
COMMON A/E JOB CLASSIFICATIONS

Colorado Department of Transportation

CONTRACTS & MARKET ANALYSIS
AUDIT DIVISION



ARCHITECT/ENGINEER (A/E) FIRMS STANDARD JOB CLASSIFICATIONS

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COLORADO
Department of Transportation
Division of Project Support



COLORADO
Department of Transportation
Division of Audit

DATE: 04/08/2016

TO: ALL ARCHITECTURAL AND ENGINEER CONSULTANTS

FROM: JOHN EDDY, CONTRACTS AND AGREEMENTS
JAMES BALLARD, AUDIT DIVISION

IN RE: LETTER OF INSTRUCTION

EFFECTIVE IMMEDIATELY

All Master Pricing Agreements (MPA), Option Letters, and add employee requests will be required to follow the Standard Job Classification procedures described below. Requests currently in process are not affected.

Background

Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks and authority level of a job. The job classification, done correctly, is a thorough description of the job responsibilities from which the proper compensation may be assigned. It has been recognized by the American Council of Engineering Companies (ACEC), Colorado and Architecture and Engineering firms (A/E) that there is no standardization of Job Classification's. This creates a problem when determining the fair and reasonableness of an A/E's firms compensation as required by the Federal Acquisition Regulations Part 31-201.3 (a) and 31-205.6 (b)(2).

CDOT partnered with the ACEC Colorado and formed a task force to obtain industry's input regarding standardizing Job Classifications. These Job Classifications have been reviewed to ensure that they are accurate with respect to title and duties. Currently CDOT must attempt to systematically compare and match the Consultants job specifications, through a position description, with a classification. This is very time consuming, but more importantly there could be a misclassification which could result in an inaccurate assessment of the reasonableness of the hourly rate. With Common Job Classifications the Consultant, not CDOT, would fit their employee into a proper classification from which CDOT can review that classifications rate for reasonableness.

Procedures

1. The following procedures are to be followed when a Consultant firm submits their Master Pricing Agreement (MPA) or adds employees to their MPA:

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

- It is required that you align your employee’s classification with a classification that most closely fits one from the attached CDOT Common Classifications. Those classifications will be posted and updated (as necessary) on the CDOT Consultants Web site: <https://www.codot.gov/business/consultants/forms>. Please see Attachment 1 for an example.
 - We understand that not all classifications will align exactly with the CDOT Common Job Classifications. If you have a particular classification that is outside of what is listed please contact the person below (depending on the request) for guidance. This list is a “living document” so we will add and/or delete classifications as we gain more experience. With your assistance we can drastically reduce the time it takes CDOT to review requests and will assist in a more accurate reflection of your employee’s reasonable salary.
2. **Promotions** are now permitted prior to the MPA Option Letter. Please follow the same guidelines as listed for Adding Employees to the MPA (CDOT EC-001). A promotion is defined as an employee changing a Job Classification, not simply a pay increase. Salary increases remain once a year.

Closing

This process will be on going. As stated earlier the CDOT list of Job Classifications is a “living document” which will be updated as necessary. This document will be posted on the web location listed above, with a summary of any changes to the document. Please review the website frequently as this is the most efficient way for CDOT to communicate with our A/E partners.

Should you have any questions regarding the listing of your employee’s classification for the MPA or adding an employee please contact the appropriate person below:

- Master Pricing Agreement (MPA) - Listing of Employees

Audit Division: Josh Gosenca
Email: josh.gosenca@state.co.us
Telephone: 303-512-4369

- Adding Employees to the MPA

Engineering Contracts: George Currie
Email: George.currie@state.co.us
Telephone: 303-512-4156

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

TABLE OF CONTENTS

- I. Architect
 - Landscape Architect I
 - Landscape Architect II

- II. CAD Operators & Designers Group
 - CAD Operator I
 - CAD Operator II
 - Designer I
 - Designer II
 - Designer III/Principal Designer
 - CAD/Designer Supervisor
 - CAD/Designer Manager
 - GIS I
 - GIS II
 - GIS III

- III. Construction Management/Inspection/Technician Job Group
 - Construction Observer 1
 - Construction Observer 2
 - Construction Observer 3
 - Construction Observer, Leader/Supervisor
 - Resident Construction Engineer/Construction Manager

- IV. Engineer-In-Training Group
 - Engineering Student Intern/Co-op Participant
 - Engineering Intern 1 (EIT-1)
 - Engineering Intern 2 (EIT-2)
 - Engineering Intern 3 (EIT-3)
 - Non-Licensed Engineering Staff (EIT-4)

- V. Engineers (professional)Job Group
 - Staff/Project Engineer (PE-1)
 - Senior Project Engineer (PE-2)
 - Senior Project Engineer /Project Manager (PE-3)
 - Senior Engineer / Specialist (PE-4)
 - Senior Project Manager (PE-5)
 - Engineering Department Manager
 - Principal-Vice President
 - Principal-President / Managing Principal /Regional Mgr. (includes Division Managers)

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

TABLE OF CONTENTS – (CONTINUED)

VI. Environmental/Geology/Geosciences Job Group

- Environmental Specialist / Scientist 1
- Environmental Specialist / Scientist 2
- Environmental Specialist / Scientist 3
- Geologist 1
- Geologist 2 / Engineering Geologist
- Licensed Professional Geologist and/or Certified Engineering Geologist
- Laboratory Assistant
- Laboratory Manager
- Managing Geologist

VII. Planning Job Group

- Planner
- Senior Planner
- Senior Planner Manager

VIII. Professional/Administrative Job Group

- Accounting Technician
- Accountant
- Accounting Supervisor
- Accountant (Project)
- Administrative Assistant 1
- Administrative Assistant 2
- Contract Administrator
- Contracts Manager
- Executive Assistant
- Financial Analyst
- Financial Manager / Controller (Functional Manager)
- Financial Manager / Controller (Department Head)
- Historian
- Human Resources Generalist
- Human Resources Manager (Functional Manager)
- Human Resources Manager (Department Head)
- Marketing Assistant
- Marketing Associate
- Marketing / Business Development Manager (Functional Manager)
- Marketing / Business Development Manager (Department Head)
- Marketing Director
- Office Clerk / Receptionist
- Office Manager
- Project Coordinator

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

TABLE OF CONTENTS – (CONTINUED)

- Records / Documentation Specialist
- Proposal Writer
- Project Manager (Various levels)
- Technical Writer
- Technical Editor

IX. Surveying Job Group

- Principal Surveyor
- Right of Way Specialist
- Survey Technician / Operator 1
- Survey Technician / Operator 2
- Photogrammetist I
- Photogrammetist II
- Pilot (Non-jet)
- Project Surveyor, Non-PLS
- Project Surveyor, PLS
- Party Chief, Non-PLS
- Party Chief, PLS
- Survey Manager, PLS

X. Information Systems (IT)/Graphics Group

- Network / Systems Administrator
- Information Systems Manager (Department Head)
- Information Systems Support Technician
- Programmer Analyst
- IT Technician
- Graphics I / Web Designer
- Graphics II
- Graphics Manager

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

I. ARCHITECTURAL

Landscape Architect I

Designs and plans development of land areas for projects, such as parks, highways, commercial/residential sites, etc. Confers with clients, engineering personnel, and architects on overall program. Collects and analyzes data on site conditions such as geographic location, soil, vegetation, drainage, and location of structures for preparation of environmental impact report and development of landscaping plans. May have Associate's degree and license with up to 5 years' of experience.

Landscape Architect II

Designs and plans development of land areas for projects, such as parks, highways, commercial/residential sites, etc. Confers with clients, engineering personnel, and architects on overall program. Collects and analyzes data on site conditions such as geographic location, soil, vegetation, drainage, and location of structures for preparation of environmental impact report and development of landscaping plans. May have supervisory duties and at least an Associate's degree and license and over 5 years' experience.

II. CAD OPERATORS & DESIGNERS JOB GROUP

CAD Operator I

Under general supervision, carries out a variety of drafting assignments using independent judgment and initiative. Prepares layouts, drawings and designs according to engineering specifications using, AutoCAD and/or related software. Retrieves information from files, edits, produces hardcopies and updates drawings/designs. Reviews engineering drawings and documentation, resolves undefined details. Typically possess 0 - 5 years' experience.

CAD Operator II

In addition to CAD Operator I, creates and modifies 2D drawings, carrying out a variety, and sometimes novel or complex, drafting assignments using independent judgment and initiative. Works as part of BIM model / CAD drawing project team. May use MEP software to support design/build projects. May have knowledge of piping design software. May provide guidance and/or review work of lower-level drafter/operators. Typically possess +6 years' experience.

Designer I

Performs technical and para-professional engineering to support projects and operations. Assists professionals in designing, planning and execution of segments of projects and supports related research. Work varies in complexity and requires use of independent judgment, initiative and application of standard engineering principles. Possesses working knowledge of BIM / CAD, MEP software and has experience using 3D model programs. Typically possesses Associates degree or advanced technical training and/or equivalent and 0-5 years' modeling / design production experience.

Colorado Department Of Transportation A/E FIRMS STANDARD JOB CLASSIFICATIONS

Designer II

Establishes design criteria, performs necessary engineering calculations for design or complete systems with a minimum of supervision. May serve as mentor to others in design development and in preparing the technical portion of project specifications. Highly proficient in developing and delivering 3D / BIM models and 2D contract drawings and documents. Typically possesses Associates degree or advanced technical training and/or equivalent and 6+ years' modelling / design production experience.

Designer III / Principal Designer

In addition to Designer II, coordinates multidiscipline models, design and model changes. Develops plans and prepares drawing, design, and model requirements from conceptual information through construction documentation. Work may involve complex and/or conflicting design features or requirements. Typically possesses 10+ years of design, production and project experience.

CAD / Designer Supervisor

Responsible for the coordination and supervision of operators and designers, assigns projects, coordinates schedules and assures accuracy and adherence to technical standards. Manages projects to assure conformance to client, controlling agency, and engineering requirements. Provides technical advice to project/design teams and troubleshoots model issues. Typically requires specialized knowledge in CAD, 3D, BIM or other design software with 10+ years' experience.

CAD/Designer Manager

Considered a second-level manager over projects and personnel to assure conformance to client, controlling agency, and engineering requirements. Manages overall design delivery, establishing design strategies, scope and timing of design deliverables. May have Bachelor's degree. Typically possesses advanced, specialized knowledge in design software with 15+ years' experience.

GIS I

Creates/maintains databases, maps, and graphs that can be combined with geographically referenced data, working with GIS software and programs that have the capacity to relate different types of data, such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. Some college or technical training with 1-2 years' experience

GIS II

Creates/maintains databases, maps, and graphs that can be combined with geographically referenced data, working with GIS software and programs that have the capacity to relate different types of data, such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. May have limited supervisory responsibilities. Bachelor's degree with 6+ years' experience.

GIS III

Creates/maintains databases, maps, and graphs that can be combined with geographically referenced data, working with GIS software and programs that have the capacity to relate different

Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS

types of data, such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. Works with independence and maybe a supervisor. Bachelor's degree with 8+ years' experience.

III. CONSTRUCTION MANAGEMENT / INSPECTION / TECHNICIAN JOB GROUP

Construction Observer 1

Performs on-site observations, collects samples, and/or performs tests to monitor work procedures. Records observations/tests and reports results to professional or supervisors. May require nationally recognized certification (i.e.: NICET, ACT, AWS, ASNT [NDT], etc.). May possess technical training beyond high school. Typically possesses 0 - 2 years' experience.

Construction Observer 2

Provides oversight of construction projects, monitoring and documenting progress and ensures adherence to contract and subcontract terms, performance, quality requirements and engineering specification. May process change orders. Typically reports to Project Manager or Construction Manager and possesses 3 – 10 years' experience.

Construction Observer 3

Provides oversight of construction projects, monitoring progress and ensuring adherence to contract and subcontract terms, performance, quality requirements and engineering specification. Inspects difficult and complex phases of construction. Estimates and documents work completion. May process change orders. May confer on contract disputes. Typically reports to Project Manager or Construction Manager and possesses 10 – 15+ years' experience.

Construction Observer, Leader / Supervisor

Performs and supervises complex work tasks. Thorough technical knowledge of testing requirements. Responsible for training and supervision of technicians and/or large projects. Requires certifications, completed technical training, and typically possesses 10+ years' experience.

Resident Construction Engineer /Construction Manager

Serves as liaison between Project Manager, field staff and client. Provides oversight of construction projects, ensuring adherence to contract and subcontract terms, performance, quality assurance, compliance requirements and engineering specifications. Assists with completing inspections, obtaining certifications. Prepares change orders. Typically requires Associates or Bachelor's degree and 15+ years' experience OR equivalent combination, i.e., 20+ years of engineering / technical experience observing and monitoring construction projects.

IV. ENGINEER-IN-TRAINING JOB GROUP

Engineering Student Intern or Engineering Co-Op Participant

College student pursuing Bachelor or Master Degree in an engineering discipline. Under the direction of engineering professionals, performs project assignments to acquire relevant work experience. This is a paid, temporary employment opportunity. Interns typically work a one-time

Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS

8-12 week program. Co-Ops typically involve multiple work terms and may include higher levels of responsibility than assigned to interns.

Engineering Intern 1 (EIT-1)

Entry-level new graduate engineer with Bachelor's degree, E.I.T. certification. At the beginning level of engineering work, uses prescribed methods, standard techniques and practices to perform beginning level engineering assignments under the guidance of experienced engineers. Typically possesses 0-2 years' experience.

Engineering Intern 2 (EIT-2)

In addition to EIT-1, performs continuing development-level engineering work, requires application of standard techniques and procedures. Receives supervision from experienced engineers on non-routine, complex projects and assignments. Typically possesses +2 - 3 years' experience OR is entry-level graduate engineer with Master's degree.

Engineering Intern 3 (EIT-3)

In addition to EIT-2; may coordinate the work of Aides or Technicians; typically possesses 4+ years' experience.

Non-Licensed Engineering Staff (EIT-4)

Holds an engineering degree but is not actively pursuing a professional engineering license. Performs engineering assignments under the general direction of a licensed professional engineer. If employed in a job included elsewhere in this survey, i.e., Designer, Construction Observer, report the employee's information for that position, not as a match with this position.

V. ENGINEERING (PROFESSIONAL) JOB GROUP

P. E. Staff / Project Engineer (PE-1)

Working under general supervision, establishes basic design criteria and performs a variety of skilled professional engineering work in the office or field. Requires application of standard engineering techniques and procedures, professional judgment to make modifications or execute complex features or solutions. Typically possesses 4 - 7 years' experience.

Senior Project Engineer (PE-2)

P.E. with responsibility for technical performance on small to medium projects, designated tasks on large projects or serves as an office engineer. Work requires application of standard engineering techniques and procedures, professional judgment to make modifications or execute complex features or solutions. May direct other engineers and/or technicians assigned to project. Typically possesses 5 – 10 years' experience.

Senior Project Engineer /Project Manager (PE-3)

P.E. with major responsibility for technical performance. Possess diversified knowledge of engineering principles and practices. Applies advanced techniques, modifications and theories and serves as technical liaison on matters pertaining to field of practice. Typically possesses 10+ years' experience.

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

Senior Engineer / Specialist (PE-4)

P.E. with major responsibility for technical performance. Possess advanced, specialized knowledge of engineering principles and practices. Applies advanced techniques, modifications and theories and serves as technical expert on matters pertaining to field of practice. Typically possesses 15 - 20+ years' experience.

Senior Project Manager (PE-5)

P.E. with full responsibility for large, complex projects or a number of large projects. Generally reports directly to the firm's Principal-President and has administrative qualifications needed to develop the project or projects with clients. May also manage work groups. Typically possesses 15 - 20+ years' experience.

Engineering Department Manager

P.E. directing an engineering or technical services department of the firm. Supervises staff in carrying out plans, programs and services. Provides technical expertise on projects. May serve as project manager on select department projects. Manages department/division budget, assures quality control and optimized use of resources. May participate in marketing / business development activities to secure clients. Typically reports to a higher-level engineering executive and possesses 10+ years' related experience. Also see Principal Vice President if position is considered part of the firm's top executive team.

Principal-Vice President

Non-president of the organization. May or may not be an owner and/or officer of the organization. Negotiates critical issues with top managers/clients. Assures technical, administrative staffing, scheduling requirements are met.

Principal-President / Managing Principal /Regional Mgr. (includes Division Managers)

Top executive with final responsibility for planning and direction of all aspects of the firm's operations including business development, client relations, profitability and collections. Decisions and recommendations impact firm's engineering activities.

VI. ENVIRONMENTAL / GEOLOGY / GEOSCIENCES JOB GROUP

Environmental Specialist / Scientist, 1

Performs a broad range of field studies and technical analyses. Supports wetland, NEPA and other regulatory reporting/compliance, environmental planning and permitting. May develop formulas, processes, or methods for solution of technical problems including mitigation strategies, etc. Prepares formal documentation and reports. Typically requires Bachelor's degree in scientific area and up to 8 years' experience.

Environmental Specialist / Scientist 2

In addition to the duties of Environmental Specialist / Scientist, Intermediate, this level is recognized as a technical expert, advising lower level Scientists, Specialists and Technicians. Identifies requirements, directs studies and leads investigations. Negotiates with agencies,

Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS

supports clients in permit acquisition and compliance matters. Prepares wetland, NEPA and other regulatory compliance reports and supports client service requirements. Typically possesses Master's degree in scientific area and 8+ years' experience or Bachelors and 10+ years' experience.

Environmental Specialist/Scientist 3

Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their environments. Analyzes and documents measurements and observations of air, water, soil, and other sources to make recommendations on how best to clean and preserve the environment. Designs and evaluates waste disposal sites, preserves water supplies, and reclaims contaminated land and water. Master's degree or higher with 11+ years' experience and may have supervisory responsibilities.

Geologist 1

Provides geospatial / geological assistance for projects. Contributes to studies, evaluations, modeling, assessments, investigations, etc. Prepares work plans, interprets data and test results, contributes to technical reports and may be responsible for other project components. Typically possesses Bachelor's degree in Geology and 1 – 5 years' experience.

Geologist 2 / Engineering Geologist

Licensed Professional Geologist and/or Certified Engineering Geologist, plans and provides technical support to geospatial /geological projects. Conducts investigations, develops / implements feasibility testing work scopes, prepares geological cross sections and develops site conceptual models. Reviews and certifies work plans and reports. Interacts with clients and regulators. May lead aspects of projects, working with technical professionals and/or serve as Project Manager on smaller projects or provides general direction to junior staff. Typically possesses 6+ years' experience.

Laboratory Assistant

Assists in set-up of instrumentation and equipment. Responsible for logging samples and/or testing collected material (i.e., liquids, soils, concrete, gases, etc.) using scientific equipment to determine properties, level of pollution, etc. Analyzes and interprets data and reports results. Supports investigation of problems and identifying corrective actions. Performs routine maintenance and calibration of testing equipment. Typically possess advanced education beyond high school such as technical school training or Associates degree.

Laboratory Manager

Responsible for the direction, administration, and operation of the laboratory. Oversees staff responsible for testing and analyzing samples. Ensures quality and safety standards are adhered to in compliance with the requirements of state and federal regulatory agencies. Typically possesses Bachelor's degree and 10+ years' experience.

Managing Geologist

Licensed Professional Geologist and/or Certified Engineering Geologist, plans and manages geospatial / geological projects. Oversees investigations, preparation of geological maps, cross sections and technical reports. Assigns and directs work of other technical professionals and/or subcontractors. May manage multiple projects involving multidisciplinary teams. Serves as expert

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

advisor, resource to clients; interfaces with regulatory agencies on behalf of clients. Typically possesses 10+ years' experience.

VII. PLANNING JOB GROUP

Planner

Possess knowledge of the principles, practices, and procedures in field of planning. Applies applicable regulations and policies to projects. Provides guidance in area of technical specialty to junior staff. May lead interdisciplinary teams assigned to projects. Develops scope and cost estimates, manages budgets and schedules. Typically possess Bachelor's degree in technical or business discipline and 1 - 6 years' experience. May possess a certification.

Senior Planner

Certified Planner possessing diversified knowledge of principles and practices. Applies applicable regulations and policies to projects. Provides guidance in area of technical specialty to junior staff. Leads interdisciplinary teams assigned to projects. Develops scope and cost estimates, manages budgets and schedules. Utilizes advanced techniques, modifications and theories and serves as technical liaison on matters pertaining to field of practice. Typically possesses at least 7 - 10 years' experience.

Senior Planner Manager

Certified Planner possessing diversified knowledge of principles and practices. Applies applicable regulations and policies to projects. Provides guidance in area of technical specialty to junior staff. Leads interdisciplinary teams assigned to projects. Develops scope and cost estimates, manages budgets and schedules. Utilizes advanced techniques, modifications and theories and serves as technical liaison on matters pertaining to field of practice. Supervisors other Planners. Typically possesses more than 10 years' experience.

VIII. PROFESSIONAL / ADMINISTRATIVE JOB GROUP

Accounting Technician

Performs general bookkeeping responsibilities including recording daily deposits, general ledger reconciliation, and generating billings for accounts receivable. May process payroll, help maintain inventory of assets. Compiles data, perform calculations and generates routine and special accounting reports to show receipts, expenditures, accounts receivable and payable, and other operational areas of the business.

Accountant

Responsible for preparation of income statements, balance sheets, accounting statements and reports. Ensures accuracy and timeliness of journal entries. May serve as liaison with external finance and auditing firms. Makes recommendations regarding assets and expenditures. Typically possesses Bachelor's degree and 2 – 5 years' experience. CPA not required.

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

Accounting Supervisor

Responsible for a major part of the duties of the accounting department, including accounts payable, receivable, payroll, posting to the general ledger, and the computerized accounting system. Assigns and reviews work of lower level accounting staff. Not a Controller level position. Requires at least 5 year's accounting experience.

Accountant (Project)

Responsible for all accounting aspects of projects. Similar to Accountant.

Administrative Assistant 1

Performs administrative duties typically requiring experience, skill and knowledge of business policies and practices. Typical duties may include screening calls/visitors, preparing correspondence and reports, scheduling / maintaining calendars of appointments, setting up meetings, making travel arrangements, etc. May compose routine correspondence, respond to routine inquiries and resolve routine problems. Takes minutes or maintains notes from meetings. May work under the direction of higher-level administrative support to carry out newly assigned tasks until learning is proven. Typically possesses less than 5 years' experience.

Administrative Assistant 2

Provides a wide variety of administrative and staff support services. May assist in preparation of records, statistics, budget and/or processing and reporting changes to operations, personnel, etc. Serves as administrative liaison regarding administrative issues. Typically provides administrative services to a department head and his/her staff and possesses some college or certification and/or 5+ years of related experience.

Contract Administrator

Administers activities concerned with contracts for purchase or sale of equipment, materials, or services and negotiates contract with customer or bidder. Reviews bids from other firms for conformity to contract requirements and determines acceptable bids. Associates degree or higher with 5+ years of experience.

Contracts Manager

Manages activities of professional level personnel concerned with contracts for purchase or sale of equipment, materials, products or services. Negotiates contracts with representatives. May manage contracts for entire company, department, or for specified product. Bachelor's degree or higher with 5+ years' experience.

Executive Assistant

Supports executive by handling a wide variety of situations involving the administrative functions of the office that cannot be brought to the attention of the executive. Advises individuals inside and outside the organization on the executive views on major policies or current issues facing the organization. Contacts or replies to contacts from high ranking individuals who may be from large national or international firms and may involve unique situations, and each contact must be handled differently, using judgment and discretion. Associates degree with 5+ years' experience.

Colorado Department Of Transportation A/E FIRMS STANDARD JOB CLASSIFICATIONS

Financial Analyst

Analyzes past and present financial data of organization and estimates future revenues and expenditures, applying principles of finance. Aids organization with financial functions, such as assessing, auditing, planning, budgeting, taxes, consolidation, cost control, and project control. Evaluates and analyzes capital expenditures, depreciation, proposals, investment opportunities, rate of return, profit plans, operating records, financial statements, etc. Associates or Bachelor's degree with 1+ years' experience.

Financial Manager / Controller (Functional Manager)

Typically found in smaller firms or divisions of larger firms, considered both a strategic and tactical manager. Responsible for the organization's financial information and administration. May oversee other business support functions. This is a one-person department. The manager does not directly supervise other finance or accounting professionals or staff dedicated to the function. The manager may supervise other support staff. Typically possesses a Bachelor's degree in Accounting or Finance and 10+ years' experience.

Financial Manager / Controller (Department Head)

Responsible for the organization's financial information and administration. Supervises directly or indirectly all accounting, budgeting and payroll functions. In small to mid-size firms, may also oversee administrative services, information systems and/or purchasing functions. Typically possesses a Bachelor's Degree in Accounting or Finance and 10+ years' experience.

Historian

Creates chronological account of past events dealing with some phase of human activity, either in terms of individuals, or social, ethnic, political, or geographic groupings. Attains historical data by consulting sources of information, such as historical indexes and catalogs, archives, court records, diaries, news files, and miscellaneous published and unpublished materials. Organizes and evaluates data on basis of authenticity and relative significance. Bachelors or higher degree with 5+ years of experience.

Human Resources Generalist

As part of the Human Resources staff, responsible for the firm's or division's day-to-day human resources functions including employee/labor relations, compensation, benefits administration, employment, training, policies and procedures and related programs and activities. Ensures the organization's compliance with applicable employment laws and regulations. May serve as lead or expert in one or more functional areas such as recruitment. Considered an exempt professional, spending 100% of his/her time in human resources.

Human Resources Manager (Functional Manager)

Typically found in smaller firms or divisions of larger firms, considered both a strategic and tactical manager of a one-person department. This manager is responsible for all functional areas of human resources including employee/labor relations, compensation, benefits administration, employment, training, policies and procedures and related programs and activities. Ensures the organization's compliance with applicable employment laws and regulations. Does not supervise other professionals and/or support staff assigned to human resources.

Colorado Department Of Transportation A/E FIRMS STANDARD JOB CLASSIFICATIONS

Human Resources Manager (Department Head)

Oversees and manages the firm's human resources strategies, functions, programs and processes. Supervises human resource professionals and/or support staff. Responsible for all functional areas of human resources including employee/labor relations, compensation, benefits administration, employment, training, policies and procedures and related programs and activities. Ensures the organization's compliance with applicable employment laws and regulations.

Marketing Assistant

Performs a variety of support functions to help execute marketing plans, projects and activities. May maintain schedules for projects, track expenditures and budgets, prepare proposals, maintain collateral materials, databases, assist in the logistics to attend trade shows, and coordinate marketing/sales communications including use of social media. High school graduate with 1 – 5 years' experience.

Marketing Associate

Gives support to advertising programs to promote products or services. Assists in the development and implementation of annual marketing plans and programs. Some college with at least 6 years' experience.

Marketing / Business Development Manager (Functional Manager)

Typically found in smaller firms or divisions of larger firms, considered both a strategic and tactical manager. Responsible for planning, coordinating, executing and evaluating strategic marketing plans designed to differentiate and promote the firm's products/services, identify, target and capture potential business opportunities and achieve revenue goals. Works with interdisciplinary teams in carrying out business development efforts. Directly responsible for writing and preparing statements of qualifications, proposals, developing and supporting others in delivery of presentation, etc. May also be responsible for maintaining marketing libraries, databases, web pages and social media presence.

Marketing / Business Development Manager (Department Head)

Responsible for planning, coordinating, executing and evaluating strategic marketing plans designed to differentiate and promote the firm's products/services, identify, target and capture potential business opportunities and achieve revenue goals. Leads interdisciplinary teams in carrying out business development efforts. Supervises marketing professionals and/or support staff dedicated to the function.

Marketing Director

Senior member of firm management who is responsible for all marketing activities/research/market conditions/sales potential. Bachelor's degree with more than 5 years' experience.

Office Clerk / Receptionist

Performs a variety of basic, routine clerical/office support work such as filing, photocopying, faxing, compiling and entering data, assisting with document preparation, assembly of informational materials/packets, distributing supplies, processing incoming/outgoing mail, etc.

Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS

May assist others with use of office equipment. Under direction of others, supports administrative projects. Operates telephone console, answers and directs calls, takes messages, greets, identifies and directs visitors.

Office Manager

Oversees the firms, divisions or branch's office and business/administrative services. Typically responsible for such functional areas as general office/clerical assistance, record keeping, payroll, human resources, purchasing, supplies ordering, equipment/facilities maintenance, and/or accounting / bookkeeping. May maintain personnel files, accounting records and/or perform credit/collection/billing duties. In larger firms, may supervise non-exempt administrative support staff. Typically possesses some college and +5 years' experience.

Project Coordinator

Provides coordination and planning support to Project Managers/Engineers on multiple projects from preliminary design through construction phases. Maintains project management reporting software, creates and updates project/client files and generates schedules and reports. Tracks project budgets, may prepare client invoicing. Coordinates and attends design/construction meetings. Assists managers with client and contractor communications. Supports change order management, estimates and quality control. Requires strong planning, organizational skills and working knowledge of project management or task management software. Typically brings extensive experience with architectural/engineering or construction organizations.

Records / Documentation Specialist

Responsible for the firm's records management program. Maintains official records using electronic and web-based document control systems as well as hard copy files to handle, protect and maintain engineering records, drawings, bidding documents, project files, etc. Oversees on- and off-site storage. Supports requests for document distribution. Monitors and maintains records retention schedules, records protection program and disaster recovery plans for the firm's records.

Proposal Writer

Coordinates the full life cycle of proposal development, organization and production. Reviews requests for proposals (RFP's) to identify and interpret requirements and help pursue qualifying projects. Researches and gathers materials and information, provides technical writing, editing, production and document management. Supports preparation of presentation materials. Works with staff to prepare and maintain a library of project descriptions and staff bios. Possesses technical and creative writing and desktop publishing skills. Typically requires a Bachelor's Degree in Marketing, Communications or Journalism, 2-3 years or more related experience. Refer to the Marketing Assistant classification if this position has more generalized marketing support responsibilities.

Project Manager (Various levels)

Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

project, and arranges for recruitment or assignment of project personnel.

Technical Writer

Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance. May have some college or technical training.

Technical Editor

Refines work of writers, and heads and coordinates activities of writers engaged in preparing technical/scientific material for publication in conjunction with or independent from engineering activities. Supervises technical writers. May have degree or technical training with more than 3 years' experience.

IX. SURVEYING JOB GROUP

Principal Surveyor

Top executive with final responsibility for planning and direction of all aspects of the firm's operations including business development, client relations, profitability and collections. Decisions and recommendations impact firm's surveying activities.

Right of Way Specialist

Secures purchase or lease of land and right-of-ways for construction projects through negotiation with property owners and public officials. Ascertains which roads, bridges, and utility systems must be maintained during construction. May examine public records to determine ownership and property rights. May be required to know property law. Some college with 12+ years' experience.

Survey Technician / Operator 1

Entry-level, works under the immediate supervision and direction of the Project Surveyor and/or Party Chief to perform fieldwork tasks related to boundaries, construction, mapping requirements of survey projects. Assists with uploading/downloading data and maintaining related records.

Survey Technician / Operator 2

Performs fieldwork including, but not limited to, adjusting and operating instruments, compiling notes and making sketches and under the direction of a Project Surveyor and/or Party Chief on a variety of project types. Has operational knowledge of survey instruments such as theodolites, total stations and GPS. Uploads/downloads data and maintains related records. Typically possesses 1 - 3 years' experience.

Photogrammetist I

Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data and prepares prints, contour maps, profile sheets, and related cartographic materials requiring technical mastery of photogrammetric techniques and principles. Requires well-developed mapping skills and knowledge of computer-assisted mapping/drafting (CAD) equipment and software. Some college or technical training with 1 – 6 years' experience.

Colorado Department Of Transportation A/E FIRMS STANDARD JOB CLASSIFICATIONS

Photogrammetist II

Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data and prepares prints, contour maps, profile sheets, and related cartographic materials requiring technical mastery of photogrammetric techniques and principles. Requires well-developed mapping skills and knowledge of computer-assisted mapping/drafting (CAD) equipment and software. May supervise others and works independently. Bachelor's degree with more than 7 years' experience.

Pilot (Non-jet)

Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other commercial purposes. Examines ship's papers to ascertain factors, such as load weight, fuel supply, weather conditions, and flight route and schedule. Has a commercial pilot certificate with more than 8 years' of experience.

Project Surveyor, Non-PLS

Responsible for technical performance on small projects and/or designated tasks on large projects. May serve as lead worker to less experienced Survey Technicians. Work requires application of standard surveying techniques and procedures. Not certified as Professional Land Surveyor. May be Land Surveyor Intern (LSI). Typically possesses 3+ years' experience.

Project Surveyor, PLS

Registered Professional Land Surveyor (PLS) with responsibility for technical performance on small projects or designated tasks on large projects. Work requires application of standard surveying techniques and procedures, professional judgment to make modifications or execute complex features or solutions.

Party Chief, Non-PLS

Supervises, assigns and reviews the work of staff responsible for technical survey services. Oversees and participates in fieldwork activities and performs a variety of related technical tasks. Not certified as Professional a Land Surveyor.

Party Chief, PLS

Registered Professional Land Surveyor (PLS) supervises, assigns and reviews the work of staff responsible for technical survey services. Oversees and participates in fieldwork activities and performs a variety of related technical tasks.

Survey Manager, Non-PLS

Plans, manages and directs surveying / mapping activities and related projects. Supervises professional surveyors and technicians. Establishes and maintains project priorities, budgets, and staff assignments. Reviews projects for financial and legal implications. Not a Registered Professional Land Surveyor.

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

Survey Manager, PLS

Registered Professional Land Surveyor (PLS) plans, manages and directs surveying / mapping activities and related projects. Supervises professional surveyors and technicians. Establishes and maintains project priorities, budgets, and staff assignments. Reviews projects for financial and legal implications.

X. INFORMATION SYSTEMS (IT)/GRAPHICS

Network / Systems Administrator

Installs, maintains, diagnoses and repairs/fixes and upgrades local and wide area network (LAN/WAN) systems and services. Serves as a key resource person for the organization regarding network services and operational problems. Supports use of software applications, networking, computer operations, programming and related hardware requirements. May help analyze user needs and recommend hardware/software solutions to management. Typically possesses Bachelor's degree in Computer Science and 3 – 5 years' systems administration experience, or equivalent combination of education/experience.

Information Systems Manager (Department Head)

Responsible for all of the organization's computerized operations. Provides direction and leadership to management in computer applications development and computer operations. Supports use of software applications, networking, computer operations, programming and related hardware requirements. Supervises other information system professionals and/or technicians.

Information Systems Support Technician

Responsible for providing technical support and answering users' computer-related questions, maintains current list of computer requests, troubleshoots hardware, software and network problems, and assists the Network/Systems Administrator. Installs computer hardware and software. Typically requires an Associate's degree in Computer Science or a related degree and 2+ years' experience.

Programmer Analyst

Analyzes and critiques computer programs and systems, and develops new programs. Reviews users requests for new or modified computer programs to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Bachelor's degree with 5+ years' experience.

IT Technician

Plans and coordinates activities such as the installation and upgrading of hardware and software, programming and systems design, the development of computer network. Assists users with troubleshooting, password changes, updates, etc. Bachelor's degree with 1-5 years' experience.

**Colorado Department Of Transportation
A/E FIRMS STANDARD JOB CLASSIFICATIONS**

Graphics I / Web Designer

Responsible for the design of brochures, report covers and inserts, presentations, website design and maintenance, and any other graphics or artwork required. Typically required to be a graduate of a graphic design school with a minimum of 1-5 years related experience.

Graphics II

Responsible for the design of brochures, report covers and inserts, presentations, website design and maintenance, and any other graphics or artwork required. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+ years' of related experience.

Graphics Manager

Supervises graphic design staff. Decision-maker with final say of layout and content of materials. Bachelor's degree with a minimum of 7+ years' of related experience.

Colorado Department Of Transportation A/E FIRMS STANDARD JOB CLASSIFICATIONS

APPENDIX G EMPLOYEE LISTING

ABC Consulting Firm

INDIRECT COST RATES & FCCM			
Office: 143.23%		Field: 111.21%	
Office FCCM: X.XX%		Field FCCM: X.XX%	

DIRECT LABOR RATES							
A. Employee Name (Last, First)	B. Consultant's Employee Classification	C. Conversion to CDOT Classification (Required)	D. Current Hourly Rate	E. Indirect Cost Rate		F. Billing Labor Rate	
				Office	Field	Office	Field
Jones, Sam	Sr. Engineering Technician	EIT II	\$33.00	143.23%	111.21%	\$80.27	\$69.70
Harry, Sally	Professional Civil Engineer	Engineer II	\$43.00	143.23%	111.21%	\$104.59	\$90.82
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
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						\$0.00	\$0.00
						\$0.00	\$0.00

CERTIFYING OFFICIAL

I certify that to the best of my knowledge and belief this Employee Listing is a complete and accurate representation of this company's payroll.

Name (print):	Signature:	Title:	Date:
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