



Basic Skills Workforce Training Program

**Enhance Your
Workers'
Basic Skills...**

Give Them the
Training They
Need to Succeed
in Your Workplace

A PARTNERSHIP OF
New Jersey Business & Industry Association
New Jersey Community College Consortium for Workforce & Economic Development
NJ Department of Labor and Workforce Development

New Jersey Basic Skills Training Program for Economic Growth Act End of Year Report: FY'13 P.L. 2009, Chapter 199

Executive Summary

We are pleased to provide, as required in P.L. 2009, Chapter 199, the New Jersey Community College Consortium for Workforce and Economic Development's report on activities of the New Jersey Basic Skills Training Program for Economic Growth Act (NJBIA Basic Skills Workforce Training Program) for the past fiscal year ending June 30, 2013. This is the fourth year of program operation as directed by the Legislature.

This public-private partnership between the New Jersey Department of Labor and Workforce Development (NJLWD), the New Jersey Community College Consortium for Workforce and Economic Development (Consortium) and the New Jersey Business and Industry Association (NJBIA) continues to assist the state's business community in improving workers' skills. Because of its unique flexibility, the program is able to reach more workers and employers than any other state training program.

Program highlights:

- Over 53,000 workers served since inception.
- 79% of the businesses that participated were new in FY'13.
- 78% of businesses took advantage of our "open enrollment" style class format.
- The approval of PowerPoint and Spanish in the Workplace as new class topics in FY'13 proved very popular.
- Reduced funding of 47% in the SWF allocation compared to FY'12 caused two separate, two month suspensions of program delivery.

**New Jersey Basic Skills Training Program
for Economic Growth Act
P.L. 2009, Chapter 199**

End of Year Report: FY'13

Four years ago New Jersey Business and Industry Association (NJBIA) leaders recognized that thousands of small businesses in New Jersey were having difficulty accessing Department of Labor and Workforce Development (NJLWD) training funds due to existing grant policy restraints. Working under the leadership of NJBIA's CEO Phil Kirschner the NJBIA was instrumental in the development of the original concept for the program. Your legislation corrected and continues to remediate this problem. NJLWD Commissioner Hal Wirths is fully supportive of the program.

The program is managed by the New Jersey Community College Consortium for Workforce and Economic Development (Consortium) with instruction delivered by the state's community colleges. Instructors are seasoned college adjunct professors with experience in providing instruction to the business community. The NJBIA provides outreach to its 21,400 members, and the Consortium and community colleges supplement this with outreach to non-member employers. NJLWD manages fiscal oversight, including payment of invoices prepared by the Consortium.

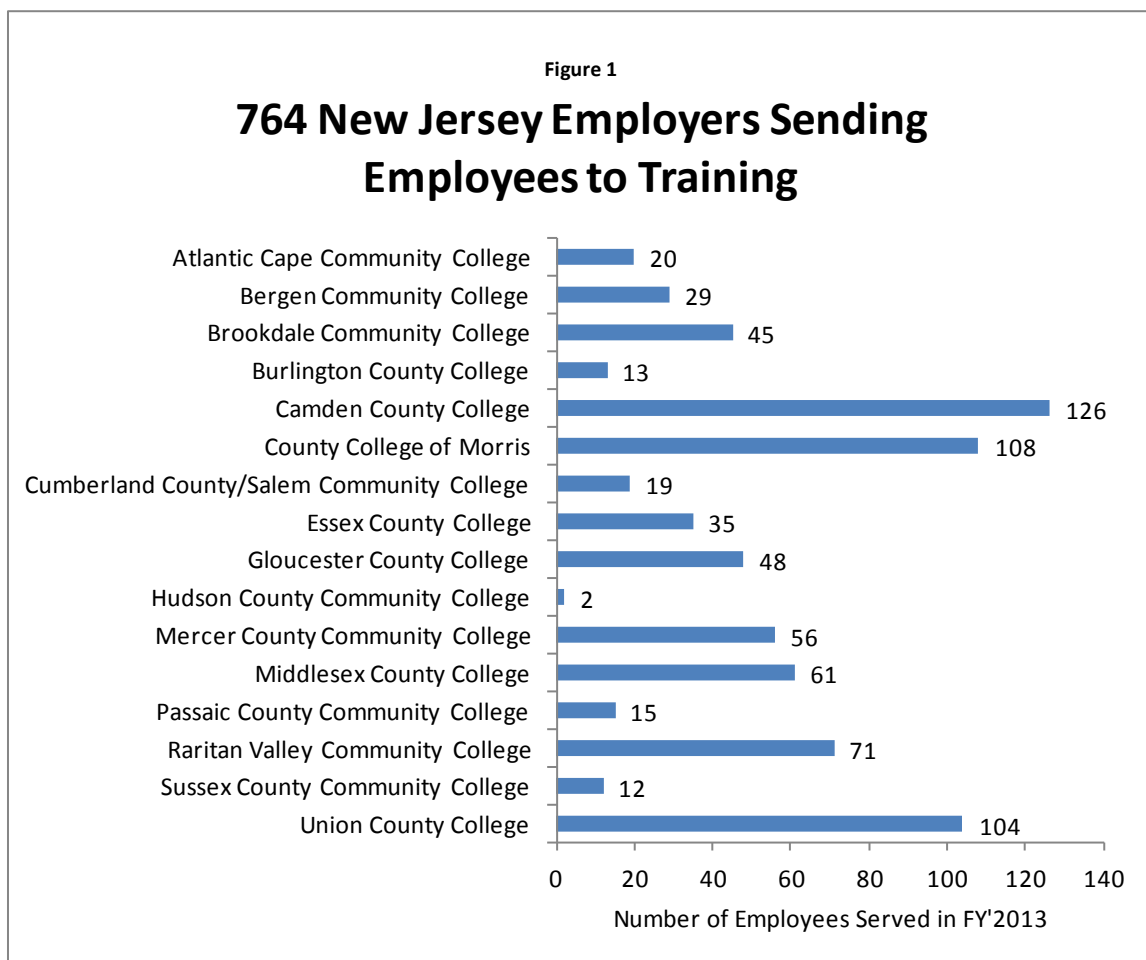
Overall headcount of workers trained has now surpassed 53,000 and companies served exceed 3,600. Since the passing of the legislation the program has seen tremendous expansion of over 85% in the three major categories: workers trained, businesses served and classes delivered.

In FY'13 the project provided \$650,000 from the initial Legislative authorization in tuition training dollars for New Jersey businesses. This figure represents a 47% reduction over FY'12.

The impact of this reduced funding was felt within the first 6 months. There was a two month suspension of new classes in November and December. A \$300,000 award of discretionary funding by the Commissioner of Labor in January allowed the program to get back on track for a short time. A

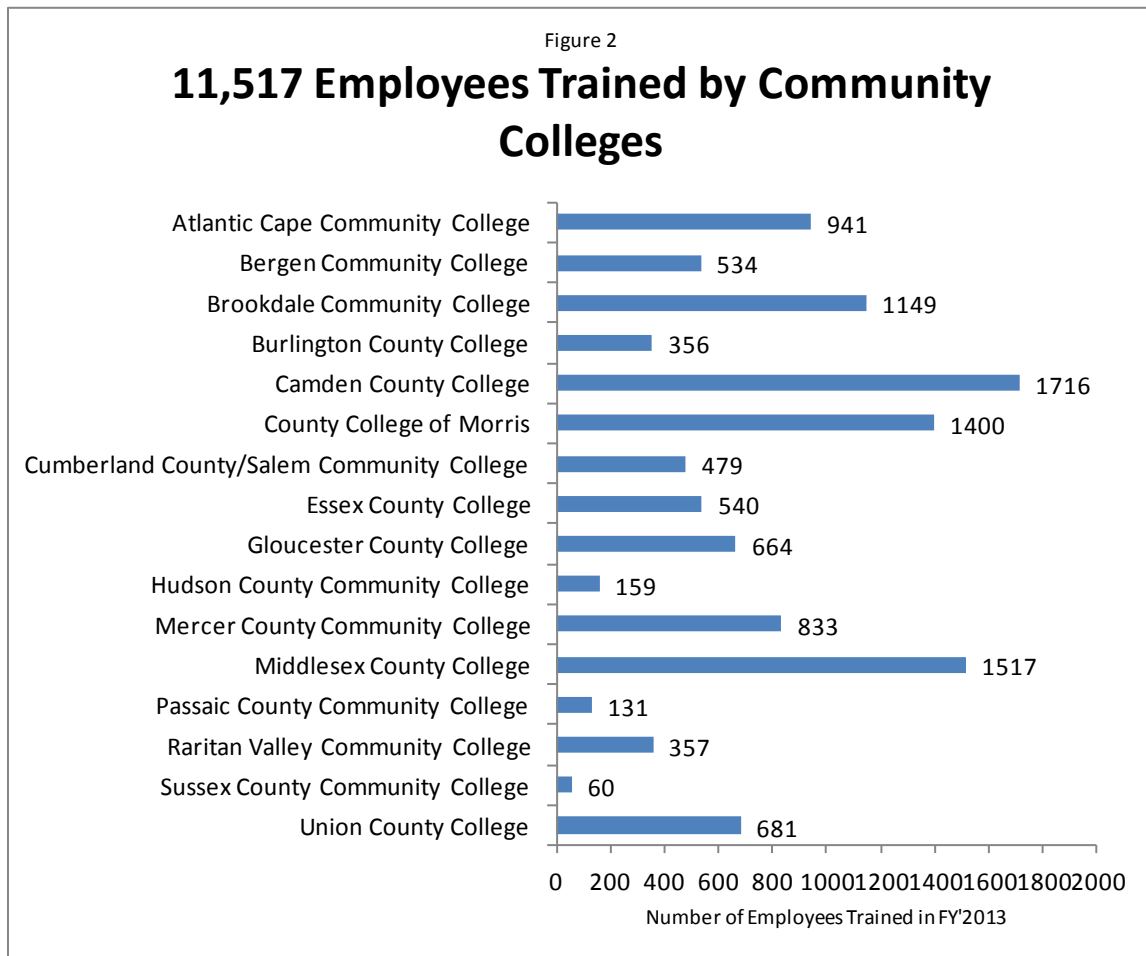
\$725,000 award of funds from the Department of Labor's competitive grants category in March 2013 allowed the program to continue.

764 New Jersey employers participated in the program in FY'13 sending 11,517 of their employees to 1,070 training classes (Figures 1 & 2). The number of businesses served is down 17% and the number of employees trained is down 4% from the FY'12 program year. These decreases are attributable to the two suspension periods. See Attachment A for complete list of employers.



The training classes served employers in all 21 of New Jersey's counties. The majority of classes were delivered at employer locations and at scheduled delivery times that allowed each employer to focus on

productivity. Classes were delivered at all hours of the day and across all three standard production shifts.

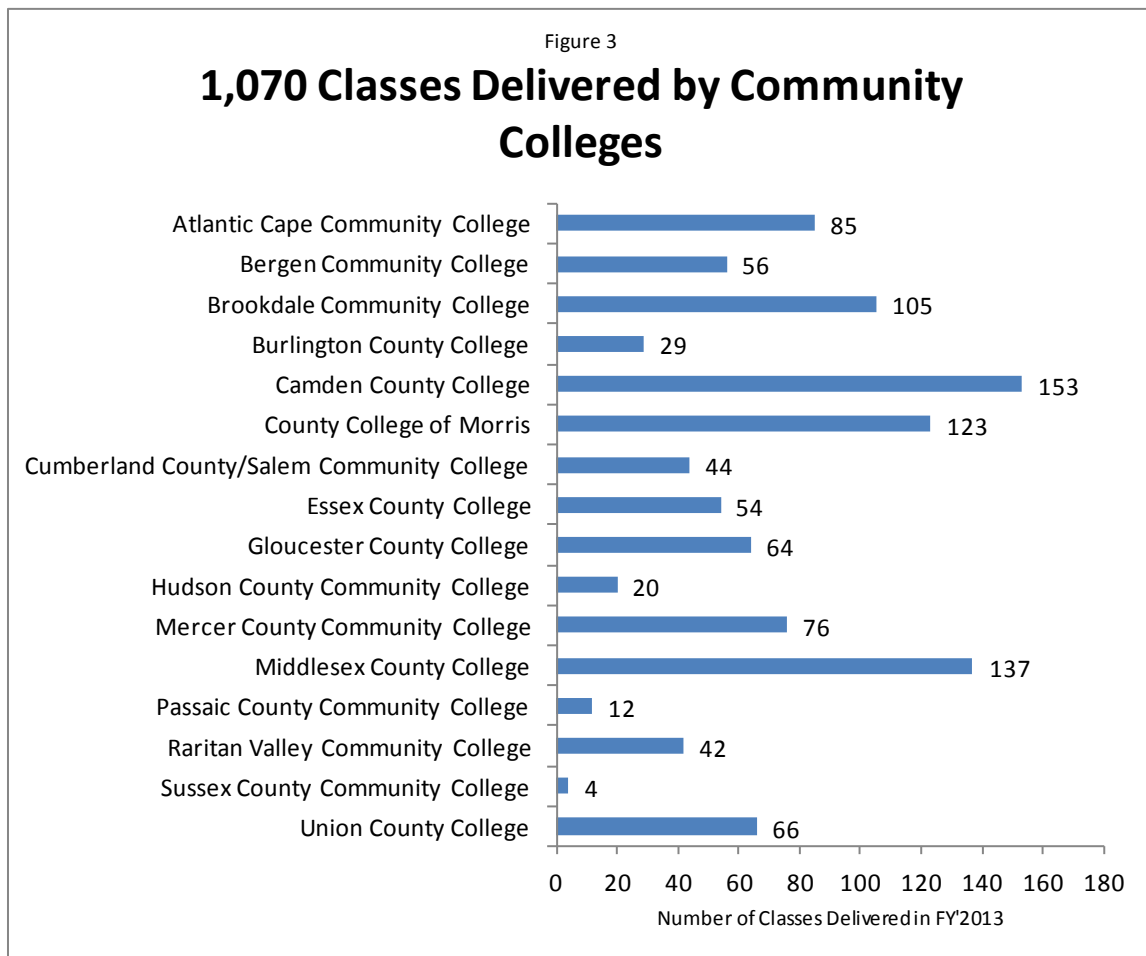


A total of 1,070 training classes were delivered by 17 community colleges. The following is a listing of each college and the number of classes the college delivered.

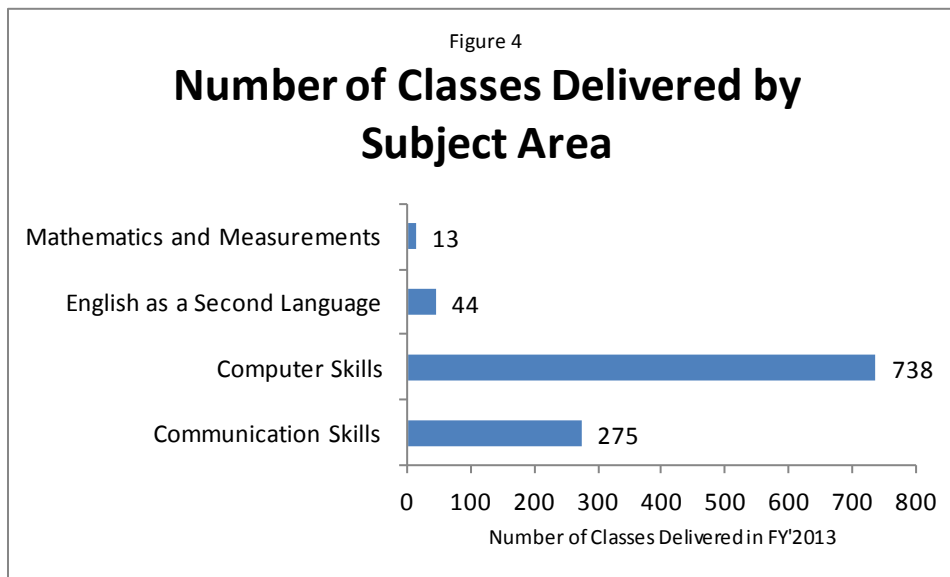
Atlantic Cape Community College (Atlantic & Cape May Counties) – 85 classes
 Bergen Community College – 56 classes
 Brookdale Community College (Monmouth County) – 105 classes
 Burlington County College – 29 classes
 Camden County College – 153 classes
 Cumberland/Salem County Colleges – 44 classes
 Essex County College – 54 classes
 Gloucester County College – 64 classes

Hudson County Community College – 20 classes
Mercer County Community College – 76 classes
Middlesex County College -137 classes
County College of Morris – 123 classes
Passaic County Community College – 12 classes
Raritan Valley Community College (Hunterdon & Somerset Counties) – 42 classes
Sussex County Community College – 4 classes
Union County Community College – 66 classes

Six of the colleges saw increases in the number of classes delivered. Hudson County Community College (2000%), Atlantic Cape Community College (166%), Essex County College (80%), Bergen Community College (48%), County College of Morris (27%), Brookdale Community College (17%) and Union County College (3%).

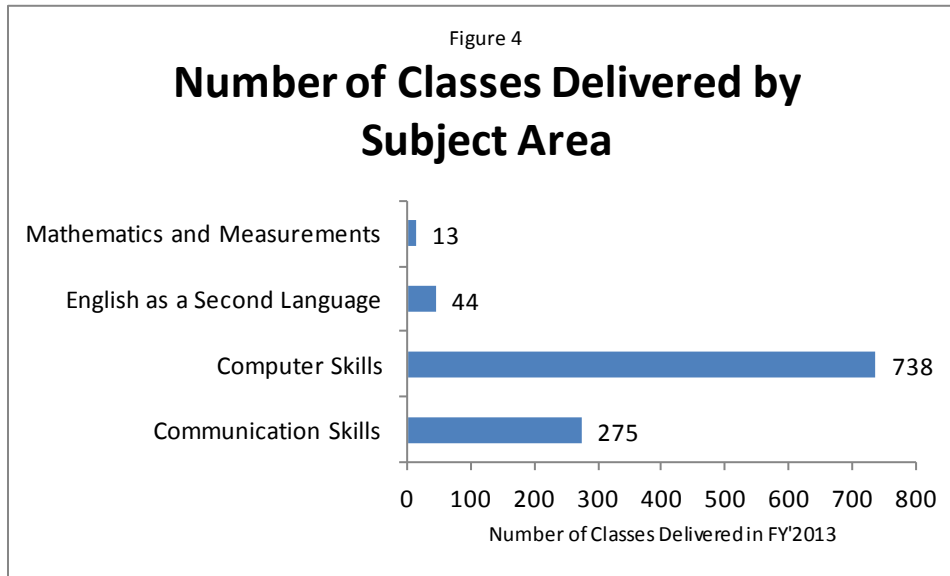


Computer Skills continued to be the course subject area with the strongest demand. The leader within this broad topic area is Spreadsheets. Its broad applicability to multiple business situations is at the core of this demand. This was followed by Communications Skills, which included Verbal Communication, Customer Service, Written Communication and the newly approved topic of Spanish in the Workplace. Anecdotal evidence is that companies are working harder to retain the customers they have versus growing by adding new customers. The addition of Spanish in the Workplace is a derivative of the continued importance and demand for English as a second language. As companies work to improve the language skills of their non native workers they find it equally important to train their managers and supervisors to communicate with these workers in their native language. Companies report this combination leads to improved productivity.



7,575 employees completed 738 computer skills classes. Another 275 classes, with 3,245 employees were delivered in Basic Communication Skills, including Verbal Communication, Written Communication and Basic Communication for Improved Customer Service. Employers are placing increasing importance on improved communications skills for their employees. 44 classes with 560 employees were delivered in English as a Second Language and 13 classes for 137 employees were delivered in Basic

Mathematics and Measurements. The single largest growth year to year was in English as a second language which had a 120% increase.



NJLWD designates over 90% of New Jersey’s employers as “small businesses”, making this generic sector a key driver of economic activity. Historically, a great many small businesses were not able to access employee training series offered by NJLWD because of minimum enrollment mandates imposed on grant recipients. The Consortium, with NJBIA’s assistance, created a mechanism to serve this important economic force. The state’s community colleges were empowered by NJLWD to offer “open enrollment” style classes that would aggregate employers to achieve the minimum headcount of 10. The minimal headcount was achieved through this aggregating process.

This project continues to reach these small employers in significant numbers. Of the 764 employers sending employees to training 603 or 79%, took advantage of the open enrollment style classes which were specifically targeted to small employers. 305, or 29%, of the overall number of classes offered were open enrollment style. These employers would not have been able to meet the minimum headcount requirement under normal conditions and would have been unable to access this valuable business resource without open enrollment classes. Additional evidence of the importance of this format is the fact that 26 employers were served by 2 colleges, while 3

companies were served by three different colleges. This flexibility lies at the heart of the delivery model.

Employees improved their skills as demonstrated on NJLWD's approved assessment instruments. Improvement in Basic Computer Skills was uniformly impressive with an overall improvement of 149%. Assessment scores in the Basic Communications Skills areas increased by 50%. Basic Mathematics assessment scores improved by 23.9%, while English as a Second Language participants had an improved score of 23.3%.

Low to medium wage employees are enrolled in significant numbers. Over 45% of employees who participated in training reported hourly wages of less than \$20 per hour. The 11,517 employees report an astounding 2,905 different job titles (see Attachment B for a complete list of job titles reported).

Program Analysis

Strengths

- The addition of PowerPoint and Spanish in the Workplace as approved class topics proved very popular with many businesses.
- The midyear policy change by NJLWD of no longer mandating the use of individual social security numbers has been well received. This policy change allows those workers concerned about identity theft to still participate while maintaining personal security.
- The amendment to the legislation at the beginning of the year allowed the program to align itself with various administrative changes promulgated by the Department.
- NJLWD Commissioner's waiver of no longer requiring employers with fewer than 250 employees to pay their employees' normal wage while in class has been well received by participating employers.
- Not being bound by some of the parameters of NJLWD's on-line invoicing system allows the project to be truly "demand driven".
- Class lengths are no longer driven by a pre-determined formula but are demand driven allowing employers to select the best match between class length and that employer's needs.

- Funding allows for immediate ramp up and outreach to the business community at the beginning of the fiscal year.
- Consortium's management allows faster turnaround and delivery for all businesses because those businesses do not have to go through a lengthy application process.
- Consortium's central administration allows for a single point of contact for all New Jersey businesses.
- State's community colleges provide a deep pool for instructors.
- State's community colleges provide access to 65 campus locations within 25 minutes of every resident and worker in New Jersey.
- Many of the community colleges have invested in mobile laptop computer labs allowing for technology based classes to be brought directly to company locations.
- There is a willingness to provide instruction any hour of the day or night on the company site. Customization of all classes means targeted training to better meet each business' needs.
- Cooperation between Consortium, NJLWD and NJ Office of Taxation has led to improved tax compliance on the part of participating businesses.
- Seamless collaboration between the three partners – Consortium, NJBIA and NJLWD, allows for smooth project fiscal management and precise record keeping.

Weaknesses

- The funding reduction at the beginning of the year placed the program, and the businesses' confidence in the program's future, in jeopardy.
- Breaks in funding had a significant negative impact on delivery. 190 scheduled classes with a tuition value of \$329,600 had to be suspended when funding was not in place in February and March. While some of these classes may have been rescheduled a significant number were lost.
- The blending of finance, i.e. legislative allocation coupled with competitive funds means two different invoicing systems that run contrary to the intent of the legislative award.

- There continues to be some difficulty organizing classes of 10 or more for very small businesses especially in the area of Basic Mathematics and English as a Second Language. Employers have trimmed their workforces to the bare bones in an attempt to remain competitive. Taking workers out of production, or office operations, is a challenge to many of these small employers. Over 58% of the scheduled classes targeting small employers had to be cancelled due to the need to hit this threshold. This is a 19% increase over FY'12.
- The additional funding that was awarded in March 2013 is being processed through the NJLWD's regular invoicing procedures and not the Memorandum of Understanding (MOU) which was in place. This may severely limit the demand driven strength of the program as conceptualized.

Improvements

The Consortium is especially pleased to note that weaknesses identified early in the program year continue to be addressed at the highest levels of the Department.

- Weakness - Invoicing into NJLWD's CTTS on-line system is not cost effective or efficient for both the NJLWD and the Consortium. As of the date of this report the CTTS system has been decommissioned and invoicing is done manually.
 - Solution – The Consortium should do all of its invoicing to NJLWD with a direct monthly invoice process. All required data will be maintained by the Consortium as per legislative mandate.
- Weakness – Reductions in funding from the legislative appropriation put all parties under considerable pressure. Businesses are unable to plan and colleges cannot fulfill promises made to their business clients.
 - Solution- Adequate funding that meets the program's annual projections needs to be in place on July 1st. Forcing the program to return to the Department seeking funds from the competitive category under unpredictable timelines, works to contradict the intent of the legislation

Testimonials

- **NJBIA**

- Philip Kirschner, President

“The training taking place at Atlantic Health System is a perfect example of how the state’s workplace training program is helping New Jersey businesses and workers alike. Employees are able to learn important new workplace skills, increasing their value as an employee and improving the productivity of their employer,”

- **Pearson**

- Glenn Cipriani, Vice President of Distribution

The company has enrolled its Hispanic employees in English as a Second Language for a number of years, but then Pearson turned that idea inside out by having its supervisors take Spanish. The company’s thinking was simple in its brilliance. If the language barrier is approached from both ends of that barrier, then it will dissolve more quickly. *“...the entire Cranbury operation has become much more efficient and productive as a result of the dual-language classes. “We can communicate better and provide better customer service,”*

- **Westward Pharma**

- Barbara Pugliese, Manager of Training Development

“Many folks want to improve their work skills but may not have the extra time to do so because of work and/or family demands. The NJBIA Grant offers them a win-win solution to attend free classes on the clock and learn a new skill. The benefit to the company is a productive workforce, ...”

- **Lourdes Health System**

- Ruthanne Towers, Workforce Development Manager

"Lourdes Health System is very excited to be partnering with Camden County College and the Basic Skills Workforce Training Program to offer our associates the opportunity to enhance their skills," "These courses are providing them with the ability to do their jobs more successfully and ultimately provide better care for our patients. The grant funding has allowed us to focus attention on our associates without the significant costs that usually accompany such development."

- **AmericanAutowire**

- Janelle Silvers, VP of Finance and Human Resources

"The NJBIA Training Program provides the highest level of quality training for small businesses. A course that might cost thousands by a 'reputable' company still would not provide the convenience and knowledge of the instructors at Camden County College. I had the pleasure of participating in verbal communications training led by Maria Grande. Maria's ability to engage every member of the class created a learning environment anyone can flourish in. Leaders (old and new, experienced and less experienced) all gained insight into their own approach and how that impacts their success. I was so inspired that American Autowire is now sending all of our managers to the course. We are looking forward to the future training programs with NJBIA and are inspired by their successes."

- **Nutri-Serve Food Services**

- Ms. Fynan, President

"We were extremely impressed with the responsiveness of the community colleges and their ability to target the training directly to our company's needs,... " to improve the skills of workers in Burlington County."

- **YCS Consultation Service**

- Vaneza Calderon, HR Benefits Assistant

"Course helped with my productivity, provided in depth knowledge, and enhanced my administrative skills."

- **Atlantic Health**
 - Amanda Raddin McGrath, Coordinator of Organizational Development

“Employees are enthusiastic about the quality of the classes,” ... “Their expectations are being met, and their questions are being answered. They want to learn more.”

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New Jersey Basic Skills Training Program for Economic Growth Act
FY'13 Annual Report
Employer Master Listing
Attachment - A

Attachment - A

New Jersey Basic Skills Training Program for
Economic Growth Act

FY'13 Annual Report

Employer Master Listing

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Atlantic County

Atlantic City Palm
Atlantic Hospitality
Atlantic Pier Amusements
AtlantiCare Administrators, Inc.
AtlantiCare Behavioral Health
AtlantiCare Foundation
AtlantiCare Home Care
Bally Technologies
Borgata Hotel Casino
Caesars
Colonial Inn
Cooper Levenson, Attorneys at Law
FantaSea Resorts
Linode, LLC
Marine Mammal Stranding Center
Qual-Lynx
Rowa, Inc.
South Jersey Gas
South Jersey Industries

Bergen County

Belmont Construction Corporation
Bergen Industrial Supply Company
Bergen Regional Medical Center
Bogen Communication
Boiling Springs Savings Bank
Century 21 Allstars 100
ChemAid Laboratories, Inc.
Coldwell Banker - Fort Lee
Confident Care Corporation
ConsuCasa Realty
Cosmo Realty
DialAmerica
East Bergen Board of Realtors
Eastern Bergen County Board of Realtors, Inc.
Exit Northern Star Realtors
First Transit

Flag House
French Color & Fragrance Company, Inc.
Friedberg Properties
Hilton Hotel
Jane Smith Bryant Consultants
Kamson Corporation
Kratos/HBE
Lan Associates
Market Counsel, LLC
Marsh & McLennan Agency, LLC
Movado Group, Inc.
Peter Banyan, LLC
Peter Bigler
Poskanzer Skott Architects
Prominent Properties Sotheby's International
Royal Sovereign
Shiseido Americas Corporation
Technical Solutions, LLC
Thermo Fisher
Top Realty
Toys R Us
United Water
Valley Hospital
VIP Realty
VRH Construction

Burlington County

ARS Hospitality, LLC
Barclay Exterminating Company
Bayada Home Health Care
Catholic Charities of Burlington
CEM HR Strategies
Conner, Strong & Buckelew
Cooper University Rheumatology
Deborah Heart and Lung Hospital
Delaware Valley Urology
Dental Choice
Dr. Tiffany Berth
Family Service

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Food Sciences Corporation
Hill International
Holman Automotive Group
Hotel ML
Intergrated Sleep
Key Impact Sales Systems
Kingdom Chamber of Commerce
Lutheran Social Ministries
Miles Technologies
National Worksite Staffing
Nutri-Serve Food Management, Inc.
Paris Business Products
Perry Resources
Persante Healthcare
PHH Mortgage Corp
PRICE Systems, LLC
Pride Industries
RAM Electronics
Restoration Management, Inc.
RimTec Corporation
Semcraft
Seven Pillars Professional Service
Sterling Medical Services, LLC
Talascend
Temptrol Corporation

Camden County

AC Moore
AdvancedENT
Adventure Aquarium
Advocare ENT Specialty Center
Airborne Systems
American Autowire
American Best Construction
American Collectors Insurance
American Eagle
American European Insurance
Apply Rapid
Bancroft NeuroHealth
Bellstar, Inc.

Bride of Christ Robes
Burlington Coat Factory
Buxmont Business Advisors
Cafe Thuy Tien
Camcare Health Corporation
Camden County Cultural Center
Center for Family Services
CFG Residentials
Comcast Cherry Hill
Community Planning & Advocacy
Planning
Contemporary Graphics, Inc.
Cooper Health System
Cooper Medical School
Cooper University Hospital
Count On Us
CPAC
CRW Graphics
Datwyler Pharma Packaging USA, Inc.
Deborah E. Kolodner, Attorney at Law, PC
Disc Makers
Discover Corner
Dresdner Robin Environmental
ELRA
Ensinger Industries
Friedly Solutions
Future Leaders Learning Center, LLC
Girls Scouts of Central and Southern NJ
Gloucester Terminals, LLC
Habitat for Humanity - Camden County
Holt Logistics Corp
Hutchinson, Inc.
I'm F.R.E.E.- Females Reentering
Empowering Eachother
Impacting Your World CC
Integrated Sourcing
Intercity Rehab
Jahanian & Associates
Jewish Community Center - Cherry Hill
Jewish Federation

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Joyner Construction

Kasen and Kasen

Kennedy Health System

Lammey & Giorgio

Law Office of Lynda L. Hinkle

Lighthouse Hospice

Living Faith Christian Center

Major Lawrence Group

Mental Health Association SWNJ

Montgomery Investment Technology, Inc.

MRS BPO LLC

Nest International

Our Lady of Lourdes Medical Center

Pan Systems Engineering

Paper and Ribbon Supply Company

Praxis Data Systems

Princess House

Providence Pediatric Medical Daycare

Puerto Rican Unity for Progress

RCE Engineers & Consultants

Regional Women's Health Management,
LLC

RH Building Services

Robert Michael Communications, Inc.

Sahara Sam's Oasis

Scelsi & Associates

Smith Electric Company, Inc.

South Jersey Behavioral Health Resources,
Inc.

Sterling Heating Air Conditioning, Inc.

The Center for Cancer

The Mansion on Main Street

The Work Group

Thermo Seal Industries

United Food and Commercial Worker's

Union Local 1360

Volunteers of America Delaware Valley

Weichert Marlton

West Ward Pharmaceuticals

Cape May County

Advancing Opportunities

Arc of Cape May

Cape Regional Medical Center

Sturdy Savings Bank

Cumberland County

Ardagh Glass Inc

Bridor USA

Colonial Bank FSB

Comcast

CompleteCare Health Network

Cumberland Dairy, Inc.

Cumberland Insurance Group

Gerresheimer Glass, Inc.

Kintock Group - Bridgeton

Laury Heating & Cooling, LLC

Overderest Nurseries

Pennoni Associates, Inc.

Servpro

ShopRite of Millville

South Jersey Healthcare

Swanson Hardware

Trout's Power Equipment, Inc.

Ultra Clean Technologies

Upper Deerfield Preschool

Essex County

Anheuser-Bush

Apollo Security

Apostles' House

Associated Technologies, Inc.

ATI Engineers

Care Station Medical

CIT Group, Inc.

Community Education Centers

COPE Center

Crane's Mill Continuing Care Retirement
Community

Energizer Personal Care

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FedEx Corporation
Fujitsu General America, Inc.
Full Gospel Church
Fundamental Solutions, Inc.
Garden Homes
Homes of Montclair Ecumenical Corporation
Isaiah House
Jewish Federation of Greater Metro West NJ
Levine, Jacobs & Company, LLC
Macy's
Mental Health Association of Essex County
Middle Atlantic Products
New Jersey Air Services
Newark Museum
Newark Now
Office of Babak Hoyhighi, D.D.S.
PS Plaza Federal Credit Union
REA
RLE Industries
Roche
Slap Tone Percussion
Sunglass Hut at Macy's
Symphony Printing
Systemart, LLC
T & M Protection Resources
Technical Aids, Inc.
The Bridge, Inc.
THZ Enterprises
Tri-City Peoples Corporation
Urban League
Vida Nova
YMCA of Newark
Youth Consultation Service
YouthBuild Newark

Gloucester County

Abilities Center of Southern New Jersey
Advoserv of NJ
Albert's Organics

Amerisource Bergen Corporation
Bellia & Sons, Inc.
Blue Line Foodservice
Booth Radiology
Car-Tel Communications
Chia-Yu Chao, MD
Comcast University
CompuCom
Devereux
Diversified Industries
FC Kerbeck & Sons
Foundation Title, LLC
Henry Troemner, LLC
Heritage Dairy Stores
HPS, Inc.
HUS Strategic Marketing
Johnson Matthey, Inc.
K-Tron America
Lamatek, Inc.
LB Express
Manor Care West Deptford
Marriott
Masciangelo Construction, LLC
Michael Wood
National Park School
NJ Stem Educational
NovaCare
Paul Bunkin, Inc.
Performance Food Group
Robin's Nest, Inc.
Salvatore Principato, Jr. Esquire
Sharpe Valuation Solutions, LLC
SJHS
The Langmore Salon
Underwood Memorial Hospital
Univeg Logistics
Virtua Health
Wastequip
Woodbury Child Development Center

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Xylem Dewatering, Inc.

Hudson County

Advanced Rx Returns
Amobelge Shipping
Bayonne Medical Center
Brauner International Corporation
Fujikura Graphics, Inc.
Master Cutlery
Menagerie Collective
Micros Retail Systems
Verizon Wireless
Victory Packaging
Vitamin Shoppe
YouthBuild Hudson

Hunterdon County

3M Company
Assurant Solutions
Center for Family Health
Coldwell Banker - Clinton
Gebhardt & Kiefer
Johanna Foods, Inc.
Merck and Company
Nano Biz, LLC
Sew What's New, LLC
Shaklee Enterprise
ShopRite of Hunderton
True North Surveyors, PC
YMCA of Hunderton County

Mercer County

Abbott Point of Care
Aflac
Banbani Consulting, LLC
Catholic Charities of Trenton
Certa Pro Painters of Hightstown
Child Care Connection
Commercial Cleaning Corporation
Connective Resources
Contact of Mercer County

CoreLab Partners
Credit Union of New Jersey
DFG Financial Group
Diocese of Trenton
Disability Rights of New Jersey
DocuSafe Records
EFNJ/FRN
Family Resource Network
Fund for New Jersey
Gloria Nilson Realtors
Gold Shield Financial
Hamilton Jewelers
Harwill Express Press
Hujber Public Relations
Hutchinson Industries
Isles, Inc.
Jenn Teyi Bookkeeping
Karl Weidel, Inc.
Kidsbridge Tolerance Museum
Lawrenceville School
Living Hope Empowerment Center
MedAvante
Medical Diagnostics Lab
Mercadien Group
Mercer Chamber of Commerce
Mercer County Italian American Festival
Niksun, Inc.
Nowak & Gehan, CPA, PC
Pierce-Roberts Rubber Company, Inc.
Princetel, Inc.
Profit Point Consulting
Promos Logos
RBC Roller Bearing Corporation
Sleepy's The Mattress Professionals
Straube Center, LLC
Sullivan Steel Services
Switlik Parachute Company, Inc.
The Salvation Army
United Way of Greater Mercer County

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Ventura Wealth Management
Veolia Energy Trenton, L.P.
Vet-I-Care
Waste Management
Wegmans
Windsor Nissan
Windsor Regional Medical Associates
YWCA Princeton

Middlesex County

Able Leasing
Air Liquide
Amerigroup Corporation
AmeriHealth
Amicus Therapeutics, Inc.
Arc of Middlesex
Barnes & Noble
BASF Transportation Command Center
Brunswick Logistics
Buffalo Lodging
Cartridged World of Princeton
Christian Dior Perfumes, LLC
Community Child Care Solutions
Costco Wholesale Corporation
Dean Foods
Dimensional Management Corporation
Dr. Leonard's Healthcare Corp
Easter Seals
ECOsystems Irrigation
Everest Healthcare Service
Great Atlantic & Pacific Tea Company
Hoffmann-LaRoche
InnoPharma, Inc.
Insmed, Inc.
KAD Associates, LLC
Kelly Services
Legal Shield
Logistics Management Solutions (LMS)
Loreal USA
Lubco, Inc.

Menlo Worldwide Logistic
Metuchen Savings Bank
Middlesex Water
Newegg.com
Nexus Transport
Onyx Enterprises
Parker At Stonegate
Parker Memorial Home
Pearson Education
Premier Medical Lab
Pro Tapes & Specialties, NJ
Qual Care
RAMPS International, Inc.
Randstad
Raritan Bay Medical Center
Rutgers
Rutgers Federal Credit Union
Sabert Corporation
Samrat Container Lines
Samson's Electric
Sethness Products Company
Solidia Technologies
SPC Brady Company
Spectrum Chemical
Spem Corp
Strato, Inc.
Sunbelt Rentals
TD Bank
The Marriot
The Wardlaw Hartridge School
Tri State Employment
Tyler Distribution Center
UMDNJ
US Foodservice
Vantage Custom Classics, Inc.
Walgreens Carteret
Zheng Zhang USA, Inc.

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Monmouth County

180 Turning Lives Around
AAEON Electronics, Inc.
AcuteCare Health System, LLC
Air Cruisers
Beaver Dam, LLC dba House Doctors
Bel-Ray Company
Berkeley Hotel
Central Jersey Bank
Central Jersey Blood Center
Children's Center of Monmouth County
Coastal Ear Nose and Throat
DSCI
Elmo's Closet
E-mart.com Inc
Enterprise Consulting Group
EPS Corporation
Greenway Mortgage
Holy Trinity Lutheran Church
International Vitamin Corporation
JBJ Soul Foundation
Maser Consulting
MD Retail Construction
Memphis Pig Out
Meridian Health Affiliated Foundations
Meridian Hospitals Corporation
Monmouth Family Health Center
Nationwide Enterprises
New Hope Foundations, Inc.
New Jersey Resources
Novadebt
Onyx Healthcare USA
Planned Parenthood of Central NJ
Podiatric Super Group Management
Project PAUL
St. Mary Elementary School
The Bond Group
Time Well Spent
Trans National, Inc.

Trump National Golf Club
Virginia Kilpatrick Enterprises
Visiting Nurses Association of Central
Jersey
Waterford Wedgwood

Morris County

Abiding Peace Lutheran Church
ADP
Alcoa Power & Propulsion
Analytical Solutions, LLC
Anello & Sons Fence
Art of Dance
Atlantic Health Systems
Caba Benefits, LLC
Central Ave Laundromat, Inc.
Child & Family Resources
Children on the Green
Clearwater Capital
Concord Hospitality
Control Products
Crum and Forster
Dauphin North America
Dawn Center for Independent Living
Daytop Village of NJ, Inc.
Deluxe
Diagnostica Stago, Inc.
Douglas Schenck Qualim Carpentry
ECLC of New Jersey
Edgell Communications
Edgewood Consulting Group
Esposito's Electric
Evonik Cyro, LLC
Fiserv
Frank's Pizza
GE Aviation
Glisel Jimenez State Farm
Habitat for Humanity- Morris
Hark Health
Head Start Community Programs of Morris

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County

Hebrew Academy of Morris County
Hyatt of Morristown
ICAP Delivery
IND Corporation
Infinite Opportunities Coaching, LLC
Interfaith Council for Homeless Families of Morris County
Interfaith Food Pantry
Jersey Central Power & Light
JHP Pharmaceuticals
KPM Exceptional
Lake Hopatcong Commission
Lakeland Bank
Lakeland Marine Base
Leo Pharma, Inc.
Luke's Drafting Services, Inc.
Mars Treasury and Benefits
Mayo Performing Arts Center
MCOHA
Mersen USA
Metem, Inc.
Millwork and Moore, LLC
Morristown Neighborhood House
Net Worth Management
NewBridge Services
Newmark Associates, Inc.
Patriots' Path Boy Scouts of America
Personalized Promotions
Planned Lifestyle
PNY Technologies
Pressler & Pressler, LLC
Rockline Industries
ScienceFirst, LLC
Sodexo, Inc.
St. Claire's Hospital
Strategic System Solutions, LLC
T-Diva
Temptime Corporation

Tilcon New York, Inc.
Trane
Travelers Insurance
UML- PDA
United States Golf Association
Veritext Legal Solutions
Village Salon & Boutique
White Meadow Lake POA
William Linden, PH.D
Zimmer
Zitro & Associates, LLC
ZTE USA, Inc.

Ocean County

Americas Keswick
Arc of Monmouth
Concord Healthcare & Rehabilitation Center
Holy Redeemer Home Care
Paul D. Sakson Associates, Inc.

Passaic County

American Marking Systems
Catholic Family & Community Services
Greenwood Lake Animal Hospital
Habitat for Humanity - Paterson
Her Royal Highness, LLC
Mayer Berkshire Corporation
Natural Allergy Solutions
New Destiny Family Success Center
North Jersey Media
North Jersey Media Group
ReMax County Realty
St. Joseph's Hospital
The Record
United Way of Passaic County
Valentino Designs
Wayne Gangi, DMD MD

Salem County

Clement Pappas

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Franklin Bank
J Short Restoration, LLC
Mannington Mills, Inc.
Woodstown Physical Therapy

Somerset County

ADL Technology, Inc.
AT&T
AZ Electronics
B & L Printing Company, Inc.
Bridgewater Wholesalers, Inc.
Century 21
CMIT Solutions of the Plainfields
Day Spa at Hair Plus
Dr. Catherine Gleason
Fellowship Village
Financial Resources FCU
Hamamatsu
Hillsborough Vacuum, LLC
Houlihan's Restaurant
Huntingdon Life Science
Johnson & Johnson
Life Cell
Lord and Taylor
Matheny Medical and Educational Center
Multi Media Exposure
NJ American Water
Respacare
Roche Molecular Systems
ShopRite of Hillsborough #447
Spana Contractors, LLC
Specified Technologies, Inc.
St. Bernard Cemetary
Strategic Wealth Management
Sunset Diner
Top Safety Products
Verizon - Basking Ridge
Visiting Nurses Association
Visiting Nurses Association of Somerset Hills

Viva International Group
Voltaix
Wealth Planning Advisory Group
William Jannone & Sons, Inc.
YC Chung's, Inc. (Dunkin Donuts)

Sussex County

Admiral Filter Company, LLC
Catholic Family & Community Services-Newton
Eco Energy Options
Gregg S. Kobesky Authorized Dealer for SnapOn Tools
Laddy Clark & Ryan
Mader Acceptance Group, LLC
Ronetco Supermarkets
Sami Yasin, MD
SCARC, Inc.
Selective Insurance Company
ShopRite of Franklin
ShopRite of Newton
Steve's Sussex County Landscaping
Visiting Angels Living Assistance

Union County

A3 Contracting, LLC
Advanced Physical Therapy Associate
Alcatel-Lucent
All Saints Community Service & Development Corporation
Allstate Power Vac
Andrew J. Yadamiec, CPA
A's Contracting, LLC
Aspire Federal Credit Union
A-Z Quality Services, LLC
Bassett Associates
Berkeley Heights Nursing
Brand New Day
Castle Collections, Inc.
Center for Hope Hospice and Palliative Care
Chyrieise Nicole Accesories

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Cintas
CONTACT We Care, Inc.
Discovery Childcare Center
Drake College of Business
East Coast Foods (Kelco Industries)
East Coast Warehouse & Distribution
Educational Intervention
Faheemah's Child Care Center
Family and Children's Services
Fazio, Mannuzza, Roche, Tankel, LaPilusa, LLC
Fitness and Wellness
Fredrica Williams Realty
GA Homes, LLC
Garden State Custom Windows
Greater Westfield Chamber of Commerce
Grinspec of NJ DBA Centric
Hamlett Contractors, Inc.
Harrison Research Laboratories, Inc.
Hopes Cap, Inc.
Imagine
Jefferson Park Ministries
Jeiven Pharmaceutical Consulting, Inc.
JF Hillebrand USA, Inc.
Jones Lang LaSalle
Karen Kirchoff Saminski, Esq. LLC
Kashmir Crown Baking
Keller Williams Realty
Maher Terminals
Meeker Sharkey Associates
Merck Sharp & Dohme
MF Speed Construction
Needle Point Homes
Nehemiah Management, LLC
Northeast Trading, Inc.
OMC Caterers
Omega Maintenance Corporation
Pitman, Mindas, Grossman, Lee & Moore, PC
Premier Coffee and Water

Premier Office Supply
Prudential New Jersey Properties
Rahway Chamber of Commerce
Remedy Intelligent Staffing
Resources of Nature, Inc.
Robert Wood Johnson University Hospital
Ruchowitz, Hausman, Palmieri
Saker ShopRite - Linden
Schering Plough
Schiller & Pittenger, PC
Set-The-Tone
Smith Appraisal
Somma Investments Company, LLC
Staff Management Group
Striker Realty
Temple Beth Ahm
The Paul Jackson Fund
The UPS Store Westfield
Three Star, Inc.
Transportation Financial Services
Transworld Systems
Triad Security Systems
UCEDC
Varda Chocolatier
Venturas Transportation
Venture and Venture
VHR Construction, LLC
W. A. Birdsall & Company
World Class Kitchens – Division of Saker
Shoprites

Warren County

James Alexander Corporation
Mars Chocolate North America
State Farm Insurance
TDI Power
Thomas & Betts Corporation

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New Jersey Basic Skills Training Program for
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Reported Job Titles

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Senior Account Executive	Accounting Specialist	Accounts Receivable Specialist
Vice President Finance	Accounting Supervisor	Accounts Receivable
Vice President Human	Accounting Systems Manager	Supervisor
Resources	Accounts Manager	Accounts Receivables
Vice President Marketing	Accounts Payable - Collections	Manager
Vice President Residential	Clerk	ACH Coordinator
Lending	Accounts Payable Associate	Acting Manager
1st Assistant	Accounts Payable Auditor	Acting Store Manager
A/5 Project Coordinator	Accounts Payable Clerk	Activities Aide
ABS Coordinator	Accounts Payable Clerk II	Activities Specialist
Academic Instructor	Accounts Payable	Activity Director
Academy Coach	Clerk/Purchasing	Ad Sales Representative
Access Representative	Accounts Payable Coordinator	Adjuster
Access Service Registrar	Accounts Payable Counselor	Administrative & HR Advisor
Access Service Representative	Accounts Payable Credit	Administrative Analyst
Access Service Representative	Allowance Correspondent	Administrative Assistant
3	Accounts Payable Credit	Administrative Assistant -
Access Service Supervisor	Correspondent	Export
Access Services Educator	Accounts Payable Mailroom	Administrative Assistant 1
Access Supervisor	Clerk	Administrative Assistant
Account Advisor	Accounts Payable Manager	Human Resource Manager
Account Associate	Accounts Payable Supervisor	Administrative Assistant
Account Coordinator	Accounts Payable/Payroll	Marketing
Account Executive	Coordinator	Administrative Associate
Account Executive I	Accounts Receivable -	Administrative Associate II
Account Finance Manager	Deduction Manager	Administrative Associate III
Account Manager	Accounts Receivable & Credit	Administrative Clerk
Account Manager Supervisor	Assistant	Administrative Coordinator
Account Reconciliator	Accounts Receivable	Administrative Customer
Account Representative	Administrative Assistant	Service
Accountant	Accounts Receivable Analyst	Administrative Manager
Accountant III	Accounts Receivable and	Administrative Manager -
Accounting Administrative	Billing Coordinator	Estimating & Construction
Assistant	Accounts Receivable Clerk	Sales
Accounting Administrative	Accounts Receivable Clerk II	Administrative Representative
Coordinator	Accounts Receivable Collector	Administrative Secretary
Accounting Administrator	Accounts Receivable	Administrative
Accounting Assistant	Coordinator	Secretary/Medical-Legal
Accounting Associate	Accounts Receivable Follow	Administrative Shift
Accounting Clerk	Up Representative	Coordinator
Accounting Clerk II	Accounts Receivable Follow-	Administrative Specialist
Accounting Coordinator	up Specialist	Administrative Supervisor
Accounting Manager	Accounts Receivable Manager	Administrative Support
Accounting Representative	Accounts Receivable	Administrative Support Staff
Accounting Secretary	Representative	Administrator

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Admission Registered Nurse	Apprentice	Assistant Director
Admissions Clerk	APS Worker	Assistant Director Nutrition
Admissions Supervisor	Aquatics Supervisor	Assistant Director of
Admissions/Arcade	Arcade Associate	Information Technology
Admitting Representative	Area Manager	Assistant Director of Nursing
Adult Partial Hospital Manager	Area Marketing Manager	Assistant Director of
Advanced Buyer	Area Organizer	Operations
Advertising Manager	Area Sales Manager	Assistant Director of Patient
Advertising Representative	Area Salesperson	Accounts
Advertising Sales Manager	Area Supervisor	Assistant Director of Pharmacy
Advisor	Area Training Manager	Assistant Director of Quality
Advocacy Services Supervisor	Art Specialist	Assurance
Agency Field Specialist	Art Teacher	Assistant Director of Training
Agent	Assembler	Assistant Director, Training
Agent Business Development	Assembler A	Assistant Electrical Engineer
Associate	Assembler B	Assistant Engineering II
Agent Marketing Coordinator	Assembler Electric	Assistant Executive Director
Agent/Broker	Assembler I	Assistant Finance Manager
Aide	Assembler II	Assistant Food Service
Air Conditioning Mechanic II	Assembly Logging	Assistant General Manager
Air Export Coordinator	Assembly Operator	Assistant Head Teller
Allocator	Assessing Clerk	Assistant Human Resource
Alloy Specialist	Asset Protection Analyst	Manager
Alum Production Manager	Asset Protection Clerk	Assistant Liability Supervisor
Alumni Director	Asset Protection Manager	Assistant Logistics Manager
Ambassador C.C.	Asset Protection Specialist	Assistant Manager
Ambulatory Pharmacy Clerk	Asset Protection Supervisor	Assistant Marketing Manager
Analyst	Asset Protection Trainer	Assistant Materials Manager
Analytical Chemist	Asset Recovery Specialist	Assistant Nurse Manager
Analytical Research &	Assist II Engineering	Assistant Office Manager
Development	Assistant	Assistant Officer
AP EDI Clerk	Assistant Account Manager	Assistant Operations Manager
AP EDI Lead	Assistant Accounts Payable	Assistant Packaging Manager
AP Specialist	Assistant Accounts Payable	Assistant Payroll Manager
AP Variance Analyst	Supervisor	Assistant Payroll Supervisor
AP Vendor Services	Assistant Aquatics Manager	Assistant Plant Manager
Representative	Assistant Auditor	Assistant Product
APD Claim	Assistant Benefits Specialist	Development Manager
Application Engineer	Assistant Billing Manager	Assistant Production Manager
Application Security Team	Assistant Branch Manager	Assistant Program Coordinator
Lead	Assistant Buyer	Assistant Program Director
Application Specialist	Assistant Chef	Assistant Project Manager
Application Support	Assistant Compliance Officer	Assistant Quality Assurance
Applications Analyst	Assistant Coordinator	Inspector
Appraisal Review Officer	Assistant Day Manager	Assistant Restaurant Chef

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Assistant Restaurant Manager	Associate Executive Director	Bartender
Assistant Safety Director	of Trenton External Affairs	BAS Technician
Assistant Shift Manager	Associate II	Batch Records Reviewer
Assistant Shift Supervisor	Associate Manager	BC Processing
Assistant Store Manager	Associate Manager Clinical	Bead lock Assembler
Assistant Supervisor	Projects	Beauty Advisor
Assistant To Advertising	Associate Principal Scientist	Bellman
Manager	Associate Professor	Benefit Specialist
Assistant To Alumni Relations	Associate Research Scientist	Benefits Administrator
Assistant to Director	Associate Seller	Benefits Analyst
Assistant to the President	Associate Trainer	Benefits and Compensation
Assistant Treasurer Finance	Associate, Human Resources	Manager
Assistant Treasurer/Team	ATM Group Supervisor	Benefits Associate
Leader Commercial Loan	ATM Processor	Benefits Manager
Operations	ATM Project Manager	Benefits Specialist
Assistant Treatment Manager	Attendant Breakfast	Bereavement Care Supervisor
Assistant Vice President	Attorney	Beverage Manager
Assistant Vice President of	Audience Department	Bid Administrator
Loan Services	Specialist	Bilingual Online Sales Support
Assistant Water Treatment	Audience Department	Biller
Plant Manager	Technician	Biller Patient Accounts
Assisted Living Coordinator	Audience Development	Biller/Collector
Assisted Transportation	Representative	Billing
Associate	Audience Development	Billing & Collections
Associate Account Manager	Specialist	Billing & Contract Manager
Associate Assistant II	Audio Group Leader	Billing Administrator
Associate Broker	Audiology Assistant	Billing Analyst
Associate Consultant	Audit Analyst	Billing Assistant
Associate Director	Audit Assistant	Billing Associate
Associate Director Alumni and	Audit Associate	Billing Clerk
TLF	Audit Representative	Billing Coordinator
Associate Director of AR TLF	Audit Technician	Billing Department
Associate Director of	Auditor	Billing Lead
Behavioral Health Housing	Auditor End of Line	Billing Liaison
Services	Auditor/Consultant	Billing Manager
Associate Director Project	AutoCAD Designer	Billing Representative
Management	AutoCAD Operator	Billing Service Representative
Associate Director QA	Auxiliary Assistant	Billing Specialist
Associate Director, Human	Bagger	Billing Supervisor
Resources	Bakery Manager	Billing Support
Associate Engineer	Bakery Worker	Billing Team Leader
Associate Executive Director	Balance Technician Supervisor	Biopsy Coordinator
Associate Executive Director	Bank Teller	Biostatistician
of Human Resources	Banquet Maitre' D	Blance Technician Supervisor
	Bar Operations Manager	Book Picker

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Bookkeeper	Business Mentor	Case Specialist
Bookkeeper/Secretary	Business Office Manager	Cash Application Associate
BQT Shift Manager	Business Office Special	Cashier
Branch Administrator	Projects	Cashier Cash Poster
Branch Manager	Business Service	Cashier/Customer Service
Branch Manager II	Representative	Cashier/Sales Associate
Branch Manager Labor Office	Business Services Manager	Casino Accounting
Breads Team Leader	Business Technologist	Representative
Breaker	Buyer	Casino Cashier
Brewer	Buyer I	Casino Cashier Supervisor
Broker	Buyer/Planner	Casino Cashier Trainer
Broker Associate	Buyers Assistant	Casino Floor Person
Broker Sales Representative	Cafe Attendant	Casino Host of Relationship
Broker Salesperson	Cafe Manager	Marketing
Broker/Owner	Cafe Staff	Casino Scheduling Secretary
Broker/Sales Representative	Cafe Worker	Casino Supervisor
Broker/Salesperson	Cage Supervisor	Casino Table Supervisor
Brush Assembly	Calibrator	Cat Scan Supervisor
BSA & Security Officer	Call Center Agent	Category Manager
Budget Analyst	Call Center Manager	Catering Coordinator
Builder	Call Center Supervisor	Catering Manager
Builder Technician	Call Center Team Leader	Catering Sales Manager
Building Attendant	Call Center/Inside Sales	CC Manager
Building Machine Operator	Manager	CC Operator
Building Maintenance	Camp Program Manager	CDI Supervisor
Bulk Planner	Cancellations Supervisor	Center Operations Director
Business Administration	Capital Equipment Manager	Central Access Representative
Business Agent	Cardiac Sonographer	Central Analyst
Business Analyst	Cardiovascular Administrator	Central Operator
Business Assistant	Cardiovascular Coordinator	Certified Home Health Aide
Business Associate	Cardiovascular Technician	Certified Medical Assistant
Business Associate	Care Coordination Manager	Certified Medical Coder
Coordinator	Care Manager	Certified Nurses Assistant
Business Banking Supervisor	Care Specialist	Certified Professional Coder
Business Consultant	Career Center Assistant	Certified Public Accountant
Business Coordinator	Supervisor	Change Bode Specialist
Business Development	Career Center Coordinator	Change Lock Specialist
Assistant	Career Services Specialist	Chaplain
Business Development	Cargo Handler	Charge Master Analyst
Manager	Carpenter Supervisor	Charge Master Assistant
Business Development Officer	Case Manager	Charge Nurse
Business Development	Case Aide	Charge Registered Nurse
Representative	Case Manager	Chargeback Specialist
Business Manager	Case Manager Aide	Chargeback Supervisor
Business Manager I	Case Manager Coordinator	Chart Analyst

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Checker And Sorter	Claims Support Clerk	Clinical Manager J.S.
Chef	Clamp Machine	Clinical Nurse Coordinator
Chemist	Cleaner	Clinical Nurse Specialist
Chemist 2	Clerical	Clinical Pharmacy Specialist
Chemist 2 QC 1st	Clerical Assistant	Clinical Practice Supervisor
Chemist 2, QC	Clerical Manager	Clinical Program Manager
Chemist Compliance	Clerical Support	Clinical Research Coordinator
Chemist II	Clerk	Clinical Research Director
Chemistry Technical Specialist	Clerk - Customer Service	Clinical Resource Nurse
Chest Pain Program	Clerk IV	Clinical Social Worker
Coordinator	Clerk Typist	Clinical Specialist
Chief Executive Officer	Client Care Coordinator	Clinical Staff
Chief Financial Officer	Client Care Operations	Clinical Staffing Manager
Chief Inspector	Manager	Clinical Supervisor
Chief Loan Officer	Client Funding Clerk	Clinical System Analyst
Chief Operating Officer	Client Funding Representative	Clinical Triage Staff
Chief Operator	Client Funding Service	Clinical Trial Assistant
Chief Program Officer	Manager	Clinician Supervisor
Chief Radiation Therapist	Client Service Coordinator	Closing Loan Administrator
Chief Risk Officer	Client Service Manager	CM Supply Chain Manager
Chief Technology Officer	Client Service Officer	CME Program Coordinator
Child Care Solutions	Client Services	CMR Project Director
Child Care Specialist	Client Services Coordinator	CNC Conv. Supervisor
Chronic Case Manager	Client Services Manager	CNC Junior Programmer
Claim Case Manager	Client Services Officer	CNC Operator
Claim Operations Specialist	Client Services Representative	CNC Programming
Claims Adjuster	Client Services/Billing/Video	Coach
Claims Analyst	Department	Coach Supervisor
Claims Analyst 3	Clinical Analyst	Cocktail Server
Claims Coordinator	Clinical Assistant	Coder
Claims Examiner	Clinical Care Coordinator	Coding Compliance Analyst
Claims Examiner 1	Clinical Case Manager	Coding Coordinator
Claims Examiner 2	Clinical Coordinator	Coding Manager
Claims Investigator	Clinical Counselor	Coding Supervisor
Claims Manager	Clinical Director	Co-Director
Claims Operations Manager	Clinical Director of Operations	COFS Operator
Claims Operations Specialist	Clinical Document Specialist	Collection Accounts
Claims Processor	Clinical Educator	Receivable
Claims Professional	Clinical Field Manager	Collection Analyst
Claims Quality Auditor	Clinical Field Supervisor	Collection Coordinator
Manager	Clinical Informatics	Collection Paralegal
Claims Representative	Transformation Leader	Collection Representative
Claims Representative 2	Clinical Intake Coordinator	Collections Agent
Claims Specialist	Clinical Lab Technician	Collections Analyst
Claims Supervisor	Clinical Manager	Collections Associate

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Collections Associate 2	Compliance Specialist	Contract Administrator
Collections Clerk	Compliance Team Lead	Contract Analyst
Collections Coordinator	Compliance Team Member	Contract Compliance
Collections Lead	Compliance Training Specialist	Contract Specialist
Collections Manager	Compliance Department	Contracting Account Executive
Collections Representative	Components Lead	Contracting Account
Collections Specialist	Compounding Technician	Representative
Collections Supervisor	Comptroller	Contracts Administrator
Collector	Computer Lab Instructor	Contracts Coordinator
Commercial Audit	Computer Literacy Teacher	Contracts Specialist
Representative	Computer Services - Vice	Controller
Commercial Billing	President	Controller/Treasurer
Commercial Claims Adjuster	Computer Software Trainer	Controls Service Technician
Commercial Coordinator	Computer Support Specialist	Controls Technician
Commercial Lines Manager	Computer Technician	Cook
Commercial Loan Officer	Concierge	Cook I Team Lead
Commercial Relationship	Concurrent Coder	Cook Supervisor
Manager	Configuration Management	Cook-Food Service
Commercial Sales	Specialist	Coordinator
Commodity Buyer	Configuration Technician	Coordinator Education
Commodity Purchasing	Const Fiber Tech 4	Coordinator for Administrative
Manager	Construction Administrator	Service
Communications & Quality	Construction Coordinator	Coordinator Metro
Coordinator	Construction Cost Engineer	Coordinator of Ambulatory
Communications Assistant	Construction Fiber Technician	Service
Community Affairs Assistant	Construction Manager	Coordinator of Training and
Community Affairs Manager	Construction Manager	Education
Community Benefit Specialist	Residential	Coordinator of Transitions
Community Benefits	Construction Surveyor	Coordinator Sleep Center
Coordinator	Construction Technician	Coordinator Tech 2
Community Care Registered	Construction Technician 2	Coordinator, Chemistry
Nurse	Construction Technician 4	Coordinator, Guest Relations
Community Development	Consultant	Core Lab Coordinator
Specialist	Consultant - Marketing	Core System Administrator
Community Health Educator	Consumer ID Agent	Corporate Access Services
Community Liaison	Consumer Inventory Planner	Corporate Accounting
Community Nurse Liaison	Consumer Marketing	Corporate Administrator
Community Outreach	Coordinator	Corporate Chef
Specialist	Contact Center Director	Corporate Customer Care
Community Service Supervisor	Contact Specialist	Manager
Compliance Auditor	Container Operations	Corporate Event Planner
Compliance Chemist	Manager	Corporate Sales Manager
Compliance Director	Content Specialist	Corporate Trainer
Compliance Manager	Continuous Improvement	Corporate Water Analyst
Compliance Officer	Associate	Cost Accountant

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Cost Accounting Associate	Customer Care Representative	D/R Security
Cost Analyst	Customer Care Specialist	D/R Technical Shift Manager
Cost and Budget Analyst	Customer Care Supervisor	D/Rate Supervisor
Counsel	Customer Fulfillment	Dairy Associate
Counselor	Supervisor	Data Administrative
Count Room Lead	Customer Identification Agent	Data Analyst
Counter	Customer Representative	Data Analyst Coordinator
Counter Sales	Customer Service Agent	Data Associate
Courier	Customer Service and Quality	Data Entry Clerk
Courier Gen Services	Control Representative	Data Entry/Customer Service
Craft Inspiration Manager	Customer Service Audit	Representative
Credentialing Coordinator	Representative	Data Maintenance
Credentialing Specialist	Customer Service Computer	Administrator
Credentials Associate	Support	Data Manager
Credit & Collections	Customer Service Coordinator	Data Processor
Credit & Collections	Customer Service Dispatch	Database Coordinator
Administrator	Supervisor	Database Manager
Credit Admin/Collection	Customer Service Inside Sales	Day Camp Director
Credit Administrator	Customer Service Manager	DCM Case Manager
Credit Administrator	Customer Service Officer	Dealer
Correspondent	Customer Service	Debt Collector
Credit Analyst	Representative	Deductions Analyst
Credit Assistant	Customer Service	Deli Clerk
Credit Collection Supervisor	Representative Group Leader	Deli Manager
Credit Collections Analyst	Customer Service	Deli Team Leader
Credit Coordinator	Representative/Head Teller	Demand Planner
Credit Counseling	Customer Service	Denials Coordinator
Credit Counseling Supervisor	Representative/Safe	Dental Assistant
Credit Processor	Box/Teller	Dental Front Desk
Creditor Relations	Customer Service	Dental Manager
Critical Care Staff	Representative/Teller	Dental Receptionist
Critical Claim Specialist	Customer Service Specialist	Department Manager
CSF Manager	Customer Service Supervisor	Department Nurse Manager
CSS Supervisor	Customer Service/Dispatcher	Department Secretary
CT Technician	Customer Service/PCC	Department Supervisor
CT/MR Technologist	Customer Service/Sales	Deployment Staff
Culinary Support	Associate	Deposit Service Manager
Culinary/Food Services	Customer Support	Deposit Service
Custodian	Coordinator	Representative
Customer Account Manager	Customer Support Specialist	Deposit Services Assistant
Customer Business	Cutter	Manager
Administration	Cycle Counter	Deposit Services
Customer Care	Cytotechnologist	Representative
Customer Care Manager	D Rate Supervisor	Design and Planning
Customer Care Operator	D/R Assistant Shift	Technician

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Design Engineer	Director Lead	Director of Information
Designer	Director Learning &	Technology
Developer	Development	Director of Internal Audit
Development and Event	Director Medical Library	Director of Inventory Planning
Coordinator	Director Medical Staff Officer	Director of Marketing
Development and Public	Director Medical Staff Services	Director of Materials
Relations Associate	Director Membership Services	Director of MIS
Development Engineer	Director MIS	Director Of Nursing
DI Receptionist	Director MM	Director of Operations
Diabetes Center Department	Director Nurse Operations	Director of Patient Accounts
Secretary	Director Nursing Innovation	Director of Patient Care
Diagnostics Technician	Director of Administration	Director of Patient Financial
Dictation Screener	Director of Art/Dance	Services
Diet Technician	Director of Behavioral Health	Director of PI
Dietary Aide	Director of Business	Director of Planning &
Dietary Services	Operations	Allocations
Dietician	Director of Capital Programs	Director of Program
Digital Marketing Manager	Director of Catering	Development
Digital Specialist	Director of Client Services	Director Of Program Services
Director	Director of Clinical Services	Director of Quality Assurance
Director - Adult Health &	Director of Communications	Director of Quality Control
Geriatrics	Director of Community	Director of Radiology
Director - Security	Director Of Customer	Director of Resource
Director Business	Experience	Development
Development	Director of Customer Service	Director of Safety and Loss
Director Cancer Services	Director of Dance and Art	Control
Director Cardiovascular Lab	Director of Deposit Services	Director of Sales
Director Care Management	Director of Development	Director of Sales and
Director Children & Family	Director of Development &	Marketing
Health Programs	Marketing	Director of Security
Director Client Services	Director of Education &	Director of Software
Director Communications	Employment Services	Development
Director Contract Compliance	Director of Engineering	Director of Special Projects
Director Customer Experience	Director of Facilities	Director of Supply Chain
Director Employee Benefits	Director of Family Support	Management
Director EMS	Director of Finance	Director of Support
Director Engineering	Director of General	Coordination
Director Facility Services	Accounting	Director of Technology
Director Food and Nutrition	Director of General	Director of Training
Director Gas Supply	Operations	Director of Training and
Director Gene Operation	Director of Girl Scout Leaders	Development
Director Human Resources	Director of Housekeeping	Director of Training and
Director Human Services	Director of Human Resources	Referral
Director IT	Director of Human Resources	Director of Volunteer Services
Director Latam	Insurance	Director Operations

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Director or Resource Development	Divisional Human Resource Manager	Electrical Maintenance Manager
Director Project Manager	Dock Supervisor	Electrical Manager
Director Purchasing	Document Control	Electrician
Director Quality Control	Coordinator	Electronic Operations Specialist
Director Respiratory Care	Document Control Specialist	Electronic Prepress
Director Sales & Marketing	Document Coordinator	E-Marketing Specialist
Director Slot Supervisor	Documentation	Emergency Medical Technician
Director Third Party Sales	Documentation Specialist	Emergency Room Technician
Director Vendor Support	Documentations Supervisor	Emergency Room Technician/HIV Counselor
Director Vocational Services	Donor Relations Officer	Employee Health Infection Control Data Manager
Director, Business Operations	Door Slot Supervisor	Employee Relations Manager
Director, Events	Draft person	Employee Representative
Director, Facilities	Drive Machine	Employee Resource Counselor
Director, Food & Nutrition	Driver	Employment Manager
Director, HCMS	Drug & Alcohol Counselor	Employment Resource Center
Director, Health Information Management	Drug Safety Specialist	Employment Resource Counselor
Director, Radiology	DSP Supervisor	Employment Specialist
Director, Research, Education & Practice	Dual Disorders Specialist	Employment Training Program
Director, Risk Management	Dual Rate Shift Manager	EMR Consultant
Director/Quality Systems	Dual Rate Security	EMR Trainer
Disability Staff	E/R Coordinator	EMS Educator
Disaster Case Manager	Early Care & Education Specialist	EMS Field Supervisor
Disaster Relief Case Manager	ECC/Fiscal Coordinator	EMS Operations Coordinator
Disaster Response Case Manager	E-Clinical Practice Manager	EMS Supervisor
Dishwasher	ECM Operator	Engineer
Dispatch Coordinator	Ecommerce Coordinator	Engineer III
Dispatch Supervisor	Ecommerce Merchandising Staff	Engineering Manager
Dispatcher	Ed Director	Engineering Services Manager
Dispatcher Supervisor	Ed Nurse Manager	Engineering Support
Distribution Business Manager	Education and Employee Services	Enrollment Coordinator
Distribution Clerk	Education Coordinator	Environmental Coordinator
Distribution Manager	Educational Programs Coordinator	Environmental Engineer
Distribution Supervisor	Educator	Environmental Scientist
Distribution Team Lead	EHS Manager	Environmental Services
District Fleet Maintenance Manager	EHS Specialist	Epidemiologist
District Manager	El Unit Coordinator	Equipment Operator
District Sales Manager	Elder Life Specialist	Equipment Superintendent
District Service Supervisor	ELE Bank Associate	ER Technician
District Supervisor	Electrical Engineer	Ergonomic Safety Coordinator

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ESH Specialist	Extruder Operator	Financial Advisor
E-Shop Support Technician	F&AO Administrative Assistant	Financial Analyst
ESL Department Director	F/S Accounting (AP)	Financial Analyst II
Estimator	FAB Senior Administrative	Financial Assistant
Event Content Associate	Assistant	Financial Coach
Event Coordinator	Fabricated Work Orders	Financial Counseling Specialist
Event Director	Facilitator	Financial Counselor
Event Manager	Facilities Associate	Financial Operations Manager
Event Operations Manager	Facilities Coordinator and Lab	Financial Planner
Event/Fundraiser	Assistant	Financial Service
Events Coordinator	Facilities Manager	Representative
Events Director	Facility and Asset Manager	Finished Goods Planner
Events Manager	Facility Director	Finished Goods Production
Events Specialist	Facility Maintenance	Planner
EVS Operations Manager	Supervisor	Fire Prevention Specialist
EVS Supervisor	Facility Manager	First Grade Teacher
Executive Administrative	Facility Mechanic	Fiscal Administrator
Assistant	Facility Supervisor	Fiscal Officer
Executive Administrator	Family & Community Resource	Fiscal Specialist
Executive Assistant	Coordinator	Fiscal/ECC Coordinator
Executive Assistant II	Family Advocate	Fiscal/ECC Manager
Executive Assistant to the	Family Service Worker	Fitness Instructor
President/CEO	Family Specialist	Fleet Coordinator
Executive	Family Support Coordinator	Fleet Manager
Assistant/Administrative	Fast Putaway	Floater
Office Manager	FEB Shift Manager	Floor Person
Executive Broker	Fenestration Customer Service	Floor Plan Specialist
Executive Chef	FI Program Assistant	Floor Planning Specialist
Executive Chef/Retail	Fiber Coordinator Cons. II	Floor Supervisor
Manager	Fiber Tech	Floral Team Leader
Executive Director	Field Director	Flow Cytometry Specialist
Executive Director of Nursing	Field Marketing Manager	Food and Beverage Attendant
Executive Director, Physician	Field Nurse	Food and Beverage Clerk
Practices	Field Service Technician	Food and Beverage Restaurant
Executive Liaison	Field Team Leader	Shift manager
Executive Office	File Room	Food and Beverage Server
Executive Sales Assistant	Filler	Food and Nutrition
Executive Secretary	Film Librarian	Department
Executive Support	Finance & HR Director	Food and Nutrition Supervisor
Executive Vice President	Finance Assistant	Food Broker
Executive Vice President	Finance Clerk	Food Demonstrator
Human Resources	Finance Manager	Food Server
Exercise Physiologist	Finance Supervisor	Food Service Associate
Export Coordinator	Financial & Accounting	Food Service Personnel
Externship Coordinator	Volunteer	Food Service Supervisor

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Forecast Analyst	General Manager	Head Registrar
Foreman	General Manager Energy	Head Teacher
Foreperson	General Manager Recycle	Head Teller
Forklift Driver	General Plant Manager	Head Teller/CSR
Forklift Operator	General Services Coordinator	Health Aide
Foundation Worker	GH Management	Health Assistant
Founder/Chief Executive Officer	GH Manager	Health Care Grants
FPI Surveillance Technician	GH Supervisor	Health Care Grants Manager
Fragrance Selling Specialist	GL Adjuster	Health Care Manager
Fraud Specialist	Global Operations Care Manager	Health Case Manager
Freelance Professional Writer and illustrator	Global Sourcing Manager	Health Coordinator
Freight & Material Handler	GM Energy	Health Educator
Fresh Foods Category Manager	GM Lead	Health Information Analyst
Front Desk Administrator	GM Retail	Health Navigator
Front Desk Agent	GMP Manager	Health Promotion Coordinator
Front Desk Billing Agent	Government Property Management Specialist	Health Promotion Nurse
Front Desk Coordinator	Grant & Tax Analyst III	Healthcare Interpreter
Front Desk Manager	Grant Coordinator	Heavy Equipment Operator
Front Desk Resort	Grants Manager	Help Desk Analyst
Front Desk Staff	Graphic Designer	Help Desk/Operations Manger Helper
Front Desk Supervisor	Graphic Services Project Manager	Helper/Assistant
Front Desk/Activities Coordinator	Grocery Team Leader	Hematology Coordinator
Front Office Assistant Manager	Grounds Keeper	HHA Coordinator
Front Office Manager	Grounds Maintenance Supervisor	HHA Scheduler
Front Office Shift Supervisor	Grounds Supervisor	HHA Scheduler/Patient Coordinator
Front Office Supervisor	Group Home Manager	HHA/PP Manager
Front Office Team Leader	Group Lead Of IT Compliance	HIM Associate
Front Service Supervisor	Group Leader	HIS Technician
Front Services Manager	Group Teacher	Histo/Cyto Manager
Fund Development	GSLE Specialist	Histology Technician
Gallery Attendant	Guest Relations	HIV Counselor
Gallery Coordinator	Guest Service Agent	HIV Tester
Game Attendant	Guest Services Lead	HIV Tester/Counselor
Games Supervisor	Guest Services Supervisor	Holistic Practitioner
Gaming Supervisor	Guest Services/Activities Lead	Home Delivery Manager
Gas Supply Analyst II	Guide Trainer	Home Health Funding Coordinator
General Clerk	Hairstylist	Hospice Manager
General Foreman	Handler	Hospice Representative
General Labor	Hardware Operations	Host Agency Developer
General Maintenance	Head ED Registrar	Hostess
	Head of Human Resources	Hostess/Secretary
		Hot Foods Associate

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Hot Foods Clerk	Human Resources Secretary	Infusion Biller
Hotel Operations Supervisor	Human Resources Specialist	In-House Therapist
House Manager	Human Resources/Payroll Specialist	Inn Keeper
Housekeeper	HVAC 2 Mechanic	Inside Sales Administrator
Housekeeping Staff	HVAC Apprentice	Inside Sales Assistant
Housekeeping Supervisor	HVAC Manager	Inside Sales Clerk
Housing Administrator	HVAC Mechanic	Inside Sales Representative
Housing Counselor	HVAC Mechanic II	Inside Sales Representative - Direct
Housing Management Support	HVAC Service Technician	Inside Technical Sales Clerk
Housing Supervisor	HVAC Supervisor	Insides Sales Supervisor
Housing Training Manager	HVAC Technician	Inspector
HR Supervisor	HVAC/Plumbing Supervisor	Install Manager
HRIS Analyst	ICMS Case Manager	Instructor
HRM Assistant	Imaging Library Assistant	Instrument Engineer
HST Coordinator	Import Assistant	Insurance Analyst
Human Resource Administrative Assistant	Import Coordinator	Insurance Billing Specialist
Human Resource Administrator	Import/Export Boxer	Insurance Processor
Human Resource Analyst	Import/Export Buyer	Insurance Verifier
Human Resource Coordinator	Incoming Quality Control	Intake Coordinator
Human Resource Director	Independent Consultant	Intake Specialist
Human Resource Generalist	Independent Insurance Broker	Integration Specialist
Human Resource Joint Commission Analyst	Independent Living Employment Specialist	Inter Technologist
Human Resource Manager	Independent Living Program Supervisor	Interim Administrative Assistant
Human Resource Representative	Independent Living Specialist	Interim Director
Human Resource Specialist	Independent Living Transition Specialist	Intern
Human Resource/Office Manager	Indirect Buyer	Internal Auditor
Human Resources Administrator	Inductor	Internal Coding Auditor
Human Resources Advisor	Industrial Engineer	Internet Marketing Specialist
Human Resources Assistant	Industrial Engineer Manager	Inventory & Logistics Manager
Human Resources Associate	Industrial Meter Service Worker	Inventory Analyst
Human Resources Business Partner	Industry Designer	Inventory Clerk
Human Resources Clerk	Infant Lead Teacher	Inventory Control Analyst
Human Resources Coordinator	Infection Control Coordinator	Inventory Control Assistant Manager
Human Resources Generalist	Infection Control Manager	Inventory Control Clerk
Human Resources Manager	Infection Receptionist	Inventory Control Coordinator
Human Resources Officer	Information Agent	Inventory Control Manager
Human Resources Representative	Information Manager	Inventory Control Supervisor
	Information Technology Manager	Inventory Coordinator
		Inventory Lead
		Inventory Manager
		Inventory Planner
		Inventory Planning Manager

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Inventory Supervisor	L & R Specialist	Lead Stock Clerk
Investment Adviser	Lab & Pathology Secretary	Lead Supervisor
Investment Advisor	Lab Administration Supervisor	Lead Support Coordinator
Representative	Lab Aid	Lead Teacher - Infants
IRB Coordinator	Lab Assistant	Lead Team
IS Assistant	Lab Associate	Leader Shift
IST Analyst 2	Lab Associate III	Leak Test
IT Administrative Assistant	Lab Claims Adjuster	Leap Supervisor
IT Administrator	Lab Director	Learning Services
IT Analyst	Lab Manager	Learning Specialist
IT Assistant	Lab Services Manager	Learning Therapist
IT Assistant/Trainer	Lab Stability Coordinator	Lease Processor
IT Compliance Lead	Lab Supervisor	Leasing Agent
IT Consultant	Lab Technician	Legal Administrative Assistant
IT Coordinator	Label Compliance Coordinator	Legal Administrator
IT Department Clerk	Label Operator	Legal Assistant
IT Help Desk Technician	Labor Analyst	Legal Assistant Secretary
IT Mainframe Operations	Laboratory Compliance	Legal Bill Reviewer
Manager	Laboratory	Legal Compliance Assistant
IT Manager	Compliance/Educator	Legal Secretary
IT Practice Manager	Coordinator	Level 1 Support Specialist
IT Security Administrator	Laboratory Coordinator	Level 2 Analyst
IT Specialist	Laboratory Operations	Level 3 Registered Nurse
IT Support	Manager	Lgs Manager
IT Support Representative	Laboratory Shift Coordinator	Liability Adjuster
IT System Analyst	Laboratory Supervisor	Liability Adjuster II
IT Systems Manager	Laborer	Liability Adjuster III
IT Technical Analyst	Lactation Consultant	Liability Claims Adjuster
IT Technician	Lead Collections Specialist	Liability Claims Analyst
JHV Supervisor	Lead Computer Analyst	Liability Manager
Job Administrator	Lead Customer Service	Liability Supervisor
Job Coach	Representative	Librarian
Job Developer	Lead Echo Technologist	Library Aide
Junior Accountant	Lead Help Desk	Library Assistant
Junior Apprentice	Lead II	Library Assistant - Circulation
Junior Apprentice Machine	Lead Material Handler	Library Media Aid
Shop	Lead Medical Transcriptionist	Library Media Center
Junior Apprentice Machinist	Lead Operator	Assistant/Aide
Junior Credit Analyst	Lead Patient Service	Library Technician
Junior Financial Analyst	Representative	License Nurse Practitioner
Junior Machinist Apprentice	Lead Person	Licensed Operator
Junior Proposal Administrator	Lead Person Packing	Licensed Practical Nurse
Junior Sales	Lead Quality Assurance	Licensed Practical Nurse
Junior Stability Technician	Analyst	Supervisor
Kitchen Worker	Lead Resident Supervisor	Lifeguard

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Line Leader	Machinist	Manager Of Lease
Line Technician	Machinist - Junior Apprentice	Administration
Lineman	Mailroom Clerk	Manager of Membership &
Liner Coordinator	Mailroom Manager	Special Events
Linode	Mailroom Scan Technician	Manager of Operations
Linux Technical Support	Maintenance Manager	Manager of Quality
Load Planner	Maintenance Mechanic	Engineering
Loan Closing Officer	Maintenance Planner	Manager of Regulatory Affairs
Loan Document Specialist II	Maintenance Specialist	Manager of Resident
Loan Manager	Maintenance Supervisor	Supervisors
Loan Officer	Maintenance Technician	Manager of Training
Loan Officer, Vice President	Maintenance Worker	Manager Oncology
Loan Operations - Vice	Maintenance/Facilities	Manager Operations
President	Manager	Manager Pharmacovigilance
Loan Operations Clerk	Major Account Manager,	Manager Physician Services
Loan Originator	Commercial Properties	Manager Referral Services
Loan Outreach Coordinator	Mammo Support Specialist	Manager SCHS
Loan Processor	Mammo Technician	Manager, Community & Public
Loan Processor/Senior	Mammo Technologist	Relations
Underwriter	Mammographer	Manager, Community Affairs
Loan Servicing Specialist	Mammography Technician	Manager, Financial Services
Loan Servicing/Collector	Mammography Technologist	Manager, G&P
Loan Specialist	Managed Care Payor	Manager, Health Care
Loan Specialist II	Representative	Management Services
Loan Specialist/Collector	Management	Manager, Health Promotions
Logistics Assistant	Management Analyst	Manager, Infection Prevention
Logistics Clerk	Manager	Manager, Sales & Intake
Logistics Coordinator	Manager - Social Worker	Manager, Training Programs
Logistics Planner	Manager Assistant	Manager/IT Installations
Logistics Scheduler	Manager Care Coordinator	Manager/LPN
Logistics Specialist	Manager Compliance, Broker	Managing Director
Loose Picker	Relations	Managing Partner
Loss Control Technician	Manager Development	Manufacturing Engineer
LPN Nurse Manager	Engineer	Manufacturing Manager
LPN PCA Academy Education	Manager Human Resources	Manufacturing SAP Specialist
Coordinator	Manager Material Science and	Manufacturing Senior
LPN/Health Center Manager	Support	Engineer
LTSS Service Coordinator	Manager Media	Marine Database Coordinator
LVZ Application Analyst	Communications	Marine Team Lead
M&I Supervisor	Manager Member Solutions	Market Analyst
M/S Coordinator	Manager of Clinical Practice	Market Manager
MA/Supervisor	Manager of Finance	Marketing & Sales Manager
Machine Maintenance	Manager Of Gifts	Marketing Assistant
Machine Operator	Manager of Hospice Services	Marketing Associate
Machine Shop Apprentice		Marketing Clerk

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Marketing Communications	Medical Physicist	MRI Technician
Marketing Coordinator	Medical Receptionist	MRI Technologist
Marketing Finance Supervisor	Medical Recorder	MRI/CT Technologist
Marketing Manager	Medical Records Analyst	MRI-PCS
Marketing Specialist	Medical Records Clerk	Music Therapist
Mascot	Medical Records Specialist	National Account Manager
Massage Therapist	Medical Secretary	National Accounts & Safety
Material Coordinator	Medical Software Trainer	Manager
Material Handler	Medical Staff Administrator	National Casino Mark
Material Handler I	Medical Staff Office	Coordinator
Material Manager	Coordinator	National Casino Marketing
Material Planner	Medical Systems Trainer	NDT & Packing Supervisor
Materials Clerk	Medical Technologist	NE Sales Manager
Materials Coordinator	Medical Transcriptionist	Network Analyst
Materials Handler	Medicare Biller	Network Department
Materials Management	Medicare Rate Analyst	Manager
Supervisor	Medicare Representative	Network Documentation
Materials Manager	Medicare Specialist	Network Engineer
Materials Supervisor	Member Service Center	Network Software Support
Math & Science Teacher	Representative	Technician
Matre D'	Member Service Specialist	New Jersey Equipment
Meat Manager	Member Services	Purchasing Supervisor
Meat Team Leader	Representative	New Jersey Personal Lines
Mechanic	Member/Manager	Manager
Mechanic Repair	Membership Director	Night Manager
Mechanic Supervisor	Mental Health Advocate	Night Shift Supervisor
Mechanical Designer	Merchandise Data Entry Clerk	Night Supervisor
Med Only Adjuster	Merchandising Assistant	Notice of Loss Coordinator
Med Only Claims Adjuster	Meridian Health Resources	Nsg PI Coordinator
Med RCC/PSR	Meter Supervisor	Nuclear Medicine Technician
Medial Software Trainer	MFM - Office Coordinator	Nuclear Medicine
Medicaid Specialist Finance	MGR Customer Experience	Technologist
Medical Affairs	MHE Driver	Nurse
Medical Assistant	MI Supervisor	Nurse Aide
Medical Biller	Microbiology Laboratory	Nurse Case Manager
Medical Coder	Coordinator	Nurse Home Visitor
Medical Director	Mill Machinist	Nurse Manager
Medical Education	Mine Engineer	Nurse Navigator
Medical Intake Supervisor	Mixing Supervisor	Nurse Practitioner
Medical Lab Scientist	Monographer	Nursing Care Coordinator
Medical Laboratory Scientist	Mortgage Loan Officer	Nursing Coordinator
Medical Office Assistant	Mortgage Processor	Nursing Director
Medical Office Clerk	Mortgage Servicing	Nursing Secretary
Medical Office Coordinator	Representative	Nursing Supervisor
Medical Office Supervisor	Mortgage Underwriter	OC Supervisor

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OCC Group Leader	Operations Director	Parking Cashier
Occupational Therapist	Operations Engineer	Parking Lot Line Supervisor
OD Consultant	Operations Management	Parole Coordinator
OEM Customer Service	Trainee	Part Time Clerk
OEM Sales Manager	Operations Manager	Part Time Loan Processor
Office Administrator	Operations Representative	Partial Care Coordinator
Office Assistant	Operations Routine Member	Parts Clerk
Office Assistant 2	Operations Supervisor	Parts Washer
Office Assistant III	Operations Team Lead	Party Coordinator
Office Clerk	Operations Team Manager	Party Host
Office Coordinator	Operations Team Member	Pathology Coordinator
Office Manager	Operations Training	Patient Access
Office Manager/Bookkeeper	Operator	Patient Access Representative
Office Manager/Patient Care	Operator CNC	Patient Access Specialist
Coordinator	Operator Machine	Patient Access Specialist - MRI
Office Operations	Operator/Warehouse	Department
Office Services Assistant	Order Clerk	Patient Access Supervisor
Office Supervisor	Order Clerk II	Patient Account Coordinator
Office Support	OrderCon	Patient Accounts
Omni Channel Coordinator	OSS Contact Center	Representative
Oncology Data Coordinator	Outpatient Lab Manager	Patient Billing
Online Banking Support	Outpatient Supervisor	Patient Billing Supervisor
Online Marketing	Outreach Specialist	Patient Care
Online Sales	Outreach Worker	Patient Care Assistant
Online Sales Manager	Outside Sales Representative	Patient Care Associate
Online Sales Specialist	P.M. Clerk 1	Patient Care Coordinator
Online Sales Supervisor	P/C Supervisor	Patient Care Director
Online Sales Support	P/L Account Manager	Patient Care Specialist
Online Sales Support	P/R Administrator	Patient Compliance
Representative	P/R Manager	Patient Education Coordinator
Online Support	P/T Office Manager	Patient Financial Services
On-Site Coordinator	Packaging Specialist	Billing Supervisor
Operational Specialist	Packer	Patient Financial Services
Operational Supervisor	Packing Department	Representative
Operational Support Analyst	PACS Administration	Patient Information Manager
Operations & Shipping	Paint Lane Two	Patient Observer
Assistant	Paint Line Supervisor	Patient Registrar
Operations Academy Coach	Paint Supervisor	Patient Relations Clerk
Operations Administrator	Pallet Driver	Patient Representative
Operations Assistant	Paralegal	Patient Scheduling
Operations Associate	Paramedic	Department
Operations ATM/Debit card	Parish & Community	Patient Service Administrator
Specialist	Partnership Coordinator	Patient Service Coordinator
Operations Clerk	Parish Administrator	Patient Service Director
Operations Coordinator	Parker	Patient Services Coordinator

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Patient Services Representative	Personal Care Director Coordinator	PM Technician
Patient Services Representative Coordinator	Personal Lines Sales	PMR Manager
Patient Services Representative II	Personal Lines Supervisor	Point of Care Coordinator
Payment Poster	Personal Shopper	Poker Dealer
Payment Poster Team Leader	Personal Shopping Manager	Poker Supervisor
Payroll Accounts Payable Manager	Personnel Records	Poker Tournament Coordinator
Payroll Administrator	PFS Account Representative	Political Director
Payroll and Accounts Payable Manager	PFS Trainer	Pool Coordinator
Payroll and Benefits	Pharmacist	Population Care Coordinator
Payroll Clerk	Pharmacy Manager	Porter
Payroll Coordinator	Pharmacy Technician	Porter Lap Technician
Payroll Data Entry Clerk	Phlebotomist	POS Department
Payroll Human Resources Administrator	Phone Sales Supervisor	POS Operations
Payroll Manager	Phone Unit	POS Specialist
Payroll Processor	Phones Representative	POS Support Technician
Payroll Specialist	Physical Liaison	POS Technical Support
Payroll Supervisor	Physical Plant	Post Closing Loan Administrator
Payroll/Billing	Physical Therapist	Poster
Payroll/Pension Coordinator	Physician	Posting Team Lead
Payroll/Personnel	Physician Application Liaison	Posting TL
PBX Dispatcher	Physician Liaison	Practice Administrator
PBX Operator	Physician Support Assistant	Practice Manager
PC Analyst	PI Coordinator	Practice Manager IT
PC Specialist	Picker	Practice Nurse
PC Specialist I	Picking	Practice Performance Manager
PC Support Analyst	Picking Department	Practice Supervisor
PCB Designer	Picklane	Precept Representative
PCI Care Manager	Pilot Coordinator	Pre-K Lead Teacher
PCR Design	PIP Claims Representative	Preoperative Associate
Peer Advocate	Pipefitter	Preschool 2 Lead Teacher
Performance Improvement Director	Pipette Calibrator	President
Performance Improvement Manager	Pipette Order Entry Clerk	President-Sleep care
Performance Manager	Pizza Team Leader	Press Operator Wheel
Periop Educator	PK Router/Scheduler	Press Operator-Wheel
Personal Assistant	PL Account Manager	Pricing Assurance
Personal Assistant/Secretary	Planner	Pricing Coordinator
Personal Care Director	Planning Analyst	Pricing/Bid Coordinator
	Planning Manager	Principal Scientist
	Plant Controller	Print Production
	Plant Maintenance Supervisor	Print Room Technician
	Plant Manager	Procedure and Compliance Coordinator
	Plant Supervisor	
	Plastic Card Specialist	
	PM Clerk	

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Process Engineer	Program Coordinator	PT Scheduler
Process Technician	Program Development Analyst	Pub Asst/ Support Super.
Process Technician Lead	Program Director	Public Information Specialist
Processing Engineer	Program Improvement	Public Relations Manager
Processing Manager	Manager	Purchase Order Coordinator
Processor	Program Manager	Purchaser
Processor/Closer	Program Specialist	Purchasing Agent
Procurement Analyst	Program Specialist II	Purchasing Assistant
Procurement Associate	Program Supervisor	Purchasing Associate
Procurement Manager	Program Support Associate	Purchasing Clerk
Produce Department	Program Support Specialist	Purchasing Coordinator
Produce Manager	Program/Project Manager	Purchasing Manager
Produce TL	Programmer	Purchasing Officer
Product Administrative	Programs Manager	Purchasing Order Clerk
Assistant	Project Administrator	Purchasing Specialist
Product Control Clerk	Project Consultant	Purchasing Supervisor
Product Designer	Project Coordinator	Purchasing/Order Entry Clerk
Product Development	Project Director	Putaway Health Lead
Engineer	Project Engineer	QRIS Specialist
Product Engineer	Project Finance Manager	Quality Administrative
Product Finisher	Project Leader	Assistant
Product Knowledge	Project Management Analyst	Quality Analyst
Coordinator	Project Manager	Quality Assurance
Product Manager	Project Specialist	Quality Assurance
Production Assistant	Project Technician	Administrator
Production Central Supervisor	Project/Program Manager	Quality Assurance Analyst
Production Clerk	Property Adjuster	Quality Assurance Associate
Production Control Supervisor	Property Claims	Quality Assurance Automation
Production Coordinator	Property Control	Engineer
Production Expeditor	Administrator	Quality Assurance Control
Production Manager	Property Damage Adjuster	Quality Assurance Coordinator
Production Planner	Property Litigation Manager	Quality Assurance Director
Production Planning Manager	Property Manager	Quality Assurance Group
Production Supervisor	Proposal Coordinator	Leader
Production Support	Provider Operations Manager	Quality Assurance Inspector
Production Worker	Provider Relations	Quality Assurance Manager
Productivity Analyst	Representative	Quality Assurance Production
Program Administrator	Proximity Manager	Quality Assurance Specialist
Program Analyst	Psychologist	Quality Assurance Supervisor
Program and Outreach	PT Access	Quality Assurance Team Lead
Coordinator	PT Account Representative	Quality Assurance Technician
Program Assistant	PT Analyst	Quality Auditor
Program Assistant/Volunteer	PT Care Assistant	Quality Control Auditor
Coordinator	PT Care Coordinator	Quality Control Chemist
Program Associate	PT Office Manager	Quality Control Clerk

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Quality Control Coordinator	Receiving Manager	Registered Nurse - Charge Nurse
Quality Control Inspector	Receptionist	Registered Nurse - Charge Nurse ED
Quality Control Lab Technician	Receptionist/File Clerk	Registered Nurse - Staff Nurse
Quality Control Leader	Receptionist/HR Assistant	Registered Nurse Case Manager
Quality Control Manager	Recon Specialist	Registered Nurse Clinical Supervisor
Quality Control Sampling Technician	Records Coordinator	Registered Nurse Educator
Quality Control Specialist	Records Management	Registered Nurse Manager
Quality Control Supervisor	Recovery Agent	Registered Nurse Navigator
Quality Control Team Leader	Recovery Manager	Registered Nurse
Quality Control Technician	Recovery Specialist	Perioperative Charge
Quality Control	Recreation Coordinator	Registered Nurse Quality Analyst
Technician/Inspector	Recreational Therapist	Registered Nurse, Manager of Referral Services
Quality Coordinator	Recruiter	Registered Nurse-Manager Registrar
Quality Director	Recruiter/Trainer	Registration Services Coordinator
Quality Engineer	Recruiting Coordinator	Regulatory Analyst II
Quality Improvement	Recruiting Supervisor	Regulatory Coordinator
Coordinator	Recruitment and Retention Coordinator	Regulatory Document Control
Quality Improvement Manager	Recruitment Coordinator	Rehab Aide
Quality Inspector	Recruitment Specialist	Rehab Counselor
Quality Manager	Recycle Manager	Rehab Manager
Quality Supervisor	Referral Coordinator	Rehab Secretary
Quality Systems Administrator	Refrigeration Mechanic	Rehab Staff Coordinator
Quality Systems Manager	Refrigeration Supervisor	Rehab Supervisor
Quality Team Leader	Reg Compliance	Rehabilitation Administrator
Quality Technician	Regional Account Manager	Rehabilitation Technician
RAC Auditor RN	Regional Commercial Coordinator	Reimbursement Accountant
Radiation Therapist	Regional Director	Reimbursement Clerk
Radiologic Technologist	Regional Engineering Manager	Reimbursement Specialist
Radiology Business Manager	Regional Human Resource Manager	Relief Supervisor
Radiology Film Librarian	Regional Manager	Rental Agent
Radiology Office Manager	Regional Pricing Manager	Replenisher Warehouse Representative
Radiology Registrar	Regional Sales & Marketing Analyst	Representative Payee
Radiology Scheduler	Regional Sales Analyst	Research & Development Manager
Radiology Secretary	Regional Sales Assistant	Research and Development Technician
Radiology Technologist	Regional Sales Coordinator	
Rand Supervisor	Regional Sales Manager	
Real Estate Agent	Regional Training Manager	
Real Estate Appraiser	Registered Compliance	
Real Estate Professional	Registered Diet Technician	
Realtor	Registered Medical Assistant	
Receiving Assistant	Registered Nurse	
Receiving Clerk		
Receiving Coordinator		

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Research Assistant	Risk Systems	Sales Operations Associate
Research Associate	RIS-PACS Manager	Sales Person
Research Manager	RMA Analyst	Sales Representative
Research Nurse	RN Case Manager	Sales Supervisor
Research Scientist	RN Site Manager	Sales Support
Research Scientist II	RN Supervisor	Sales Support Administration
Research Scientist III	RN Unit Manager	Sales Support Coordinator
Research Teaching Specialist	RN/DON	Sales Training Coordinator
Reservations Agent	RN/MD's Coordinator	Sales Vice President
Residency Coordinator	RN-Charge Nurse	Sales-Accounts
Resident Supervisor	Road Supervisor	Payable/Receivable
Residential Assistant	Room Service Server	Salesman
Residential Associate	Room Service Shift Manager	Salesperson
Residential Counselor	Route Manager	Sander
Residential Director	Routine Department	Sanitation Supervisor
Residential Senior Counselor	Routine Operations	SAP Lead
Residential Supervisor	Routine Operations Team	SB Loan Administrator
Resolution Agent	Member	SB Loan Administrator II
Resolution Specialists	Routing & Logistics Expert	SB Loan Specialist
Resource Coordinator	Routing Operations	SBU Supervisor
Respiratory Manager	SAB Quality Control Specialist	Scale Attendant
Respiratory Scheduler	II	Scale house Attendant
Respiratory Scheduling	Safety & Benefits Coordinator	Scanner
Coordinator	Safety & Training Coordinator	Scanning Technician
Respiratory Therapist	Safety Director	Scheduler
Restaurant Manager	Safety Manager	Scheduler/Service Controller
Retail Account Supervisor	Safety Team Director	Scheduling Clerk
Retail Assistant	Sales & Marketing	Scheduling Coordinator
Retail Associate	Sales & Service Administrator	School Business Administrator
Retail Cashier	Sales & Service Supervisor	School Nurse
Retail Clerk	Sales Administration Analyst	School Office Administrator
Retail Staff Account	Sales Administrator	School to Career Job Coach
Retail Supervisor	Sales Agent	Science Director
Retail Support	Sales and Marketing	Scientist
Retention Specialist	Sales and Marketing Manager	Scientist II
Return/Receiving Coordinator	Sales and Service Supervisor	SCM Regional Manager
Returns Coordinator	Sales Assistant	Scoring Manager
Returns Processor	Sales Associate	SDS Operating Room Surgical
Revenue Cycle Manager	Sales Associate/Cashier	Scheduler
Revenue Specialist	Sales Clerk	Seafood Manager
Rework Coordinator	Sales Coach	Seafood Team Lead
RFS Specialist	Sales Coordinator	Seafood TL
Ride Operator	Sales Executive	Seamstress
Risk Analyst	Sales Leader	Seasonal Teller
Risk Department	Sales Manager	Second Grade Teacher

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Secretary	Senior Business Development	Senior Human Resource
Secretary 1	Representative	Assistant
Secretary 2	Senior Buyer	Senior Human Resource
Secretary 3	Senior Buyer Planner	Coordinator
Secretary/Treasurer	Senior Care Associate	Senior Human Resource
Section Coordinator	Senior Case Manager	Generalist
Section Head	Senior Chemist	Senior Human Resource
Section Head Medical	Senior Chemist 2	Manager
Technology	Senior Claims Analyst	Senior HVAC Technician
Security	Senior Collector	Senior Industrial Engineer
Security Administrator	Senior Compliance Officer	Senior Internal Auditor
Security Guard	Senior Consultant	Senior Inventory Planner
Security Manager	Senior Cost Accountant	Senior LPN, CCRC
Security Officer	Senior Customer Service	Senior Management Assistant
Security Sales Assistant	Representative	Senior Manager
Security Shift Supervisor	Senior Customer Support	Senior Manager Logistics
Security Specialist	Senior Customer Support	Senior Manager Of Operations
Security Supervisor	Specialist	Senior Manager Operations
Self Help Center Manager	Senior Designer	Senior Material Handler
Self Pay Collections	Senior Director	Senior Medical Editor
Sem Operator	Senior Director of Operations	Senior Medical Writer
Senior ABS Technician	Senior Director Operations	Senior Meeting Planner
Senior Account Manager	Senior District Fleet Manager	Senior Member Services
Senior Accountant	Senior Document	Representative
Senior Accounting Clerk	Management Analyst	Senior OC Analyst
Senior Accounting Manager	Senior Educator	Senior Office Clerk
Senior Administrative	Senior Electronic Banking	Senior Paralegal
Assistant	Representative	Senior Payroll Accountant
Senior Administrator	Senior Electronic Engineer	Senior Peer Leader
Senior Analyst	Technician	Senior Planner
Senior Analytical Chemist	Senior Electronic Technician	Senior Plant Cleaner
Senior Analytical Chemist 2	Senior Employment Counselor	Senior Plant Manager
Senior Analytical Chemist	Senior Engineer	Senior Practice Manager
Authenticator	Senior Environmental	Senior Program Director
Senior Associate	Engineer	Senior Programmer
Senior Associate Director of	Senior Finance & Contracts	Senior Programmer/Analyst
Major Gifts	Manager	Senior Project Manager
Senior Associate Scientist	Senior Financial Analyst	Senior Quality Assurance
Senior Auditor	Senior Financial Planning and	Analyst
Senior Benefits Specialist	Analysis Analyst	Senior Raw Material
Senior Biller	Senior Graphic Designer	Technician
Senior Billing Representative	Senior Health JIF Associate	Senior Regional Manager
Senior Business Advisor	Consultant	Senior Reimbursement Analyst
Senior Business Analyst	Senior Human Resource	Senior Reimbursement
	Advisor	Specialist

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Senior Research Scientist	Service Manager	Sourcing Analyst
Senior Revenue Manager	Service Manager Private	Sous Chef
Senior Risk Analyst	Sector	Space Planner
Senior Route Manager	Service Representative	Space Planner, Merchandise
Senior Sales	Service Support Manager	Presentation
Senior Sales Associate	Service Team Lead	Spanish Teacher
Senior Sales Coordinator	Service Technician	SPD Stock Clerk
Senior Sales Engineer	Service Training Coordinator	Special Events Coordinator
Senior Sales Manager	Shift Leader	Special Mancets Sales and
Senior Scientist	Shift Manager	Merchandising Specialist
Senior Service Technician	Shift Supervisor	Special Pack Planner
Senior Supervisor	Shipper	Special Projects Coordinator
Senior Systems Administrator	Shipping & Receiving Lead	Special Projects RN
Senior Systems Analyst	Shipping and Receiving Clerk	Special Projects Specialist
Senior Systems Developer	Shipping And Receiving Lead	Specialist
Senior Tax Accountant	Shipping Clerk	Specialties Member
Senior Team Lead	Shipping Manager	Specialty Operations
Senior Technical Analyst	Shipping Supervisor	SPF QA/Reports
Senior Technical Trainer	Shop from Home Manager	Sponsorship & Marketing
Senior Technician	Shop Manager	Sponsorship Chair person
Senior Teller	Shop Office Manager	Spot Welder
Senior Transportation Planner	Shop Office Manager/Billing	Stability Coordinator Analyst
Senior Underwriting Assistant	Assistant	Stability Lab Manager
Senior Vice President	Short Sale Specialist	Staff Accountant
Senior Vice President Loan	Site Administrator	Staff Assistant
Operations	Site Controller	Staff Coordinator
Senior Vice President of	Site Quality Director	Staff Elder
Operations	Site Supervisor	Staff Nurse
Senior VIP Account Manager	Slot Attendant	Staffing Coordinator
Senior W/C Adjuster	Slot Performance Supervisor	Staffing Specialist
Server	Slot Service Associate	Stager
Service Administrator	Slot Supervisor	Stationary Engineer
Service Area Director	Slot Technician Supervisor	Statistics & Production Analyst
Service Clerk	Small Business Loan	Sterile Processing Supervisor
Service Coach	Administrator	Sterile Processing Technician
Service Consultant	Social Services Coordinator	Sterilization Technician
Service Control	Social Work Coordinator	Stewardship Director
Service Controller	Social Worker	Stock Controller
Service Coordinator	Social Worker/Case Manager	Store Attendant
Service Delivery Specialist	Social Worker/Counselor	Store Manager
Service Desk	Software Developer	Store Operations
Service Desk Dispatcher	Software Developer Senior	Store Planning Specialist
Service Desk Team Leader	Sole Managing Member	Store Technical Manager
Service Engineer	Sommelier	Storeroom Clerk
Service Line Bus Manager	Sorter	Storeroom Manager

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Strategic Event Specialist	Support Clerk	Teacher
Strategic Planning Analyst	Support Coordinator	Teacher's Assistant
Strategic Sourcing Analyst	Support Representative	Team Lead - Billing
Strategic Sourcing Engineer	Support Services	Department
Stress Test Technician	Support Services Specialist	Team Lead Customer Service
Stroke Program Coordinator	Support Services Technician I	Team Lead Deli
Student Aide	Support Specialist	Team Leader
Student Services	Support Specialist Level 2	Team Leader Assistant
Representative	Support Staff	Team Leader Biller/AR
Subcontractor Administrator	Support Technician	Coordinator
Sub-Foreman	Surgery Scheduler	Team Leader of Council
Subsidy Counselor	Surgery Technician	Operations
Subsidy Specialist	Surgical Coordinator	Team Leader Pizza
Substance Abuse Counselor	Surgical Scheduler	Team Leader Worker
Superintendent	Surveillance Manager	Team Leader/Customer
Supervisor	Surveillance Supervisor	Service Representative
Supervisor Business	Surveillance Technician	Team Manager
Department	Surveyor	Team Supervisor
Supervisor Coding Operations	Sushi Bar Team Leader	Team/Project Leader
Supervisor Collections	Sushi Chef Team Lead	Technical Analyst
Supervisor Crisis Services	Switch Gear Manager	Technical Assistant
Supervisor Customer	Switch Gear Supervisor	Technical Assistant Supervisor
Administrative Services	Switchboard Receptionist	Technical Customer Service
Supervisor Customer Service	System Administrator	Representative
Supervisor Cytology Lab	System Administrator/Trainer	Technical Manager
Supervisor EVS	System Analyst	Technical Process Manager
Supervisor Family Education	System Analyst 1	Technical Sales Representative
Supervisor Inventory	System Analyst 2	Technical Service
Supervisor Job Coach	System Analyst OR	Technical Specialist
Supervisor Loyalty Cash	System Developer	Technical Support
Supervisor Network	Systems Analyst	Technical Support Assistant
Maintenance	Systems Integration Analyst	Manager
Supervisor of Billing and	Systems Manager	Technical Support Manager
Collections	Systems Operator	Technical Support Specialist
Supervisor of Staffing	Systems Support	Technical Writer
Supervisor of Vocational	Systems Trainer	Technician
Services	Table Game Dealer	Technician II
Supervisor, Claims	Table Games Assistant	Technologist
Supervisor, Guest Relations	Table Games Supervisor	Technology Manager
Supervisor/Operations	Table Games Vice President	Teen Coordinator
Manager	Taleo Support Administrator	Telecom Analyst
Supplier Quality Team Leader	Tapping	Telemarketing
Supply Chain Manager	Tax Director	Teller
Supply Chain Planner	Tea Lead Import Export	Teller Manager
Support Analyst	Compliance	Teller/Cashier

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Teller/Customer Service Representative	Ultrasonographer	Vice President Clinical Effectiveness
Temperature Calibrator	Ultrasound Supervisor	Vice President Global Science
Tender	Ultrasound Technician	Vice President Injection Systems
Tender II	Ultrasound Technologist	Vice President Loan Servicing Manager
Terminator	Underwriter	Vice President of Business Development
Therapist	Underwriting Academy	Vice President of Finance
Third Grade Teacher	Underwriting Academy Coach	Vice President of Information Technology
Title Agent	Underwriting Academy Coach/Instructor	Vice President of Operations
Title Clerk	Underwriting Academy Manager	Vice President of Product Development
Title Specialist	Underwriting Department	Vice President of Technology
Toutin Operations	Underwriting Trainer	Vice President Operations
TPA Specialist	Union Representative	Vice President Property Claims
Track & Trace	Unit Coordinator	Vice President Retail Branch Manager
Traffic Manager	Unit Secretary	Vice President Sales
Trainer	University Training Manager	Vice President Sales and Marketing
Training and Development Manager	Updater	Vice President Taxation
Training Coach	Use Test Supervisor	Vice President, Branch Manager
Training Compliance Specialist	Usher	Vice President, Director of Human Resources
Training Coordinator	UT Level III Employee	Vice President, Financial Services
Training Manager	Utility I	Vice President, Internal Auditor
Training Specialist	Utility Technician	Vice President, Retail Banking
Transcription Assistant	Utility Technician I	Vice President/CFO
Transcriptionist	Utility Technician II	Vice President/EB Manager
Transfer Agent	Utility Technician III	Vice President/GM Operations
Transitions in Care Program Manager	Utility Worker III	Vice President/Manager
Transitions Manager	Valley Dining Supervisor	Vice President-Application Administration
Transport Supervisor	Value Stream Manager	Vice President-Audit
Transportation Administrator	Vehicle Management	Vice President-Tax
Transportation Assistant	Vendor Management	VIP Account Manager
Transportation Coordinator	Vendor Relations Specialist	Visiting Nurse
Transportation Manager	Vendor Support Lead	Vocational Coordinator
Transportation Planner	Verification Specialist	Volunteer and Trustee
Transportation Specialist	Vice President	
Transportation Supervisor	Vice President - Chief Financial Officer	
Transportation/Distribution Supervisor	Vice President Asset Protection	
Transportation/SEC Assistant	Vice President Assistant-Auditor	
Transportation/Security	Vice President Audit	
Treasurer	Vice President- Business Development Officer	
Tropical Manager		
Truck Fleet Administrator		
Trustee		

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Volunteer Coordinator	Youth Case Worker
Volunteer Coordinator /	Youth Empowerment
Family Partnership	Coordinator
Coordinator	
Volunteer Manager	
VS Manager	
Waitress	
Wall Customer Service	
Warehouse Administrative	
Coordinator	
Warehouse Assistant	
Warehouse Inventory	
Manager	
Warehouse Lead	
Warehouse Manager	
Warehouse Person	
Warehouse Specialist	
Warehouse Supervisor	
Warranty Administrator	
Water Plant Manager	
Water Quality Specialist	
Water Reader	
Water Tech I	
Weatherization Secretary	
Web Developer	
Website Coordinator	
Welder	
Wellness Instructor	
Women's Health Manager	
Work First New Jersey	
Coordinator	
Work Flow Specialist	
Work Readiness Instructor	
Worker	
Worker Team Lead	
Workers Compensation	
Specialist	
Workflow Specialist	
Working Supervisor	
Worksite Supervisor	
Wound Care Manager	
Wound Care Research	
Writer	
X-ray Technician	
X-ray Technologist	

New Jersey Basic Skills Training Program for Economic Growth Act
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Assorted Articles

New Jersey Business Magazine

and

Press Releases

Atlantic County Distributor Meets New Challenges

*By Douglass A. Taylor, President, Douglass Industries
and Economic Development*



Ever wonder how a third-generation distribution company located in South Jersey's Atlantic County keeps its competitive edge? It is something that we at Douglass Industries ask ourselves every day. Our customer base, namely hotels, restaurants, casinos, time shares, furniture manufacturers and the like, demand only the very best from their vendors. This forces us to instill a commitment to great service into our employees as way to differentiate us against the competition.

Incorporated in 1954, Douglass Industries is a family business with a committed and experienced workforce comprised of employees with many years of service. Not wanting our customer service to be set in the past, we are striving to create a dynamic, timely and accurate customer response program that would include not only our customer service department, but everybody in the company. We wanted an approach which would allow us to integrate all employees, from the company president to the drivers who deliver our products.

That desire led us to contact the New Jersey Business and Industry Association (NJBIA) Basic Skills Workforce Training Program, administered locally by Atlantic Cape Community College. The college worked with us to customize its standard customer service program into a company-wide customer service improvement project. The classes allowed us to improve service to our external customers in addition to addressing ways to enhance the customer service among our internal departments.

Now in its fifth year, the Basic Skills Workforce Training Program has offered free training to New Jersey businesses and their employees in computer applications; English as Second Language; written, verbal and basic communications for improved customer service; and mathematics. Since inception, approximately 2,400 companies statewide have been able to boost productivity while improving the skills of more than 34,000 employees.

For general information about the program, visit www.njbja.org/resources/worktrain1.asp. To set up courses through any of New Jersey's 19 county colleges, contact Bob Rosa at the College Consortium at 609-393-9000 or rrosa@njworkforce.org

Sponsored by the NJ Community College Consortium



NJBIA Basic Skills-5

**Get Training for Your
Employees At No Charge
to Your Company!**

Year five of the NJBIA Basic Skills Workforce Training Program is brought to you by the New Jersey Business & Industry Association, NJ Community College Consortium, and NJ Department of Labor & Workforce Development.

At your work site or at any one of 65 college campuses closest to you, and at no extra charge to your company, your employees can get training in:

- **Computer applications**
- **Communications**
- **Math and measurement**
- **English as a second language**

**To get started call
609-393-9009**

NJBIA

**Basic Skills
Workforce
Training Program**

www.njbja.org/resources/training

To participate in the program, you must be a registered NJ business and in compliance with NJ tax law.

Enterprise Rent-A-Car Improves Their Bottom Line

Dr. Steve Rose, President Passaic County Community College



Chantal Mastroianni of Enterprise Holdings knows a good deal when she hears of one. So when she learned of the grant-funded employee training offered through New Jersey's county colleges she quickly reached out to Passaic County Community College (PCCC). She saw it as perfect match for her employer.

"Here is an opportunity to train our employees, improve services to customers and conduct community outreach," said Chantal, Training and Development Manager of Enterprise Rent-A-Car. Working with PCCC's Continuing Education Department over the past year, Chantal has arranged for nearly 100 employees to receive instruction from industry professionals at the firm's offices in Wayne.

Thanks to a grant from the New Jersey Department of Labor and Workforce Development, the college brought the classroom to Enterprise. Instructors came to the job site and provided specific training in written communications and computer skills.

Linda Johnson of PCCC picks up the story. "The grant is promoted by the New Jersey Business and Industry Association and administered by the New Jersey Community College Consortium for Workforce and Economic Development. It pays for the materials, administration and instructors. Enterprise's contribution is that the employees take the training during their normal 8-hour workday," said Linda. "Enterprise has made a significant contribution in employee hours and time."

Ms. Mastroianni said the investment pays dividends for the company. Employee skills are sharpened, customers notice greater efficiency and Enterprise connects to the community through PCCC.

"Our employees enjoyed it so much they told other employees and we brought PCCC back for a third and fourth time," said Mastroianni. "We promise our employees that we will continue to train and invest in them during their time with us and that impacts our bottom line. We want to tell our story and tell other employers what a great program this is and how easy and cost effective it is to work with PCCC."

From classes in literacy and English as a Second Language to customized instruction on computers or applications, PCCC offers employers one-day seminars to multi-day certificate programs. It is part of the PCCC Center for Business Training offered to all Passaic County employers to help tailor training programs that improve their workers' production capabilities and a company's bottom line.

For general information about the program, visit http://njworkforce.org/nj_business.html. To set up courses through any of New Jersey's 19 county colleges contact Bob Rosa at the College Consortium, 609-393-9000 or rrosa@njworkforce.org.

Sponsored by the NJ Community College Consortium



NJBIA Basic Skills

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Jul-23-13 Christie Administration Highlights Success of Workforce Training Program Businesses and Workers Benefit from Partnership with Colleges and NJBIA

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-News Release-

MORRISTOWN, NJ, JULY 23, 2013 – The Christie Administration today highlighted the continuing success of a joint program designed to help New Jersey businesses to upgrade the basic skills of their employees, as Commissioner Harold J. Wirths of the state Department of Labor and Workforce Development (LWD) visited a computer training class in progress at Atlantic Health System.

The health-care company enlisted about a dozen of its employees to improve their computer skills through the New Jersey Basic Skills Workforce Training Program, which is a joint effort of the LWD, the New Jersey Business & Industry Association (NJBIA) and the New Jersey Community College Consortium.

“Our partnership with NJBIA and the Community College Consortium through this training program helps New Jersey businesses improve workforce productivity as well as upgrade the skills of their employees. Upgrading the talents of the workers can improve a business’s bottom line and help companies to expand to bring on additional workers, which benefits the state’s economy,” said Commissioner Wirths.

The concept of the public-private partnership behind the Basic Skills program was developed by the NJBIA, and it was launched in 2007 in concert with the LWD and the state’s 19 community colleges through the New Jersey Community College Consortium for Workforce and Economic Development. To date, the program has assisted 3,527 New Jersey companies and trained a total of 50,252 employees since the program began.

“The training taking place at Atlantic Health System is a perfect example of how the state’s workplace training program is helping New Jersey businesses and workers alike. Employees are able to learn important new workplace skills, increasing their value as an employee and improving the productivity of their employer,” NJBIA President Philip Kirschner said. “The Department of Labor and the County College Consortium have done

an excellent job structuring the training programs to make it practical for employers to participate. It's a classic win-win situation."

The instruction covers a wide range of skills, from use of computers and software to verbal and written communication techniques, including English as a Second Language instruction, to mathematics and measurement.

The LWD manages the funding while the instruction is delivered by the state's community colleges through seasoned adjunct professors with experience in providing instruction to the business community.

"NJBIA's Basic Skills training program has been helping Atlantic Health System's employees to stay up-to-date on computer technologies making them more productive in their day-to-day job duties. Through this program the community colleges have trained nearly 51,000 employees in more than 3,500 companies throughout New Jersey," said Sivaraman Anbarasan, Executive Director of the New Jersey Community College Consortium for Workforce and Economic Development.

"The program would not be possible without the funding support from the New Jersey Department of Labor and we thank them for their continued commitment to keep the New Jersey's workforce well-trained for the benefit of the businesses," he added.

For more information about the Basic Skills Workforce Training Program, visit <http://www.njbja.org/basicskillssuccess.aspx>.



New Jersey Labor Commissioner Harold J. Wirths (standing in front of the class) addresses Atlantic Health System workers enrolled in the Basic Skills Workforce Training Program. The program, a joint effort of the New Jersey Department of Labor and Workforce Development, the New Jersey Business & Industry Association, and the New Jersey Community College Consortium, assists businesses in upgrading the basic skills of their employees.

Pearson Managers Take Spanish to Communicate Better with 'Pickers and Packers'

State Labor Commissioner Harold Wirths, who attended a final class in workplace Spanish one day last June, courageously took a quick lesson in Spanish verb forms before the entire



The Basic Skills training program is a partnership between the NJ Department of Labor & Workforce Development, the NJ Community College Consortium, and the New Jersey Business & Industry Association. **Classes are also offered in basic computer applications (Microsoft Windows and Office), verbal and written communications (including customer service), and mathematics & measurement.**

To schedule a class, call
609-393-9009

Basic Skills Workforce Training Program

http://njworkforce.org/nj_business.html

To participate in the program you must be a registered NJ business and in compliance with NJ tax law.

Free Basic Skills Training for Your New Jersey Employees

Atlantic Health's Nurse Coordinators Make Big Leap in PC Skills Courtesy of the State's Basic Skills Workforce Training Program

In recent years, the nurse coordinators in Atlantic Health's four-hospital system have taken on some big new challenges requiring them to do things they weren't taught in nursing school.

Given expanded administrative duties, they've had to learn how to manipulate Excel spreadsheets and make presentations to small groups using PowerPoint. And they've had to learn these skills in an already hectic work environment where the demands on their time keep growing.

As a progressive healthcare industry leader, Atlantic Health has given them the time to learn these new skills. And fortunately for Atlantic Health System — which includes Morristown, Overlook and Newton Medical Centers, and Goryeb Children's Hospital — training is available from the Center for Business & Technology at the County College of Morris, courtesy of the state's Basic Skills Workforce Training Program.

Over the past six years, seasoned adjunct professors with the state's 19 county colleges have trained over 50,000 employees at more than 3,500 companies in a variety of essential basic skills through this program.

Lisa Kenneweg and Emily O'Brien, the two instructors assigned to teach Excel, PowerPoint and other PC skills to nurse coordinators and others at Atlantic Health, have gotten rave reviews.

"Employees are enthusiastic about the quality of the classes," says Amanda Raddin McGrath, coordinator with Atlantic Health's Department of Organizational Development. "Their expectations are being met, and their questions are being answered. They want to learn more."

Last year 220 Atlantic Health employees took classes designed to sharpen their computer skills. That number is expected to double this year, said Bob Lipka, director of customized training solutions with the County College of Morris. Over the past six years, he said, the



college has trained about 3,500 employees with scores of companies through the Basic Skills program.

"We've tapped into a latent need," Lipka said. "Now that companies understand what's offered, they are coming back for more."

The Basic Skills training program, free of charge to NJ employers, is a partnership between the NJ Department of Labor & Workforce Development, the NJ Community College Consortium, and the New Jersey Business & Industry Association.

Classes are offered in basic computer applications (Microsoft Windows and Office), verbal and written communications (including customer service), mathematics and measurement, and English as a second language.

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609-393-9009

NJBIA
Basic Skills
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