personnel on indirect activities; develops resource management (project) plans; satisfies requirements under the Company's DOE contract; and performs other administrative duties.

QUALIFICATIONS

Extensive experience in an administrative and/or technical field which provides experience in effectively managing resources to support technical projects in a cost efficient manner; broad knowledge of management principles; and in-depth knowledge of project management principles, work processes and compliance assessment methodologies.

ENERGY MEASUREMENTS GROUP
CAP BUDGET PROPOSAL - JANUARY 1982
Risk Management Specialist

JOB DESCRIPTION

Responsible for overall administration of Worker's Compensation Policies and Auto and General Liability Insurance Programs. Coordinates Group implementation of Corporate policies for fire insurance, aircraft liability insurance, business travel accident insurance, plus performance and surety bonds. Reviews and analyzes insurance and risk management programs for adequacy of coverage, containment of costs, and reduction of losses. Assists with evaluation and administration of employee benefit insurance programs. Prepares related insurance reports.

QUALIFICATION REQUIREMENTS

Bachelor's Degree preferably in business plus prior general insurance experience to include work as a licensed insurance agent, or as a Chartered Property Casualty Underwriter, Associate in Risk Management, or Chartered Life Underwriter; or an equivalent background. Current working knowledge of property/liability insurance, worker's compensation, self insurance, employee benefits and applicable laws.

ENERGY MEASUREMENTS GROUP

CAP BUDGET PROPOSAL - JANUARY 1982

Risk Management Specialist

JOB DESCRIPTION

Responsible for overall administration of Worker's Compensation Policies and Auto and General Liability Insurance Programs. Coordinates Group implementation of Corporate policies for fire insurance, aircraft liability insurance, business travel accident insurance, plus performance and surety bonds. Reviews and analyzes insurance and risk management programs for adequacy of coverage, containment of costs, and reduction of losses. Assists with evaluation and administration of employee benefit insurance programs. Prepares related insurance reports.

QUALIFICATION REQUIREMENTS

Bachelor's Degree preferably in business plus prior general insurance experience to include work as a licensed insurance agent, or as a Chartered Property Casualty Underwriter, Associate in Risk Management, or Chartered Life Underwriter; or an equivalent background. Current working knowledge of property/liability insurance, worker's compensation, self insurance, employee benefits and applicable laws.