PXT Select™ Beta 2

This handout provides a brief description of each of the job categories represented in the Performance Model Library.

**Accountant**

Analyze financial information and prepare financial reports to determine or maintain a record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

**Advisor**

Advising, counseling, and teaching others for various applications. Includes business-related functions such as finances, marketing, sales and service, field and technical support, and realty. Also applicable for academic and educational purposes such as career services and academic advisement. Job responsibilities may include assessing needs, analyzing information, conferring with various parties, asking questions, recommending the best course of action, maintaining accurate records, solving problems quickly, providing damage control when problems arise, and anticipating and preparing for future outcomes.

**Analyst**

Analyze data for the purpose of credit lending, fraud detection and examination, financial decisions, logistics, and similar applications. Use appropriate statistical methods to conduct quantitative analyses. Maintain accurate databases. Generate reports for clients and management. Interpret findings and confer with stakeholders.

**Assistant**

Assist others by performing a wide variety of tasks in and outside of an office setting. Provide administrative support in a structured atmosphere under the direction of at least one more experienced coworker. Some specialized education and training may be required. Submit tasks for review before completion. Depending on the position, assistants may interact with others both inside and outside the organization, including customers, clients, patients, property owners, or renters.

**Collector**

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account, preparing statements to credit department if customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.

**Consultant**

Consult with potential and current customers and clients, discover their needs, and put together a package of solutions uniting appropriate products and services. Maintain the relationship. Serve as a key resource and subject-matter expert. May represent a company, organization, or business in a sales role that tends to be less transactional and more relational.

**Coordinator**

Coordinate activities, arrange schedules, and harmonize the common efforts of a group of coworkers within a project, team, department, or division. Be a stabilizing factor within the workplace and highlight key factors and milestones for complex tasks with multiple participants. Remind others of objectives, indicate errors for correction, monitor scope of work, delegate tasks, and oversee the timely completion of milestones and deadlines.

**Director**

Direct, plan, and orchestrate the activities of an institution, company, or organization. Make decisions about how things are done on the job and be responsible for the carrying out of existing and new guidelines. Resolve issues diligently and expedite the removal of obstacles to achieving work goals and objectives. Those in the Director role typically have post-secondary education and may carry out their activities in a variety of organizational settings--including non-profit, corporate, public, and private--of any size.

**Educator**

Educate learners of all ages, select curriculum, and develop pedagogical materials as necessary. Teach conceptual knowledge and relevant skills according to a plan, guide, and calendar. Test for learning proficiency at appointed intervals. Adapt the presentation of subject matter to facilitate long-term retention. Model lifelong learning for students in any organizational setting.

**Engineer**

Design, develop, test, plan, and oversee the implementation of processes or the construction of materials and products. Engineering functions may take place in an industrial, environmental, civil, or technological environment. Engineers have the capacity and motivation to be self-directed in their more technical work activities and mindful of deadline-driven task completion. Dedicated to necessary reporting and documentation of their initiatives and projects, engineers keep a watchful eye for continuous improvement and quality control for projects according to industry standards.

**Executive**

Create strategic initiatives, maximize resources, utilize organizational synergies, produce quality results, mentor others, and maintain high personal standards. Activities may include interfacing with customers, determining and installing products and solutions, managing accounts or projects, and providing administrative or managerial leadership as determined by the organization.

**Manager**

Manage and lead people, provide instruction and guidance, be present and visible, organize work, process financial data, persuade and motivate others while valuing their ideas and contributions, and verify that work gets done. Often utilizes personal learning, reasoning, and problem solving in managing people and their efforts to achieve company goals and objectives.

**Operator**

Operate hand and power tools, use equipment, tend to machines, and control instruments. Job responsibilities may require providing assistance to other craftsman, technicians, and specialists. This position typically involves physical labor. An advanced educational degree usually isn’t required.

**Recruiter**

Recruit employees, students, or volunteers. Connect with prospects, review application materials, interview candidates, and form an idea of a candidate's fit with the organization, institution, or project. Document one's judgment regarding candidate suitability to facilitate a hiring or selection decision in each case.

**Sales**

Sell a wide variety of goods, merchandise, and services to individuals and organizations by pursuing opportunities, aptly understanding a prospect's needs and buying preferences, and critically reviewing the sales cycle so as to close business. Includes construction, manufacturing, financial, and healthcare fields, among many others.

**Service**

Provide service to customers, respond to requests for assistance in person or otherwise, set up products and solutions, fix issues, and apply tools of the trade and personal ingenuity to get the job done. The work environment could include business solutions, insurance, education, home maintenance, healthcare, or manufacturing, among others. A major job responsibility is to interact with customers in such a way and with the appropriate frequency that one becomes a trusted advisor.

**Specialist**

Provide specialized services within a company, organization, or institution. Understand the details of systems, products, or procedures as a resource for external and internal users. Respond to requests for assistance. Give advice on appropriate means of obtaining desired results. Job responsibilities may include maintaining equipment, supporting innovation of product lines, improving internal processes and procedures, and other activities requiring highly advanced or specialized knowledge or skills in a certain area.

**Supervisor**

Supervise the activities of workers, laborers, and representatives across such industries as transportation, manufacturing, financial, telecommunications, and public utilities, among others. May perform the same tasks as those being supervised. Communicate to management the status of work completion, make suggestions for improvements, and recommend fixes and disciplinary actions for infractions of company policies and procedures. Provide direction to a team, group, department, or division as a proxy for management.

**Technician**

Carry out tasks and activities in the workplace that may include installations, setups, repairs, data compilation, product building, troubleshooting, and standard qualitative and quantitative testing. The technician role typically requires more specialized training and education, but in a more mechanical or technical capacity than that of an office knowledge worker.

**Teller**

Greet and interact with credit union members or bank customers for the purpose of receiving and paying out money. Perform and record all financial transactions accurately.

**Vice President**

Preside over, plan, and direct the daily production or distribution of a product or service to the customer. Exercise specified authority over an operation, area of competency, business function, or territory. Job responsibilities may include attention to entrepreneurial activities. People in this role typically have a relatively high degree of experience or length of tenure within the company, organization, institution, or industry.