

Use the Tab key to advance to the next field, shift-Tab to reverse the order. (This field won't print.)

## ATTACHMENT Q

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### **JOB SPECIFICATION CHECKLIST**

*\*Please check the positions applicable to your facility(ies).*

- ☐ **Assistant Parts Manager**
- ☐ **Cashier Operator**
- ☐ **General Manager**
- ☐ **Lot Attendant**
- ☐ **Assistant General Manager**
- ☐ **Parts Associate**
- ☐ **Parts Driver**
- ☐ **Parts Manager**
- ☐ **Parts Specialist**
- ☐ **Sales Administrative Associate A**
- ☐ **Sales Administrative Associate B**
- ☐ **Sales Administrative Manager**
- ☐ **Sales Associate**
- ☐ **Sales Manager**
- ☐ **Service Manager**
- ☐ **Service Associate**
- ☐ **Assistant Service Manager**
- ☐ **Service Reconditioning Technician A**
- ☐ **Service Reconditioning Technician B**

## **JOB SPECIFICATION CHECKLIST**

*\*Please check the positions applicable to your facility(ies).*

- \_\_\_\_\_ **Service Specialist**
- \_\_\_\_\_ **Service Technician A**
- \_\_\_\_\_ **Service Technician B**
- \_\_\_\_\_ **Service Technician C**
- \_\_\_\_\_ **Service Technician D**
- \_\_\_\_\_ **Service Apprentice**
- \_\_\_\_\_ **Service Technician Team Leader**
- \_\_\_\_\_ **Shuttle Driver**
- \_\_\_\_\_ **Vehicle Cleaner**
- \_\_\_\_\_ **Warranty Specialist**
- \_\_\_\_\_ **Painter Team Leader**
- \_\_\_\_\_ **Collision Center (Body Shop) Advisor**
- \_\_\_\_\_ **Painter**
- \_\_\_\_\_ **Collision Technician**
- \_\_\_\_\_ **Collision Center Reconditioner**
- \_\_\_\_\_ **Collision Technician Apprentice**
- \_\_\_\_\_ **Painter Apprentice**
- \_\_\_\_\_ **Production Manager**
- \_\_\_\_\_ **Call Center Associate A**

## **JOB SPECIFICATION CHECKLIST**

*\*Please check the positions applicable to your facility(ies).*

- \_\_\_\_\_ **Call Center Associate B**
- \_\_\_\_\_ **Call Center Manager**
- \_\_\_\_\_ **Account Clerk**
- \_\_\_\_\_ **Accountant**
- \_\_\_\_\_ **Central Accounting Manager**
- \_\_\_\_\_ **Controller**
- \_\_\_\_\_ **Mail Clerk**
- \_\_\_\_\_ **Central Finance Administrator**
- \_\_\_\_\_ **Central Finance Associate A**
- \_\_\_\_\_ **Central Finance Associate B**
- \_\_\_\_\_ **Central Finance Data Entry Associate**
- \_\_\_\_\_ **Central Finance Manager**
- \_\_\_\_\_ **Executive Secretary**
- \_\_\_\_\_ **Swap Driver**
- \_\_\_\_\_ **Human Resources Associate**
- \_\_\_\_\_ **Human Resources Manager**
- \_\_\_\_\_ **Payroll and Benefits Associate**
- \_\_\_\_\_ **Information Technology Associate**
- \_\_\_\_\_ **Information Technology Manager**

## **JOB SPECIFICATION CHECKLIST**

*\*Please check the positions applicable to your facility(ies).*

\_\_\_\_\_ **Central Reconditioning Manager**

\_\_\_\_\_ **Central Reconditioning Service Porter**

\_\_\_\_\_ **Central Reconditioning Service Reconditioning Technician A**

\_\_\_\_\_ **Central Reconditioning Service Reconditioning Technician B**

\_\_\_\_\_ **Central Reconditioning Service Specialist**