PHASE I
INTERNAL CONSISTENCY: DESIGNING AN INTERNAL STRUCTURE

YOUR ASSIGNMENT

1. Recommend an internal consistency policy for Medtech.
2. Recommend a job evaluation plan(s) to establish a job structure.
3. Consider a knowledge-based plan for a subset of Medtech jobs.
4. Prepare a report that includes:
   - A. An executive summary highlighting your recommendations;
   - B. Your methods and how you applied them;
   - C. Exhibits that show the resulting structure(s);
   - D. The rationale for all your recommendations.
5. Evaluate your decisions to be sure they are consistent with Medtech's business strategy, compensation objectives, and your internal consistency policy.

As you work on Phase I, continually ask the questions, "How will this help Medtech compete? How will this recommendation affect Medtech employees, its customers, and its shareholders?" So what? What difference does it make? Recognize the potential limitations of your recommendations. The point of these projects is not only to understand *"how"* to design a pay plan but also *"why"* your recommendations make sense.

LEARNING OBJECTIVE

Chapters 2 through 5 of the text discuss the need for internal consistency among jobs. Internal consistency means that jobs are aligned on factor(s) Medtech deems important for its success. The structure that results from this alignment then serves as one basis for pay.

The structure is based on the work performed and how the organization is designed. An equitable structure implies equal pay for equal or similar work and acceptable pay differentials for dissimilar work. Consistent structures are easier to explain to employees, more efficient to administer, and more cost-effective.

The techniques you use and the job structure you recommend must be work-related, business-related, and acceptable to Medtech employees and managers.

After you complete Phase I, you should have a firm understanding of the concepts and techniques used to determine internal work structures, particularly job evaluation and knowledge-based pay, and how they help any organization achieve its objectives.

ISSUE ONE: SPECIFY PURPOSE AND POLICY

The textbook lists a number of perspectives and possible purposes of job evaluation and skill-based pay. Are any of them relevant for Medtech?

Questions to ask yourself include, Why should Medtech be concerned with internal consistency? How will an equitable pay structure help Medtech compete? Should it support employee promotions and career paths? Should it reward continuous learning? How will Medtech know if its pay structure is equitable? What kind of pay structure is appropriate, in light of the work done at Medtech and its business strategy?

ISSUE TWO: ESTABLISH A JOB STRUCTURE USING JOB EVALUATION

Issue Two has four parts:

- A. *Describe the procedures used to design the method(s),*
- B. *Describe the number of structures in your plan,*
- C. *Describe your job evaluation plan(s) in detail, including any factors, skill blocks, weighting, etc., and alternative methods considered,*
- D. *Evaluate your method(s) for consistency with compensation and strategic objectives.*

Begin by becoming familiar with the jobs at Medtech. Job descriptions from a sample of Medtech jobs begin on page 17. Although there are more than these jobs at Medtech, these are the only ones that will be used in your analysis in order to keep the size of the project manageable. Although Medtech employs people in many other positions (Medtech employs about 450 people at present), those jobs are not included in this case.

While this sample will be sufficient to address most of the key issues in compensation, please remember that this is not a representative sample. That is, the average wage for these jobs is not the average wage for the entire company.

It may be necessary for you to infer some of the job information required. In practice, you would be able to go to the actual job incumbents and their supervisors to collect additional information if you felt the job descriptions were inadequate. (TIP: Before you arrange your trip to Chicago to visit Medtech and collect more information, you might want to check out the Indigo Girls tour schedule. Or maybe you would prefer the Cubbies.) For now, you will have to make do with the information provided. If you make assumptions where you feel information is missing, call out these assumptions in your report.

A. Procedures Used

Describe the process you will use at Medtech to design your plan. For example, if you involve other groups of Medtech employees or managers, tell the nature of that involvement, and what purpose it will serve.

B. Single versus Multiple Plans

The sample of Medtech jobs covers at least four job families: engineering, accounting, technical, and administrative work. Look at exhibit 4. It shows three different options for building an internal structure at Medtech. The first option depicts a single structure that includes all job families and uses the same plan to evaluate all jobs. The second and third options shown in the exhibit include more than one structure.

A single plan may seem the least bureaucratic. But a company might have more than one structure if it felt a single plan could not adequately evaluate all positions or if they wanted to emphasize one set of jobs over another. Medtech's business strategy clearly depends on R&D, engineering, and technical work. Does that make any difference in this decision? Is your decision consistent with the objectives specified by Medtech's CEO and with the compensation system objectives you already specified? Decide what is best for Medtech, and include the reasons for your decisions in your report.

Exhibit 4
Medtech Structure Options

One Structure

Engineers / Accountants
Technicians / Administrative

Two Structures

Technical	Administrative
Engineers	Accountants
Technicians	Administrative

Four Structures

Engineers	Accountants
Technicians	Administrative

C. Describe your JE Plan

The textbook describes the main methods of job evaluation and the advantages and disadvantages of each. Describe your job evaluation plan(s) in detail. Specify what compensable factors you recommend for Medtech, how you chose them, and how you scaled them. The following optional guide, *Developing Compensable Factors*, can provide some additional help.

Remember that the point of your plan is to identify similarities and differences in the content of the work. These differences are the ones you feel that Medtech should pay for. Can your system do this? How does it support Medtech's objectives?

Guidance: Developing Compensable Factors

Compensable factors are defined in the Compensation textbook, chapter 4. The factors reflect how work adds value to the organization. They flow from the work itself and the strategic direction of the business. At first blush, developing a set of compensable factors and degrees may seem complicated. To make it more manageable, the steps below will get you started.

1. Medtech's Business Strategy and Values.

What is Medtech's business strategy and what does Medtech value?

A. Medtech's executives are the best source of information on where the business is going. But since they are unavailable to meet with you, you will have to reread information on Medtech's business strategy and values provided in this manual. For example, has Medtech achieved its competitive advantage through product innovation? If so, then innovation and creativity may be compensable factors. After all, a good way to reinforce innovation is to signal its importance by including it as a compensable factor in evaluating the worth of jobs.

B. Look over Medtech's statement of its "vision." Make a list of the factors included in the mission. Consider the following section of Medtech's "Partnership for Success."

In order to achieve these objectives, we must produce innovative, high-quality products and services designed in collaboration with our customers and suppliers.

Should compensable factors recognize the importance of customer service and product innovation? If yes, then Medtech may want to give greater value to jobs that require greater customer interaction and/or product innovation.

2. The Work Itself.

Employees provide an invaluable perspective on what they think the company values (or should value) in their jobs. You probably will want to develop a process for employee involvement and participation.

Review the job descriptions (pages 20-44) for possible compensable factors. What do they stress? If the majority of them stress the importance of product quality, then responsibility for quality may be a likely compensable factor. Or if they emphasize superior job knowledge, then perhaps breadth and depth of job knowledge should be a compensable factor.

3. Narrow your List.

By now you have probably got a lengthy list of possible factors. The text discusses practical issues such as how many factors to use, ensuring acceptability, and avoiding overlap. For example, are "creativity required" and "innovation" both getting at the same thing? If they are, then using both as factors will doubly reward jobs in which this factor is important. Read the relevant sections of Chapter 4 in the textbook as you hone your definitions in order to avoid other "factor follies."

4. Refine your Definition.

Defining a compensable factor requires that you visualize the responsibilities of jobs that vary widely on the factor being considered. For example, suppose that Medtech decides that jobs with customer contact are central to its business. How do customer contacts vary? To answer the question, think of three jobs that represent different points on a customer contact continuum, e.g.,

data entry operation
↓
compensation analyst
↓
sales representative

Now ask the question, "What makes these jobs differ in customer contacts?" An obvious conclusion is the jobs differ in the number of contacts. Sitting at a computer terminal and entering numbers requires few, if any customer contacts. Sales jobs require many contacts.

But is quantity the only way contacts differ? Think of another job with a large number of contacts. For example, a cashier sees many more customers than a sales representative during the course of the day. Would you rate the cashier job as high as a sales job? Why or why not?

Clearly, the nature of customer contacts also may make a difference. A cashier totals product costs, answers simple factual questions about pricing, collects money and provides change. Sales representatives may see fewer customers, but they do more than answer factual questions. Their job also requires asking questions to identify customer needs, persuading customers who waiver, negotiating prices, and resolving differences. So the type of contact is important, too.

Are number and type of customer contact a sufficient definition? The answer depends on the company. Many companies have broadened the idea of customers beyond the traditional non-employee outside the company. Now, other employees within the company may also be defined as customers. For example, you are building a new compensation for Medtech managers and employees. These managers and employees are your customers. Medtech may want to consider the nature of contacts both outside and inside the organization in defining its factors.

Putting all this information together might yield the compensable factor definition shown in Exhibit 5.

5. Factor Degrees.

Once a factor is defined, you need to scale it. Part of this job is already done. In our example for the factor "customer contact," we have already identified as subfactors number and nature of contacts and whether they are internal or external. To scale factors, think of specific jobs and how they differ on each of the subfactors. Set up a continuum on these subfactors and attach factor degrees to points on the continuum.

Exhibit 5 shows scaled subfactors for Customer Contact. Six degrees are identified, with subfactors Internal/External, Frequency, and Purpose in each.

Exhibit 5

Factor Definition and Scaled Subfactors

This factor evaluates the responsibility for working with or through other people to obtain work results. Consideration is given to whether contacts are within or outside of the company, the frequency with which they occur, and the purpose of the contact (e.g., for giving and receiving information only, to sell to or influence others, etc.).

Degree	Subfactors
1	Internal/external: Contacts confined to own department Frequency: Only minor contact with others (1-2 times per day) Purpose: Contacts made for data collection or transmission
2	Internal/external: Contacts confined to own department and 1-2 other departments Frequency: Regular departmental contacts, 1-2 times per day outside Purpose: Data collection or transmission
3	Internal/external: Contacts with most other departments within company Frequency: Regular internal and extra departmental contacts Purpose: Interpreting incoming or outgoing information and resolving minor internal disputes
4	Internal/external: Both internal and external Frequency: Regular departmental, only minor external contacts Purpose: External contacts involve resolution of minor customer complaints
5	Internal/external: Both internal and external contacts Frequency: Regular internal and external Purpose: External contacts involve resolution of major customer complaints when a known solution exists
6	Internal/external: Both internal and external contacts Frequency: Regular internal and external Purpose: Contacts with important customers and regulatory bodies involving controversial subjects where negotiation and persuasion skills are vital to identification of acceptable solution

6. Factor Weights.

Once all degrees have been chosen, defined, and scaled, factor weights can be determined based on the differences in importance attached to each factor. For example, you may decide that each degree of the factor Customer Contact is worth 2 JE points, or 20 points, or 40 points. Chapter 4 in the text should help you with weighting factors.

7. Apply what you Learned to Medtech.

Now that you have spent some time thinking about jobs and compensable factors, you are ready to apply your new skills at Medtech. Be sure to secure approval by Medtech's top management for your recommended set of factors and degrees. After all, these are supposed to be the factors they most value in the work. Do they?

D. Be Sure Your Method And Results Are Consistent With Objectives

Once you have designed your plan, apply it to the sample of 25 Medtech jobs.

As you analyze the job descriptions and apply your plan, you may decide to combine some of the jobs. Perhaps the tasks overlap, perhaps you want to enlarge jobs. Recall your CEO's directive to get closer to Medtech's customers and her advocacy of the use of teams. How will this affect your job structure decisions? Justify your decisions.

You may be tempted to put each Medtech job in a separate grade. But you should be cautious about doing so. First, you may be making distinctions among jobs that in fact overlap in their tasks. Second, you may be building a cumbersome bureaucracy that will reduce Medtech's flexibility. Use what you know about Medtech's culture, values, objectives, and business conditions in making these decisions.

Include a chart showing your resulting structure. Be sure all current Medtech jobs are included (i.e., if you combined any jobs, show which ones).

Then evaluate your structure to be sure it is consistent with Medtech's values and strategy. Is work more central to Medtech's strategic mission ranked higher in the structure? Are employee career paths clearly supported by your structure? What message does your recommended structure send to employees regarding promotions, continuous learning, and flexibility?

ISSUE THREE: ESTABLISH A STRUCTURE USING A KNOWLEDGE-BASED PLAN

Before you begin, check with your instructor to determine if this step is required, optional, or omitted. Not all instructors will wish to have their classes design a knowledge-based plan.

If you wish to gain some experience with KBP, you may use it on some portion of the work at Medtech. For example, you might recommend a KB approach for the engineering and/or technical work. But because traditional job evaluation is still the most widely used approach in practice, be sure that at least some jobs are assessed through traditional job evaluation.

Steps for establishing a knowledge-based plan parallel those you took to design your job evaluation plan (Issue Two). Begin by examining the job descriptions to become familiar with the type of work done at Medtech and the way it is organized. Reread the introductory material to decide if any changes in work organization are appropriate and if knowledge-based pay is compatible with these changes.

A. Purpose of Plan

The textbook discusses a number of advantages and disadvantages of knowledge-based pay. Do any of these apply to Medtech? Is a knowledge-based approach appropriate for Medtech? Just what do you hope to accomplish with it?

B. Describe your KBP

Designing a knowledge-based pay plan is very similar to designing a traditional job evaluation plan. Just as you probably defined and scaled compensable factors based on Medtech's values, you will now define various levels of skill blocks and tell how they relate to each other.

Developing skill blocks parallels the same steps you took when developing job evaluation. Only now the question becomes, "What skills should Medtech value?"

In addition to developing and defining skill blocks, you will also need some way to certify that employees possess and/or are applying the skills. So be sure to design a certification procedure.

The exhibits shown throughout this manual as well as those in the textbook may provide some inspiration on how to present your method.

Be sure to include a conversion chart to describe the level of knowledge in each current Medtech job. An sample conversion chart is shown in Exhibit 6

(although the ordering of the titles is not necessarily correct). Current Medtech job titles must be slotted into your new plan.

C. Be Sure your Method and Results are Consistent with Objectives

How is your plan consistent with Medtech's culture, values, and business conditions? How will it help Medtech employees, customers, and stockholders? Are employee career paths clearly supported by your structure? How will you minimize the disadvantages of knowledge-based pay? What message does your plan send to employees regarding promotions, continuous learning, and flexibility?

Exhibit 6
Conversion Chart

Current Medtech Job	Knowledge Level in New Plan
Engineering Champion	Level A
Design Engineer	Level B
Engineer	Level C
...	...
etc.	etc.

ISSUE FOUR: YOUR REPORT

1. A Manual

Include a manual telling how to apply your methods. This manual permits someone other than yourself to understand and apply your plan and explain it to employees. With job evaluation, be sure to include details such as factors, factor definitions, weights, classification descriptions, and/or points if they are elements of your plan. Exhibit 7shows a page from a manual that includes these elements.

If you designed a knowledge-based plan, too, include it in the same manual. Knowledge block definitions, levels within each block, and relative weights for each block should be discussed. Your certification process should also be described.

If you use any forms to assist in applying your methods, be sure to include a copy. A sample form is shown in Exhibit 8 on the next page.

The exhibits in Chapters 4 and 5 and the appendixes in the textbook will provide some guidance in organizing and communicating your information. But use these exhibits for inspiration only. Build your own exhibits to reflect your own plan.

Exhibit 9 on page 15 shows how one group of students depicted their knowledge-based plan.

Exhibit 7
Sample Job Evaluation Manual Page

Mental Demands

The mental capacity required to perform the given job as expressed in resourcefulness in dealing with unfamiliar problems, interpretation of data, initiation of new ideas, complex data analysis, creative or developmental work.

Degree	Point Value	Description of Characteristics
1	25	Seldom confronts problems not covered by job routine or organizational policy; analysis of data is negligible.
2	50	Follows clearly prescribed standard practice and involves straightforward application of readily understood rules and procedures. Analyzes non-complicated data by established routine.
3	75	Frequently confronts problems not covered by job routine. Independent judgment exercised in making minor decisions where alternatives are limited and standard policies established. Analysis of standardized data for information of or use by others.
4	100	Exercises independent judgment in making decisions involving nonroutine problems with general guidance only from higher supervision. Analyzes and evaluates data pertaining to nonroutine problems for solution in conjunction with others.
5	125	Uses independent judgment in making decisions that are subject to review in the final stages only. Analyzes and solves nonroutine problems involving evaluation of a wide variety of data as a regular part of job duties. Makes decisions involving procedures.
6	150	Uses independent judgment in making decisions that are not subject to review. Regularly exercises developmental or creative abilities in policy development.

Exhibit 8
Job Evaluation Form

Job _____

Check one: Administrative ____
Technical ____

Compensable Factors	Degree X Weight = Total
Working Conditions:	1 2 3 4 5
Environment	____ ____
Hazards	____ ____
Skill:	
Education	____ ____
Experience	____ ____
Mental	____ ____
Manual / Specific	____ ____
Effort:	
Physical	____ ____
Mental	____ ____
Responsibility:	
Effect of Error	____ ____
* Inventiveness / Innovation	____ ____

Executive Summary

- We recommend implementing a formal compensation plan, one that is consistent with the visions and philosophies of Medtech, to direct the way the company pays its employees.

- We believe the contributions, priorities and motivating factors of employees vary widely according to the job family in which they work. To address this concern, our overall compensation plan recognizes these disparities and consequently is divided into two distinct structures:
  - A factor evaluation system to cover Accounting and Administrative divisions, and
  - A knowledge-based system for the Engineering and Technical division.

2. A Picture of your Internal Structure

The major outcome of this phase will be an internally consistent structure of the work at Medtech. Include an exhibit that shows your recommended internal structure and the rationale that led to it. For example, if you used a point job evaluation plan, include the points for every factor for every job and the total points for each job.

If you used a KBP plan, include any points or values assigned to each block and level of knowledge and how the blocks are related to the work described in the job descriptions.

Be very specific about how many structures you are recommending. Charts and illustrations will be useful here. Use your imagination to convey your information. All of the job descriptions in this section must be integrated into this structure. If you reorganize or combine any jobs, be sure to account for all of the original job descriptions in your exhibit. Exhibit 10 is a summary chart from a previous student's work. Note, however, that Medtech has different jobs from the ones listed in this exhibit.

3. Administration

Include recommendations for how the plan is to be administered and maintained over time. Is the system flexible enough to handle new jobs or skills as they are created? Or does it just build fences around innovative employees? How will you secure understanding, acceptance and use of your plan? Why should managers bother with your recommendations?

Such issues as communication of the results, training in the system's use, an employee appeals procedure, overall ease of administration, reliability and validity, costs, and legal compliance are all covered in the textbook. Address those issues you judge to be important in your report as well.

4. Rationale

Include your rationale for all your recommendations. The rationale tells Medtech's executive committee (your classmates and instructor) how each recommendation will help Medtech meet its compensation objectives.

5. Executive Summary

An executive summary should include your main recommendations. Executive summaries are NOT tables of contents; rather, they capture the key recommendations to provide an overview of your report. See the example to the left.

If you are asked to give an oral presentation, be sure to cover the key recommendations, along with the rationale for each.

Exhibit 9

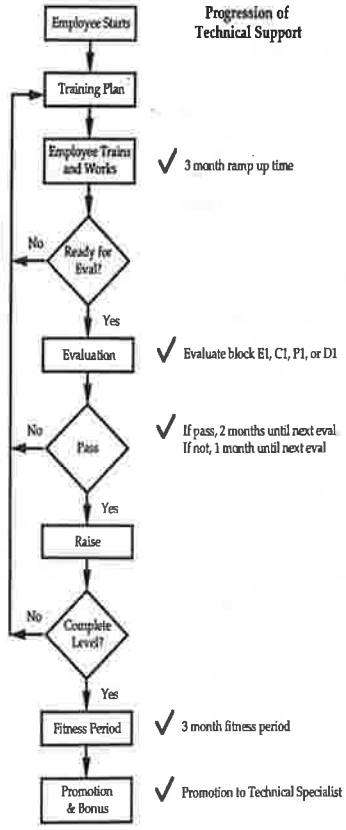
Skills Table

Technicians Knowledge Based Pay Structure

Function / Tiers	Ramp-up Time	Exper Appar	Circ Test	Data Anal	Proto-types	Mgmt	Fitness Period
Technical Manager	3 months	E4	C4	D4	P4	M4	1 Year
Technical Coordinator	3 months	E3	C3	D3	P3	M3	6 months
Technical Specialist	3 months	E2	C2	D2	P2		4 months
Technical Support	3 months	E1	C1	D1	P1		3 months

The flowchart maps the progression through the knowledge-based structure. The figures in the table above identify the specific skills needed to perform each job. The skills are described in the table below. These are the same skills on which evaluation is based and which must be mastered for promotion.

	Function				
Tiers	Experimental Apparatus	Circuits & Testing	Data Analysis	Prototypes	Management
Technical Manager	Comprehensive knowledge of experimental apparatus: the ability to design and develop	Comprehensive knowledge of electronic integrated circuits and systems	Ability to prepare reports and recommend design modifications based on results	Comprehensive knowledge of prototypes: ability to build particularly complex systems	Ability to direct the work of lower level technicians
Technical Coordinator	Thorough knowledge of experimental apparatus: the ability to build apparatus of moderate complexity	Thorough knowledge of electronic integrated circuits and testing	Ability to record [illegible]	[illegible]	Ability to supervise the support of lower level technicians
Technical Specialist	General knowledge of experimental apparatus: ability to build apparatus of moderate complexity	[illegible] capable of assisting advanced technicians in development	[illegible] process; capable of conducting routine analyses	General knowledge of prototypes: ability to assist in building of prototypes	
Technical Support	Working knowledge of experimental apparatus: the ability to build apparatus of moderate complexity	Working knowledge of electronics, integrated circuits and systems; capable of assisting advanced technicians in development and testing	Ability to record data; prepare simple charts and graphs	Working knowledge of prototypes: ability to support prototype assembly	



ISSUE FIVE: EVALUATE YOUR DECISIONS AND THE RESULTING INTERNAL STRUCTURE(S)

The last step is to review and evaluate one more time. Go back to the first project where you recommended overall objectives for the compensation system. Evaluate your decisions and results in light of those objectives. How are your decisions consistent with the company's needs? How will they help the company in its new direction? How will they help the company compete?

Then go to the internal consistency policy you recommended as your first issue in Phase I. Are your results consistent with your policy? Did you accomplish what you set out to do?

And most importantly, how will you know if the structure is doing its job? What data might you look at in the future to evaluate the structure you are recommending?

Exhibit 10
Recommended Job Structures

Technical		Administrative	
Chief Engineer	1010		
Engineer	750	740	Manager
Supervisor	610		
		525	Supervisor-Accounting
Designer	505		
Drafter	465	475	Accountant
		445	Secretary
		430	Word Processing Operator
Technician	290		
		190	Messenger

DESCRIPTION OF WORK AT MEDTECH

Employee Qualifications in Medtech's Research and Development

Since the medical technology field is changing so rapidly, Medtech is seeking individuals who are flexible and innovative enough to accept change. R&D employees need strong problem solving skills, initiative, and ingenuity.

Entry level employees could work in this group with little or no prior experience, but would have strong training in technical or scientific fields. Senior engineers usually have several years of experience. They are also expected to handle considerable contact with suppliers and customers. This contact helps them understand and respond to the needs of the market.

Description of the Work Flow

A consensus has emerged that Medtech needs to reorganize, probably around teams and processes, though this is in the "ideas and talking" stage. Right now, engineering develops products in isolation, with some dialogue from marketing people. Manufacturing does not get involved until engineering says the design is ready for production. However, prototypes or pilot products are developed and tested in R&D for a while before manufacturing is brought into the process. Finance, marketing and sales all are involved later in the process.

Job Descriptions

The next 25 pages describe a sample of the work at Medtech. This is not a statistically representative sample. But this group is large enough for you to gain experience organizing the descriptions into a work structure.

Regulations for compliance with the Americans With Disabilities Act (ADA) focus on specifying essential responsibilities. Although Medtech believes its descriptions are in compliance with ADA, you may wish to recommend a closer look at emerging ADA regulations as part of any job analysis project you propose for next year.

INDEX OF MEDTECH JOBS

TECHNICAL WRITER

POSITION SUMMARY: Develops and writes material for manuals, proposals, instruction books and related publications.

ESSENTIAL FUNCTIONS:
1. Observes work activities related to assigned writing project to determine operating procedures and detail.
2. Interviews biomedical and engineering personnel; reads journals and technical material to become familiar with product technology and production methods.
3. Reviews manufacturer's and trade catalogs, drawings and other data relative to the operation, maintenance and servicing of products.
4. Studies drawings, blueprints and sketches to integrate technology, operating procedure and production sequence.
5. Organizes research and completes the writing assignment according to established standards regarding order, clarity, style and terminology.

OTHER RESPONSIBILITIES:
1. May select charts, graphs, diagrams and photographs to illustrate finished product.
2. Arranges for typing, duplication, binding and distribution of material.
3. Performs similar job related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Bachelors Degree in Engineering, Biology, Journalism, Communications or related field, or equivalent education or experience.
2. Three years professional technical writing and editing experience.
3. Exceptional written skills; strong verbal, analytical and interpersonal skills.
4. Ability to organize and prioritize work, and to meet deadlines.

ACCOUNTING CLERK

POSITION SUMMARY: Assists in general accounting/clerical duties to accomplish general accounting, cost accounting, accounts receivable, payroll, bookkeeping, payable or cashiering functions.

ESSENTIAL FUNCTIONS:
1. Under standardized procedures, compares vendor invoices to an approved purchase document, submits for payment, and maintains sales credit records.
2. Assists in checking various reports, tables, calculations, postings and records. Processes changes to employees' payroll records.
3. Compiles cost records and checks reports on operation costs.
4. Assists in the assembly, sorting, and matching of check distribution.
5. Maintains files and performs a variety of minor bookkeeping duties.

OTHER RESPONSIBILITIES:
1. Performs similar work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Six months experience in accounting support or high school accounting course work.
2. Ability to understand and carry out verbal and written instructions.
3. Ability to use office equipment such as personal computer, calculator, copier and fax machine.

PROJECT ENGINEER: BUSINESS PARTNER

POSITION SUMMARY: Coaches, leads, coordinates and exercises process authority for planning, organization, integration and completion of biomedical engineering projects. Interfaces with customers, marketing, and manufacturing in the development and application of new products or redesign of current products to meet customer needs. Strong technical knowledge of custgomers and fields.

ESSENTIAL FUNCTIONS:

1. Plans and formulates engineering program, organizes and coaches staff according to project requirements.
2. Develops project teams for specific phases such as technical studies, product design, preparation of specifications and technical plans and product testing in accordance with engineering competencies of staff.
3. Reviews product design for compliance with engineering principles, company standards and customer contract specifications.
4. Coordinates and facilitates the progress of several project teams.
5. Directs integration of technical activities and products and cross-team sharing.
6. Analyzes and approves design changes, specifications and drawing releases.
7. Ensures that expenditures are within limitations of project team budget.
8. Reviews interim and completion project reports.

OTHER RESPONSIBILITIES:

1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Degrees in Electrical Engineering, Medicine, or related field.
2. Six years experience in all phases of engineering projects, including experience leading and directing the work of others.
3. Strong written, verbal, analytical, leadership, interpersonal and team building skills.

DATA ENTRY OPERATOR B

POSITION SUMMARY: Operates an alphabetical and numeric key entry machine and verifier in the accurate transcription of a variety of accounting, statistical and bioengineering data from a wide variety of complex source documents.

ESSENTIAL FUNCTIONS:

1. Operates data entry terminal and verifier to transcribe various accounting, statistical and bioengineering data from a wide variety of complex source documents.
2. Controls the batches of source documents; checks for discrepancies, pulls discrepancies for correction and obtains corrected data for input.
3. Examines and verifies by machine or sight that keyed data is accurate and conforms to standard procedures.
4. Performs data entry and verification functions for a variety of programs and projects as assigned according to established deadlines and written procedures.
5. Maintains data entry procedure book and performs clerical or related assignments as required.

OTHER RESPONSIBILITIES:

1. May train lower-level data entry operators.
2. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Course work in computer operations.
2. Two years experience operating data entry equipment.
3. Ability to train others.
4. Strong verbal and interpersonal skills.

DRAFTER

POSITION SUMMARY: Prepares clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions; works by hand or by computer-aided design (CAD) system.

ESSENTIAL FUNCTIONS:
1. Makes final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another and relation of various parts to whole structure or project.
2. Makes any adjustments or changes necessary or desired.
3. Inks in lines and letters on pencil drawings as required.
4. Exercises manual skill in manipulation of triangle, T-square or other drafting tools.
5. Draws charts for representation of statistical data.
6. Draws finished designs from sketches.
7. Utilizes knowledge of various machines, engineering practices, mathematics, biology and other physical sciences to complete drawings.

OTHER RESPONSIBILITIES:
1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Associate of Arts Degree in Engineering, Drafting, Design, Graphic Arts or related field.
2. Two years drafting experience.
3. Strong written, verbal, design and interpersonal skills.
4. Ability to use related equipment, such as Computer-Aided Design (CAD) system.

SECRETARY A

POSITION SUMMARY: Under general direction, provides secretarial support.

ESSENTIAL FUNCTIONS:
1. Composes and word processes routine correspondence. Handles sensitive material.
2. May take and/or transcribe dictation in shorthand.
3. Receives, reads and routes incoming mail; enters and screens e-mail messages.
4. Maintains files of correspondence and other records.
5. Maintain knowledge of practices and procedures of the function and company policy and procedures.
6. Answers telephone and answers routine questions or routes calls to appropriate staff members.
7. Schedules appointments and keeps appointment calendars for staff; makes travel arrangements.
8. May record and prepare minutes of staff meetings.

OTHER RESPONSIBILITIES:
1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Ability to use word processing software on personal computer and type at least 60 WPM with 100% accuracy.
2. Course work in secretarial science through a high school or community college.
3. Three years of related clerical experience.
4. Ability to use office equipment such as computer terminal, personal computer, calculator, copier and fax machine.
5. Strong verbal, organizational and interpersonal skills.

TECHNICIAN B

POSITION SUMMARY: Assists advanced technicians in developing new medical applications. Develops and tests biomedical systems, subsystems, components and equipment, applying knowledge of bioengineering technology, under direction of engineering and scientific staff.

ESSENTIAL FUNCTIONS:
1. Under direct supervision, builds experimental apparatus, instrumentation or systems of moderate complexity.
2. Troubleshoots malfunctions and makes necessary modifications or repairs.
3. May fabricate parts where close tolerances are not required.
4. Extracts and processes test data.
5. Performs routine analyses to check accuracy, applicability and reasonableness of test data.

OTHER RESPONSIBILITIES:
1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Associate of Arts Degree in Electrical Engineering, Mechanical Engineering or related field.
2. Two years engineering technician experience.
3. Strong written, verbal and interpersonal skills.

WORD PROCESSING OPERATOR

POSITION SUMMARY: Types and/or word processes routine letters and standardized reports that require moderate planning and discretion for set up or arrangements.

ESSENTIAL FUNCTIONS:
1. Possesses a comprehensive knowledge and high degree of skill in computerized word processing.
2. Exercises independent judgement in interpreting instructions to prepare detailed documents.
3. Is familiar with department terminology and company practices.
4. Proofreads materials.

OTHER RESPONSIBILITIES:
1. Performs other types of work related general clerical activities as required.
2. Answers telephone, conveys messages and runs errands as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Ability to read, write, speak and understand English well.
2. High school graduate or equivalent.
3. Must demonstrate ability to type accurately at the rate of at least 50 words per minute.
4. Ability to operate standard office equipment, including fax machines and PCs.

ENGINEER

POSITION SUMMARY: Performs activities concerned with development, design, testing and manufacture of biomedical components, products, and systems, and in development of applications. Work requires membership on multiple teams as well as sole projects.

ESSENTIAL FUNCTIONS:
1. Uses established and well defined engineering procedures.
2. Analyzes technical and medical engineering data.
3. Performs detailed routine engineering, research and development assignments including calculations and relatively simple tests.
4. Works with complex designs of specific components and equipment.
5. Is involved in a variety of smaller engineering projects where evaluation and ingenuity is required.
6. May work with customers and other engineering and marketing disciplines in the development and application of new products or redesign of current products to meet customer needs.

OTHER RESPONSIBILITIES:
1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Bachelors Degree in Electrical Engineering, Mechanical Engineering or related field.
2. Up to 1 year related engineering experience.
3. Strong written, verbal, analytical, interpersonal skills with potential to work in teams.

PILOT

POSITION SUMMARY: Transports organization's executives and other passengers. Responsible for the safe conduct of flights.

ESSENTIAL FUNCTIONS:
1. Is in command of organization's aircraft in flight.
2. Assures trip is conducted so as to best serve the needs of the passengers being transported.
3. Reviews aircraft's load weight, fuel supply, weather data, flight plan and flight schedule.
4. Makes certain flight plan is coordinated with weather conditions.
5. Files flight plan.
6. Logs such flight information as flight duration, altitude flown and fuel consumption.
7. Ensures that all aviation activities are in full compliance with Federal Aviation Administration requirements.

OTHER RESPONSIBILITIES
1. May be assigned to perform other duties related to the general activities of the department, whenever not engaged in a flight operation.

EDUCATION/EXPERIENCE:
1. Must possess proper certificates and authorization prior to assignment as captain of a flight.

DATA ENTRY OPERATOR A

POSITION SUMMARY: Enters a variety of business and bio-technical information into the computer system. Uses independent judgment and initiative to follow up if data does not appear to follow specifications.

ESSENTIAL FUNCTIONS:
1. Operates alphabetic and numeric key entry machines and optical scanning equipment to transcribe precoded or readily identifiable accounting, statistical and bioengineering data from a variety of source documents.
2. Examines and verifies via sight or software that keyed data is accurate, complete and conforms to established specifications.
3. Follows established deadlines and maintains current procedures notebook as required.
4. Uses independent judgment when and where required.
5. Files paperwork and journal information; maintains files.
6. Researches and resolves discrepancies on input forms.
7. May bring up the computer system and perform daily system backups.

OTHER RESPONSIBILITIES:
1. Runs related periodic and special reports as required.
2. Performs similar duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Strong ability to read, write, speak and understand English.
2. Ability to understand biomedical and scientific data.
3. One year previous related data entry experience.

ACCOUNTING ASSOCIATE

POSITION SUMMARY: Performs with moderate guidance and leadership assigned accounting processes requiring the application of basic accounting practices.

ESSENTIAL FUNCTIONS:
1. Assists in the preparation of income and balance sheet statements, consolidated statements and various other accounting statements and reports.
2. Analyzes financial reports and records; reviews and verifies the accuracy of journal vouchers, accounting classifications assigned to various records and the like.
3. Conducts special studies upon request.
5. Coordinates accounting matters with other departments.
6. Uses spreadsheet software to input, retrieve, analyze or display accounting information.
7. Researches and analyzes a variety of accounting data.

OTHER RESPONSIBILITIES:
1. May instruct or assign work to accounting clerks and other employees engaged in general accounting activities.
2. Performs similar job related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Bachelors Degree in Accounting, or equivalent.
2. Strong written, verbal, analytical and interpersonal skills. Exhibits potential to work on teams.
3. Knowledge and ability to use spreadsheet and other accounting software on personal computers.

MESSENGER/OFFICE AIDE

POSITION SUMMARY: Performs under direct supervision, clerical tasks requiring limited knowledge of systems or procedures.

ESSENTIAL FUNCTIONS:
1. Answers telephone, conveys messages and runs errands.
2. Stamps, sorts and distributes mail.
3. Sorts and files records.
4. Copies documents, using office duplicating equipment.
5. Posts bulletin board notices.

OTHER RESPONSIBILITIES:
1. May operate a company automobile or small truck in the performance of duties.
2. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Ability to read, write, speak and understand English well.
2. Ability to operate standard office equipment.
3. Valid state driver's license required.

ADVANCED TECHNICIAN

POSITION SUMMARY: Assists engineers to develop new medical applications. Applies biotechnical theory and testing procedures and related knowledge to lay out, build, test, troubleshoot, repair and modify biomedical equipment.

ESSENTIAL FUNCTIONS:
1. Under minimum direction, participates in the design and development of experimental equipment, apparatus or systems.
2. Prepares devices for laboratory study.
3. Troubleshoots malfunctions and makes necessary modifications or repairs.
4. Builds prototype systems.
5. Examines systems using light microscopes.
6. Performs tests on new equipment.
7. May direct the work of lower level technicians.
8. Computes and analyzes test data; prepares reports and recommends design or other changes based on test results.
9. Provides training to technicians.
10. Responsible for safety maintenance and record keeping.

OTHER RESPONSIBILITIES: .
1. May coordinate the work of lower level technicians.
2. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:
1. Associate of Arts degree in Engineering or related field.
2. 3 - 4 years related engineering technician experience.
3. Strong written, verbal, interpersonal skills and ability to work in teams.

ENGINEERING CHAMPION

POSITION SUMMARY: Champions the development, design, testing, and manufacture of biomedical engineering components, products, and systems. Undertakes the analytical technical leadership required in development of applications. Works closely with customers and marketing in the development and application of new products or redesign of current products to meet customer needs. Excellent knowledge of industry and technical fields.

ESSENTIAL FUNCTIONS:

1. Champions, plans, conducts and directs bioengineering research and development projects of major significance, which are highly difficult and complex in nature, necessitating the expert application of advanced bioengineering knowledge, or associated technical and scientific disciplines.
2. Originates and applies new and unique engineering methods and procedures.
3. Leads, designs and develops special equipment.
4. Leads and coaches engineers, scientists and technicians.
5. Maintains a direct relationship with potential customers as part of new product teams and/or leads others who work on new product teams.
6. Reviews engineers' work and evaluates and coaches them.
7. Brokers technical advice and counsel among engineers and the company.
8. Operates with wide latitude for unreviewed actions and/or decisions.

OTHER RESPONSIBILITIES:

1. Often represents the Company in external conferences and technical forums.
2. Performs other work related duties as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. M.S./PhD in Electrical Engineering with strong medical background.
2. Over 8 years experience in all phases of bioengineering including leading and coaching others.
3. Strong written, verbal, analytical, leadership, interpersonal and team leadership skills.

OFFICE CLERK

POSITION SUMMARY: Provides intermediate-level clerical support.

ESSENTIAL FUNCTIONS:

1. Types reports, business correspondence, minutes, forms and other written material.
2. Posts information to records; files records and reports and maintains files.
3. Answers telephone; answers routine questions. Redirects calls when answer is beyond authority.
4. Verifies work; researches discrepancies as necessary and ensures they are corrected according to standards and procedures.
5. Makes arithmetic calculations and completes routine reports and forms.
6. Proofreads work.

OTHER RESPONSIBILITIES:

1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Ability to read, write and understand English well.
2. Ability to understand and follow directions as given.
3. Two years of general clerical experience.
4. Ability to type a minimum of 45 WPM.
5. Ability to use office machines and equipment including personal computer, copier, calculator and fax machine.
6. Good verbal and interpersonal skills.

RESEARCH ENGINEER

POSITION SUMMARY: Conducts research in a field or specialization of an engineering discipline to discover facts, or performs research directed toward investigation, evaluation and application of known engineering theories and principles. Highly knowledgeable in latest biomedical engineering developments.

ESSENTIAL JOB FUNCTIONS:

1. Performs or directs engineering personnel performing complex engineering experiments to test, prove, or modify theoretical propositions in related technological areas.
2. Evaluates findings to develop new concepts, products, equipment, or processes; or to develop applications of findings to new uses.
3. Prepares technical reports for use by engineering or management personnel for long and short-range planning, or for use by marketing or technical activities.
4. Serves as member of several teams as they require advanced technical advice and counsel.

OTHER RESPONSIBILITIES:

1. May test theories on working models or prototypes.
2. May direct the work of other engineers and technicians involved in research projects.
3. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelors Degree in Mechanical or Electrical Engineering or related field.
2. Two years research engineering experience.
3. Strong written, verbal, analytical, interpersonal and teamwork skills.

INTERMEDIATE ACCOUNTING CLERK

POSITION SUMMARY: Under general supervision, performs moderately complex accounting transactions. Has working knowledge of spreadsheet and standard accounting software.

ESSENTIAL FUNCTIONS:

1. Receives and records currency and checks in payment of accounts receivable; posts payments to customers' accounts; prepares bank deposits; computes discounts; prepares adjustments for overpayment and underpayment.
2. Prepares journal entries for cash and accounts receivable; prepares accounts receivable analyses and reports; gives customer information to credit department and other authorized inquirers.
3. Processes vendors' requests for payments: checks prices, verifies amounts received, scheduled delivery dates, discount and shipping terms; reconciles discrepancies; secures authorization to pay for capital equipment and other materials as required.
4. Prepares invoices for payment; charges back unauthorized collect shipments; ensures that unpaid bills are not billed again as collect charges.
5. Records shipments made to distribution warehouses; processes billing for shipments made from warehouses to customers; verifies warehouse inventory reports.
6. Checks details needed to prepare various reports, specific accounts and journal entries. Responsible for the verification of accuracy, completeness, and consistency of accounting information received.
7. Provide support in preparation of monthly, quarterly, and annual standard report.

OTHER RESPONSIBILITIES:

1. Assists in reconciling various accounts.
2. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Associate degree with accounting emphasis.
2. One year of accounting clerical experience.
3. Ability to organize and prioritize workload; ability to meet deadlines.
4. Ability to use office equipment such as personal computer, calculator, copier and fax machine.
5. Has working knowledge of spreadsheet software.

ACCOUNTING PARTNER

POSITION SUMMARY: Independently performs assigned accounting processes requiring the application of accounting principles and practices. Provides advice and counsel to operating managers. Provides cross-functional team support.

ESSENTIAL FUNCTIONS:

1. Prepares income and balance sheet statements, consolidated statements and various other accounting statements and reports.
2. Analyzes financial reports and records, making studies or recommendations relative to the accounting of reserves, assets and the like.
3. Reviews and verifies the accuracy of journal vouchers, accounting classifications assigned to various records and the like.
4. Conducts special studies and develops or recommends accounting methods and procedures.
5. May instruct or assign work to accounting clerks and other employees engaged in general accounting activities.
6. Coordinates accounting matters with other departments.
7. Provides cross-functional team support.
8. Leads, trains, and evaluates accounting staff.
9. Uses spreadsheet and other standard accounting computer software to input, retrieve, analyze or display accounting information.

OTHER RESPONSIBILITIES:

1. Performs similar job related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelors Degree in Accounting or equivalent.
2. Three to four years professional accounting experience.
3. Demonstrated ability to work with and support company leadership and in cross-functional teams.
4. Thorough knowledge of all accounting and tax related legislation, regulations and reporting procedures.
5. Proficiency in spreadsheet, database, financial analysis, and word processing software.

RESEARCH TECHNICIAN

POSITION SUMMARY: Assists engineers in the preparation of specifications for fabrication, assembly and installation of instrumentation used to test biomechanical systems and products; conducts tests and records results, utilizing engineering principles and test technology.

ESSENTIAL FUNCTIONS:

1. Under general supervision, performs non-routine assignments of some complexity and variety.
2. Assists engineers in the fabrication and testing of medical equipment.
3. Troubleshoots malfunctions and makes necessary modifications or repairs.
4. May build and test experimental equipment, apparatus or systems of considerable complexity.
5. Performs tests on new medical equipment.
6. Assists in the training of other technicians.
7. Coordinates scheduling.
8. Records, computes, and analyzes test data. May be assisted by lower level technicians.
9. May modify standard equipment to meet special technical requirements.

OTHER RESPONSIBILITIES:

1. May recommend changes in test methods or equipment for engineering review.
2. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Associate of Arts Degree in Engineering, Electronics or related field.
2. Two years of related technician experience.
3. Strong written, verbal and interpersonal skills.

SENIOR ACCOUNTING CLERK B

POSITION SUMMARY: Undertakes project leader role with other accounting clerks. Performs advanced clerical/technical support services in the accounting, verifying, and documenting of company financial and payroll transactions. Works with a minimum of direction and has discretion for unreviewed decisions. Exhibits proficiency in financial/accounting area assigned. Knowledge and ability to conduct financial and accounting analysis with spreadsheets and state-of-art financial and accounting software.

ESSENTIAL FUNCTIONS:

1. Verifies vendors' statements, invoices, freight bills, and other accounts payable with company records; corrects and/or reports discrepancies, and processes payments within assigned dollar amount according to established standards.
2. Assembles, sorts, matches, calculates, checks, posts, codes, and files specialized financial and statistical data as per assigned responsibilities.
3. Processes various types of reports, tabulated lists, calculations, postings and forms or records; prepares journal entries affecting accounts receivable, payable and payroll.
4. May calculate employee earnings, prepare pay checks, and answer related questions. May prepare payroll summaries, special reports and may reconcile payroll.
5. Assists in the preparation of monthly, quarterly, and annual financial activity and accounting reports.

OTHER RESPONSIBILITIES:

1. May also assist in the more complex and specialized accounting support functions as assigned.
2. Performs similar work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Associate of Arts Degree in Business Administration or Accounting.
2. One year general accounting clerical experience.
3. Basic knowledge of accounting theory and methods.
4. Strong working knowledge of spreadsheet and accounting software.
5. Experience in organizing and prioritizing workloads.
6. Ability to use office equipment such as personal computer, calculator, copier and fax machine.

TECHNICIAN A

POSITION SUMMARY: Assists advanced technicians using basic knowledge of scientific, engineering, mathematical, drafting and designing principles to develop new medical applications.

ESSENTIAL FUNCTIONS:

1. Under close supervision, performs simple and routine tasks or tests.
2. Troubleshoots malfunctions and makes necessary modifications or repairs.
3. May help build prototypes of new medical devices.
4. Maintains, cleans, and checks lab equipment.
5. Stocks supplies.
6. Records data and prepares simple charts or graphs.
7. Set up, assemble, install or build components of experimental apparatus or equipment.
8. Cleans and performs routine maintenance on experimental apparatus or instrumentation.

OTHER RESPONSIBILITIES:

1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. College course work in basic engineering, mathematics, and drafting theory and principles.
2. Two years technical experience desirable.
3. Ability to read blueprints, diagrams and schematics.
4. Good written, verbal and interpersonal skills.

DESIGN ENGINEER

POSITION SUMMARY: Under the direction of team leader and business partner engineers, conducts research and development activities concerned with design, manufacture and testing of biomedical components, products and systems.

ESSENTIAL FUNCTIONS:

1. Carries out bioengineering assignments associated with research, design, or development or manufacture of specific parts, components or minor phases of an engineering project.
2. Translates technical guidance received into useable engineering data applicable to the particular assignment.
3. May coordinate the activities of technicians assigned to specific engineering projects.
4. Engineering work assignments may be varied and somewhat difficult in character, but usually involve limited responsibility.
5. Works closely within engineering in the development and application of new products or redesign of current products.

OTHER RESPONSIBILITIES:

1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelors Degree in Electrical Engineering or Mechanical Engineering or related field.
2. Two years related engineering experience.
3. Strong written, verbal, analytical and interpersonal skills.

SECRETARY B

POSITION SUMMARY: Under limited direction and on own initiative, performs standard and advanced secretarial duties.

ESSENTIAL FUNCTIONS:

1. Provides administrative and office support, plus advanced secretarial support.
2. Organizes and types a variety of reports, letters, internal documents, and meeting minutes. Often handles sensitive or confidential material.
3. Screens and sorts e-mail and responds to appropriate messages.
4. Serves as intermediary to interface with internal and external contacts via phone, face-to-face, and the like.
5. Plans meetings; makes travel reservations and keeps calendar of appointments for supervisor.
6. Keeps informed of company policies and procedures; answers related internal and external questions within authority.

OTHER RESPONSIBILITIES:

1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Advanced secretarial and administrative office skills or equivalent education and experience.
2. Six years office experience, including two years as a Secretary A or equivalent.
3. Strong verbal, written and interpersonal skills.
4. Ability to interact successfully with a wide variety of people, often under pressure of deadlines on relatively sensitive matters.
5. Ability to use office equipment such as personal computer, computer terminal, calculator, copier and fax machine.

DESIGN ENGINEER: TEAM LEADER

POSITION SUMMARY: Conducts analytical studies on biomedical and engineering proposals to develop designs for products and associated subsystems components, utilizing and applying bioengineering principles, research data and proposed product specifications. Leads and coaches other engineer associates in team environment. May interface with customers as well as marketing and manufacturing.

ESSENTIAL FUNCTIONS:

1. Analyzes data to determine feasibility of product proposal.
2. Facilitates and leads engineering teams to clarify or resolve problems.
3. Leads team as they prepare product or system layouts and detailed drawings and schematics.
4. Leads and coordinates manufacturing or building of prototype product or system.
5. Plans and develops experimental test programs.
6. Leads team through the analysis of test data to determine if design meets functional and performance specifications.
7. Interfaces with research and other engineering personnel and prepares design modifications as required.
8. Ensures that engineering test results are evaluated for possible application.
9. Prepares interim and complete reports.
10. Coaches and evaluates team members.

OTHER RESPONSIBILITIES:

1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelors Degree in Mechanical Engineering, Electrical Engineering or related field.
2. Three years engineering experience.
3. Strong written, verbal and team facilitation skills.

PHASE II EXTERNAL COMPETITIVENESS: PRICING THE STRUCTURE THROUGH LABOR MARKET SURVEYS