



CLASSIFICATION: COMMUNITY COLLEGE PROFESSOR **Classification Code:** 208300 – F09

FLSA: Exempt

EEO-6 Code: 2-20 (Faculty)

Date Established: 08-10-2007

Standard Occupational Code: 25-1000

Date of Last Revision: 08-15-2013

BASIC PURPOSE: To educate students in one or more subject areas within a relevant technology or an academic area of specialization as outlined in the prescribed program curriculum and to provide leadership in development and implementation of departmental and institutional activities that advance the mission of the college.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Teaches an assigned academic course schedule in a classroom, laboratory, and/or clinic /field experience setting as appropriate for the academic program.
- Demonstrates teaching effectiveness through the development, modification, and evaluation of program curricula and instructional materials that comply with established course content, integrate theory with applications, clearly define course goals, observe program and institutional accreditations standards, promote critical thinking and life skills, and respond to diverse academic needs.
- Maintains accessibility and availability to assist students with their learning needs and advises individuals or groups of students in academic matters relevant to the academic area of specialization and exercises professional judgment in referring students to appropriate personnel.
- Supervises student learning activities and academic progress and maintains accurate records of student progress and accomplishments. Consults with and interprets these to students.
- Assists with the selection, placement and follow-up of students at the college to which assigned.
- Coordinates and leads departmental activities and operations by meeting with executive and advisory groups to discuss needs, career developments, and the effectiveness of instruction, developing and evaluating credit and non-credit programs and/or courses, mentoring faculty in subject area competency and instructional expertise, actively cultivating and maintaining collaborative relationships with business and industry within the field of instruction, and engaging in outreach to educational partners for the development and implementation of articulation initiatives.
- Provides leadership in the planning, development, and implementation of college sponsored recruitment and retention activities including career and job fairs, student orientations, registrations, and award ceremonies, and/or advising student activity groups, as assigned.
- Engages in professional activities related to the area of teaching specialization that partner the college with the wider community by serving on college or system teams, or participating in community-sponsored events, as assigned.
- Remains technologically and pedagogically current within the specialized field of instruction through participation in relevant professional associations and educational & training activities. Utilizes appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communication.
- Observes all academic policies and procedures and institutional rules and regulations and demonstrates ethical and professional behavior.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

General Education, Nursing, Allied Health, and Non-Technical Disciplines:

Education: Master's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in a subject area closely related to the teaching assignment.

Experience: Six (6) years of teaching experience in the subject area, two years of which shall have been in the supervision of students or personnel in educational activities or academic program administration or six (6) years of business or industry experience directly related to the field of the teaching assignment, two years' of which shall have been in the supervision of personnel or program/project administration.

Professional Technical:

Education: Master's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in a subject area closely related to the teaching assignment.

Experience: Six (6) years of teaching experience in the subject area, two years of which shall have been in the supervision of students or personnel in educational activities or academic program administration or six (6) years of business or industry

experience directly related to the field of the teaching assignment, two years' of which shall have been in the supervision of personnel or program/project administration.

OR

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Seven years of teaching experience in the subject area, two years of which shall have been in the supervision of students or personnel in educational activities or academic program administration or seven years of business or industry experience directly related to the field of the teaching assignment, two years' of which shall have been in the supervision of personnel or program/project administration.

Occupational Technical:

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Seven years of teaching experience in the subject area, two years of which shall have been in the supervision of students or personnel in educational activities or academic program administration or seven years of business or industry experience directly related to the field of the teaching assignment, two years' of which shall have been in the supervision of personnel or program/project administration.

Teaching Disciplines: Each teaching discipline category shall be determined by the community college system.

License/Certification: Applicants must possess specialized license, certification, or registration as required for performing job accountabilities in a recognized professional or technical field. All additional license, certification, and registration requirements shall be determined by the college/institution and must be specified on the supplemental job description and approved by the CCS Director of Human Resources prior to recruitment.

RECOMMENDED WORK TRAITS: Thorough knowledge of teaching methods, the use of instructional materials and the organization of subject matter into effective teaching units in technology or other specialized programs. Complete knowledge of the principles, methods, techniques and equipment in subjects being taught. Ability to evaluate student progress and provide guidance to both students and instructors. Ability to supervise professional instructional staff and collaborate in development of programs, policies and procedures. Ability to work effectively with businesses and community organizations. Ability to originate and implement new programs and to improve existing programs. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.



CLASSIFICATION: COMMUNITY COLLEGE ASSOCIATE PROFESSOR **Classification Code:** 208100 – F06

FLSA: Exempt

EEO-6 Code: 2-20 (Faculty)

Date Established: 08-10-2007

Standard Occupational Code: 25-1000

Date of Last Revision: 08-15-2013

BASIC PURPOSE: To educate students in one or more subjects within a relevant technology or an academic area of specialization as outlined in a prescribed program curriculum and to coordinate departmental initiatives and/or institutional activities that advance the mission of the college.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Teaches an assigned academic course schedule in a classroom, laboratory, and/or clinic /field experience setting as appropriate for the academic program.
- Demonstrates teaching effectiveness through the development of instructional materials that comply with established course content, integrate theory with applications, clearly define course goals, observe program and institutional accreditations standards, promote critical thinking and life skills, and responds to diverse academic needs.
- Maintains accessibility and availability to assist students with their learning needs and advises individuals or groups of students in academic matters and exercises professional judgment in referring students to appropriate personnel.
- Supervises student learning activities and academic progress and maintains accurate records of student progress and accomplishments. Consults with and interprets these to students and maintains accessibility and availability to assist students with their learning needs.
- Coordinates departmental activities and operations by developing credit and non-credit programs and/or courses, sharing teaching and learning methodologies with peers, serving as an academic resources, cultivating and maintaining collaborative relationships with business and industry within the field of instruction, providing leadership in the development of articulation initiatives, maintaining educational equipment and spaces, and requisitioning instructional equipment, supplies or classroom materials.
- Assists in the planning, development, and implementation of college sponsored recruitment and retention activities including career and job fairs, student orientations, registrations, and award ceremonies, and/or advising student activity groups, as assigned.
- Engages in professional activities related to the area of teaching specialization that partner the college with the wider community by serving on college or system teams, or participating in community-sponsored events, as assigned.
- Remains technologically and pedagogically current within the specialized field of instruction through participation in relevant professional associations and educational & training activities. Utilizes appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communication.
- Observes all academic policies and procedures and institutional rules and regulations and demonstrates ethical and professional behavior.
- Serves on and leads college or system committees, as assigned.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

General Education, Nursing, Allied Health, and Non-Technical Disciplines:

Education: Master's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in a subject area closely related to the teaching assignment.

Experience: Five (5) years of teaching experience in the subject area, or five (5) years of business or industry experience directly related to the field of the teaching assignment.

Professional Technical:

Education: Master's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in the subject area closely related to the teaching assignment.

Experience: Five (5) years of teaching experience in the subject area, or five (5) years of business or industry experience directly related to the field of the teaching assignment.

OR

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Six (6) years of teaching experience in the subject area or six (6) years of business or industry experience directly related to the field of the teaching assignment.

Occupational Technical:

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Six (6) years of teaching experience in the subject area or six (6) years of business or industry experience directly related to the field of the teaching assignment.

OR

Education: Associate's degree from a regionally accredited college or technical school with major study in a subject area closely related to the teaching assignment.

Experience: Eight (8) years of teaching experience in the subject area or eight (8) years of business or industry experience directly related to the field of the teaching assignment.

Teaching Disciplines: Each teaching discipline category shall be determined by the community college system.

License/Certification: Applicants must possess specialized license, certification, or registration as required for performing job accountabilities in a recognized professional or technical field. All additional license, certification, and registration requirements shall be determined by the college and must be specified on the supplemental job description and approved by the CCS Director of Human Resources prior to recruitment.

RECOMMENDED WORK TRAITS: Thorough knowledge of teaching methods and materials, problems and subject matter as relates to course of instruction. Considerable knowledge of the principles, methods, techniques, materials, tools and equipment used in postsecondary teaching. Knowledge of educational standards and procedures in the Technical Institute or College to which assigned. Ability to work with and secure the cooperation of others. Ability to maintain comprehensive records of the progress and development of the individual student. Evidence of good professional attitude. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.



CLASSIFICATION: COMMUNITY COLLEGE ASSISTANT PROFESSOR **Classification Code:** 208000 – F04

FLSA: Exempt

EEO-6 Code: 2-20 (Faculty)

Date Established: 08-10-2007

Standard Occupational Code: 25-1000

Date of Last Revision: 08-15-2013

BASIC PURPOSE: To educate students in one or more subjects within a relevant technology or an academic area of specialization as outlined in a prescribed program curriculum and to assist in departmental and/or institutional activities that support the mission of the college.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Teaches assigned academic course schedule in a classroom, laboratory, and/or clinic /field experience setting as appropriate for the academic program.
- Develops instructional materials that integrate theory with applications, observe program and institutional accreditations standards, clearly outline course goals and requirements, comply with established course content, and respond to diverse academic needs of students.
- Supervises student learning activities and academic progress and maintains accurate records of student progress and accomplishments. Consults with and interprets these to students and maintains accessibility and availability to assist students with their learning needs.
- Observes all academic policies and procedures and institutional rules and regulations.
- Participates in departmental activities and operations by assisting in the review and development of credit and non-credit programs and/or courses, seeking and maintaining contact with business and industry within the specialized field of instruction, assisting in articulation initiatives, maintaining educational equipment and spaces, and requisitioning instructional equipment, supplies or classroom materials.
- Participates in college sponsored recruitment and retention activities by attending admissions events, student orientations, and award ceremonies, and/or advising student activity groups, as assigned.
- Remains current within the specialized field of instruction through participation in relevant professional associations and educational & training activities. Utilizes appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communication.
- Demonstrates ethical and professional behavior.
- Serves on college or system committees, as assigned.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

General Education, Nursing, Allied Health, and Non-Technical Disciplines:

Education: Master's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in a subject area closely related to the teaching assignment.

Experience: Three (3) years of teaching experience in the subject area, or three (3) years of business or industry experience directly related to the field of the teaching assignment.

Professional Technical:

Education: Master's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in a subject area closely related to the teaching assignment.

Experience: Three (3) years of teaching experience in the subject area, or three (3) years of business or industry experience directly related to the field of the teaching assignment.

OR

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Four (4) years of teaching experience in the subject area or four (4) years of business or industry experience directly related to the field of the teaching assignment.

Occupational Technical:

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Four (4) years of teaching experience in the subject area or four (4) years of business or industry experience directly related to the field of the teaching assignment.

OR

Education: Associate's degree from a regionally accredited college or technical school with major study in a subject area closely related to the teaching assignment.

Experience: Six (6) years of teaching experience in the subject area or six (6) years of business or industry experience directly related to the field of the teaching assignment.

Teaching Disciplines: Each teaching discipline category shall be determined by the community college system.

License/Certification: Applicants must possess the required license, certification, or registration as required for performing job accountabilities in a recognized professional or technical field. All additional license, certification, and registration requirements shall be determined by the college and must be specified on the supplemental job description and approved by the CCS Director of Human Resources prior to recruitment.

RECOMMENDED WORK TRAITS: Knowledge of basic teaching methods and materials, problems and subject matter as related to courses of instruction. Basic knowledge of principles, methods, techniques, materials and equipment of the career field. Demonstrated ability to work with and secure the cooperation of others and demonstrated ability to supervise and direct the work of learners. Ability to maintain comprehensive and accurate records of the progress and development of the individual student. Evidence of consistent satisfactory professional attitudes. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.



CLASSIFICATION: COMMUNITY COLLEGE INSTRUCTOR

Classification Code: 208200 – F02

FLSA: Exempt

EEO-6 Code: 2-20 (Faculty)

Date Established: 08-10-2007

Standard Occupational Code: 25-1000

Date of Last Revision: 08-15-2013

BASIC PURPOSE: To educate students in one or more subjects within a relevant technology or academic area of specialization as outlined in a prescribed program curriculum and to participate in departmental and/or institutional activities that support the mission of the college.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Teaches assigned *academic course* schedule in a classroom, laboratory, and/or clinic /field experience setting as appropriate for the academic program.
- Prepares instructional materials that integrate theory with applications and clearly outline course and program goals and requirements and comply with established course content.
- Establishes sound classroom practices and management that responds to diverse academic needs and maintains accessibility and availability to assist students with their learning needs.
- Observes all academic policies and procedures and institutional rules and regulations.
- Oversees student learning activities and academic progress and maintains accurate records of student progress and accomplishments. Consults with and interprets these to students.
- Participates in departmental activities and supports departmental operations by attending meetings, maintaining educational equipment and spaces, preparing requisitions for instructional equipment, supplies or classroom materials, participating in course and program reviews, contributing to departmental initiatives, and maintaining contact with business and industry within the specialized field of instruction.
- Participates in college sponsored recruitment and retention activities by attending admissions events, student orientations, and award ceremonies, and/or advising student activity groups.
- Remains current within the specialized field of instruction through participation in relevant professional associations and educational & training activities. Utilizes appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communication.
- Demonstrates ethical and professional behavior.
- Serves on college or system committees, as assigned.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

General Education, Nursing, Allied Health, and Non-Technical Disciplines:

Education: Master's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Master's degree in Education shall require twelve (12) graduate credits in a subject area closely related to the teaching assignment and a Bachelor's degree in a subject area closely related to the teaching assignment.

Experience: Two (2) years of teaching experience in the subject area, or two (2) years of business or industry experience directly related to the field of the teaching assignment.

Professional Technical:

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area **closely** related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Three years of teaching experience in the subject area or three years of business or industry experience directly related to the field of the teaching assignment.

Occupational Technical:

Education: Bachelor's degree from a regionally accredited college or university with major study in a subject area closely related to the teaching assignment. Possession of a Bachelor's degree in Education shall require an Associate's degree in a subject area closely related to the teaching assignment.

Experience: Three years of teaching experience in the subject area or three years of business or industry experience directly related to the field of the teaching assignment.

OR

Education: Associate's degree from a regionally accredited college or technical school with major study in a subject area closely related to the teaching assignment.

Experience: Five years of teaching experience in the subject area or five years of business or industry experience directly related to the field of the teaching assignment.

Teaching Disciplines: Each teaching discipline category shall be determined by the community college system.

License/Certification: Applicants must possess the required license, certification, or registration as required for performing job accountabilities in a recognized professional or technical field. All additional license, certification, and registration requirements shall be determined by the college and must be specified on the supplemental job description and approved by the CCS Director of Human Resources prior to recruitment.

RECOMMENDED WORK TRAITS: Knowledge of teaching methods and materials, problems and subject matter as relates to course of instruction. Knowledge of the principles, methods, techniques, materials, tools and equipment used in postsecondary teaching. Knowledge of educational standards and procedures in the Technical Institute or College to which assigned. Ability to work with and secure the cooperation of others. Ability to maintain comprehensive records of the progress and development of the individual student. Evidence of good professional attitude. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.