

1. Business Applications Manager

Plans and oversees multiple projects and project managers. Works with CIO and senior management to determine systems' development strategy and standards. Administers department budget and reviews project managers.

2. Business Systems Analyst

Business Analyst - Works with management and users to analyze, specify and design business applications. Develops detailed functional, system and program specifications using structured design methodologies and computer-aided software engineering (CASE) tools. Must have business sense and communications skills. Works with both IS and strategic planning business teams.

Systems Analyst - Devises and designs computer system requirements for the solution of moderately difficult business problems, or for segments of more complex problems, and formulates procedures for their solutions. Plays a major role in the development and implementation of major systems.

3. Communications - Data

Data Communications Analyst - Installs, maintains and troubleshoots data networks. Utilizes one or more of the following: T-Is, TCP/IP, Fiber Optics, SNA or Frame Relay for communications. Assists users with problems related to connectivity. Analyzes data flow. Configures modems, DSUs, multiplexers and routers. Utilizes network tools such as Netview and Netspy.

WAN Administrators - Evaluates, selects, installs and maintains wide area networks. Provides WAN transport services. Performs analysis and diagnostics: Works with network hardware like routers, hubs and multiplexers. Familiar with WAN routing protocols such as SLIP and X.25.

Wide Area Network (WAN) Administrator (COMM DAT)

Evaluates, selects, installs and maintains wide area networks. Performs WAN transport services. Performs analysis and diagnostics. Works with network hardware like routers, hubs, and multiplexers.

4. Communications - V/D (Combination of Data/Voice and how they integrate)

Monitors and maintains communications network operations Troubleshoots communications hardware and software and transmission problems

5. Communications - Voice

Voice Analyst - Designs voice networks integrating telephony hardware and network services. Supports systems development in telephone intensive application Call Centers. Experience in traffic engineering and carrier management. Understands network hardware and is familiar with PBX and ACD systems planning.

Voice/Telecommunications Engineer (COMM VCE)

Designs and implements voice networks and integrates telephony hardware and network services. Needs to have experience in traffic engineering and carrier management. Works with call processing applications such as IVR and Call Centers. Strong network hardware knowledge and communications expertise.

Voice Analyst (COMM VCE)

Designs voice networks integrating telephony hardware and network services. Supports systems development in telephony intensive applications such as Interactive Voice Response (IVR) and Call Centers. Experienced in traffic engineering and carrier management. Understands network hardware and is familiar with PBX and ACD systems planning

6. Communications Manager

Database performance and tuning; perform database reorganizations; develop and execute disaster recovery processes; installation of upgrades; system configuration.

7. Computer Operator

Operations Support - Analyzes and supports computer operations by controlling production applications monitoring system resources and response time, and providing first-line support for operational problems

8. Data Center Manager

Plans and directs all computer and peripheral machine operations, data entry, data control scheduling and quality control

9. Data Warehousing

Responsible for maintenance and enhancement of data warehouse applications and data architecture as well as reliable data information to the business by ensuring consistent standards and practices. Establish and maintain meta-data repository; ensure data integrity; evaluate and set standards on data-related technology; ensure linguistic and semantic consistency.

10. Database Analyst

Uses data modeling techniques to analyze and specify data usage's within an application area. Defines both logical views and physical data structures. In the client/server environments, defines the back end.

11. DBA - C/S

Administers and controls an organization's data resources. Uses data dictionary software packages to ensure data integrity and security, recover corrupted data and eliminate data redundancy; and uses tuning tools to improve database performance.

12. DBA - M/F

Administers and controls an organization's data resources. Uses data dictionary software packages to ensure data integrity and security, recover corrupted data and eliminate data redundancy; and uses tuning tools to improve database performance.

13. Desktop - Hardware

PC Technician - Responsible for the overall coordination, control and maintenance of personal computers within a company to ensure compatibility and integration with company strategies.

14. Desktop - Helpdesk

Help Desk Analyst/Customer Service Support -Provides user/customer telephone support for computer systems This could include software, hardware or telecommunications systems Duties may include troubleshooting hardware and software problems, assisting users with applications software and providing limited user training.

Help Desk Analysts (I/C SUPP)

Responsible for sitting on a help desk, answering phones, and conducting first line defense calls. This person is the first line customer interface person that is responsible for claming users and helping users resolve HW and SW issues over the phones. This person should have some understanding of work processing, spreadsheet, database, and graphical applications. This person should also hat some understanding of how to troubleshoot HW problems over the phone

15. Desktop - Lan Admin

Installs and maintains local area networks' hardware and software. Troubleshoots network usage's and computer peripherals. Installs new users. Performs system backups and data recovery. Resolves LAN communications problems.

16. Desktop - Lan Engineer

Network Engineer - High-level LAN/WAN technician. Plans, implements and supports network solutions between multiple platforms. Installs and maintains local area network hardware and software. Troubleshoots network usage and computer peripherals. CNE certification is a plus.

17. Desktop - Mail Admin

Implement and support PC software; resolve software and hardware problems; applications support.

18. Desktop - Publishing

19. Desktop - Software

PC Software Specialist - Works with microcomputer applications such as word processors, spreadsheets, database management systems and electronic mail. Also, evaluates, installs and supports PCs and various printer, graphics and

storage peripherals. Adds and trains new users. Performs backups and data recovery. Often works in a Help Desk environment fielding calls from users.

Desktop Support Analyst (I/C SUPP)

This person is the second line of defense in troubleshooting user problems. This person generally works from a trouble ticket that has been generated by the help desk. This person should have the same general understanding of applications and hardware issues, but must be able to troubleshoot these problems at the desktop.

PC Software Specialist (I/C SUPP)

Works with applications including work processors, spreadsheets, presentation graphics, electronic mail and communications. Also evaluates, installs and supports PCs and various printer, graphics, and storage peripherals. Adds new users to the system and trains them. Performs systems backups and data recovery. Can work in a help desk environment taking calls from end users.

20. Desktop - Training

21. Entry Level - 2 yr degree

22. Entry Level - 4 yr degree

23. Human Resources

24. Information Systems Audit

EDP Auditor - Analyzes the system function and operations to determine adequate security and controls. Evaluates systems and operational procedures and reports findings to senior management. Writes ad hoc report programs using fourth generation languages and specialized audit software. Senior Edp Auditors have from 4 to 6 years experience in the field.

25. Infrastructure Manager

Technical Services Director - Plans and oversees the research, evaluation and integration of new technology, systems development, methodologies, data administration, capacity planning, training and technical support.

26. IT Manager - AS400

MIS Director/CIO - The Chief Information Officer (CIO) is accountable for directing the information and data integrity of the enterprise and its groups and for all information service functions, including all data centers, technical service centers, production scheduling functions, help desks, communication networks (voice and data), computer program development and computer systems operations. He or she is responsible for maintaining the integrity of all electronic and optical books, including review of computerized and manual systems; information processing equipment and software for acquisition, storage and retrieval; and definition of the strategic direction of all information processing and communication systems and operations. He or she provides overall management and definition of all computer and communication activities within the company, including responsibility for providing a leadership role in the day-to-day operations of the Information Services functions as well as providing direction as the enterprise expands through internal growth and external acquisition.

27. IT Manager - C/S

MIS Director/CIO - The Chief Information Officer (CIO) is accountable for directing the information and data integrity of the enterprise and its groups and for all information service functions, including all data centers, technical service centers, production scheduling functions, help desks, communication networks (voice and data), computer program development and computer systems operations. He or she is responsible for maintaining the integrity of all electronic and optical books, including review of computerized and manual systems; information processing equipment and software for acquisition, storage and retrieval; and definition of the strategic direction of all information processing and communication systems and operations. He or she provides overall management and definition of all computer and communication activities within the company, including responsibility for providing a leadership role in the day-to-day operations of the Information Services functions as well as providing direction as the enterprise expands through internal growth and external acquisition.

28. IT Manager - Large

MIS Director/CIO - The Chief Information Officer (CIO) is accountable for directing the information and data integrity of the enterprise and its groups and for all information service functions, including all data centers, technical service centers, production scheduling functions, help desks, communication networks (voice and data), computer program development and computer systems operations. He or she is responsible for maintaining the integrity of all electronic and optical books, including review of computerized and manual systems; information processing equipment and software for acquisition, storage and retrieval; and definition of the strategic direction of all information processing and communication systems and operations. He or she provides overall management and definition of all computer and communication activities within the company, including responsibility for providing a leadership role in the day-to-day operations of the Information Services functions as well as providing direction as the enterprise expands through internal growth and external acquisition.

29. IT Manager - Mid-size

MIS Director/CIO - The Chief Information Officer (CIO) is accountable for directing the information and data integrity of the enterprise and its groups and for all information service functions, including all data centers, technical service centers, production scheduling functions, help desks, communication networks (voice and data), computer program development and computer systems operations. He or she is responsible for maintaining the integrity of all electronic and optical books, including review of computerized and manual systems; information processing equipment and software for acquisition, storage and retrieval; and definition of the strategic direction of all information processing and communication systems and operations. He or she provides overall management and definition of all computer and communication activities within the company, including responsibility for providing a leadership role in the day-to-day operations of the Information Services functions as well as providing direction as the enterprise expands through internal growth and external acquisition.

30. Lotus Notes Administrator

Responsible for installation, support/maintenance and integration of Lotus Notes Applications.

31. Lotus Notes Developer

Responsible for modifications, enhancements and new development projects using Lotus Notes.

32. Miscellaneous

33. P/A - AS400

Midrange - Develops and supports enterprise-oriented applications or general business applications. Programs in business-oriented languages such as COBOL and RPG/400 or fourth generation languages on IBM AS/400 computers.

34. P/A - C/S

Client/Server/GUI - Analyzes and designs programming applications for a client/server architecture. Knowledgeable of ODBC, Windows NT, Macintosh, NOVELL, OS/2, Windows 95, UNIX, APIs and RPCs.

Windows Systems Developers

Develops and supports GUI applications. Programs in POWERBUILDER, VISUAL BASIC, or Visual 'C++'. Knows how to access relations databases like SYBASE, ORACLE, or ACCESS. Should have some knowledge with OLE, SDK, MFC, DLL, and DDE. Applications are generally written for networked and C/S environments.

35. P/A - M/F

Codes and maintains business applications. Develops and supports large-scale batch or high volume transaction environments that require IBMIMVS mainframe processing power. Programs in business oriented languages such as COBOL and CICS, or fourth generation languages.

36. P/A - Other

37. President

38. Programmer - Jr

Installs and maintains operating systems, communications software, database management software, compilers and utility programs

39. Project/Team Leader

Project Leader - Has managerial skills as well as technical skills. Responsible for coordinating resources, schedules and communications for systems development projects Develops project schedules and assigns tasks Occasionally performs both systems analysis and programming, but is usually there to provide technical assistance and leadership Serves as contact with user groups and systems management

Project Manager - Plans and oversees the development and support of a specific application or functional area. Administers performance appraisals, salaries, hiring and budgets

40. Q/A Engineer

QA/Test Analyst - Ensures software development processes and procedures are in place and are used. Can and should include but not be limited to some of the following: SKI Software Development Maturity modeling, ISO9000, Design review, testing

41. Recruiter

42. Sales

Pre/Post Sales Support Representative - Supports the sales effort by analyzing customer requirements, proposing and demonstrating technical solutions, ensuring acceptable product installations, training users and providing technical support and problem resolutions

43. Security Administrator

Recommend, implement, interpret, monitor, maintain IT security policies, procedures; provide technical and administrative support.

44. Sys Programmer - M/F

Systems Programmer - Installs and maintains mainframe operating systems, communications software, database management software, compilers and utility programs. Provides technical support to applications programmers, hardware/software evaluation and planning. Creates and modifies special-purpose utility programs. Ensures systems' efficiency and integrity.

45. Tech Support Manager

Systems Administrator/Manager - Install operating systems, database management systems, compilers and utilities. Monitors and tunes systems software, peripherals and networks. Installs new users, creates batch administration scripts and runs systems backups. Resolves systems problems.

46. Technical Writer

Works directly with systems analysts and programmers to write and edit program and systems documentation, user manuals, training courses and procedures. Also prepares proposals and technical reports.

47. Unix Administrator

Installs and maintains UNIX operating systems. Configures UNIX boxes, establishes standards, and evaluates hardware and software products. Must be familiar with shell- and kernel-level programming. Troubleshoots networking and operating systems problems.

48. Unix System Engineer

Develops software for distributed or centralized systems. Analyzes, designs, and codes with definitive understanding of the applications. Must have expertise in UNIX and 'C'. Familiarity with 'C++', XWindows, MOTIF, and Interprocess Communications. Capable of integrating systems to a two- or three- tier architecture.

49. Vice President - Sr Mgr

50. Webmaster

Internet Engineer - Maintains link between the Internet provider and the website May also maintain connectivity between Internet and LAN/WAN sites within the company Keeps abreast of new technologies to provide more services May be responsible for e-mail and intranet operations, firewalls and security administration

Internet Project Manager - Oversees the ongoing development, implementation, coordination, maintenance and overall strategy of a company's website Increases awareness of products and services offered by coordinating them with placement of information on the site Requires specialized knowledge of Web technologies, HTML, graphics design and layout

Web Programmer - Responsible for program design, coding, testing, debugging and documentation Devises or modifies procedures to solve complex problems concerning equipment capacity and limitations

Webmaster - Proficient in HTML design and experienced in the installation and configuration of a variety of HTTP servers Working knowledge of PERL/C/ Python scripting Strong design background with advanced database interface experience Strong object oriented programming and JAVA applet authoring background.

51. Help Desk Manager

Manage group that provides desktop implementation and rollouts, support, help line troubleshooting and hardware configurations.

52. Web Designer

Web Graphic Designer - responsible for all graphical content, creations and development of websites and other integrative on-line environments

53. Software engineer

Systems Engineer - Responsible for the design, development and implementation of computer software in Windows or UNIX using C/C++, Assembly and other low-level operating system software. Develops GUIbased applications, systems software and embedded software. Analyzes business engineering and scientific problems; develops well-defined procedures in the delivery of practical systems solutions. Typically holds a degree in Computer Science or Computer Engineering/