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INVITATION TO PARTICIPATE

The attached materials contain the instructions and forms for preparing your input to the 4th edition of the **Distillers and Brewers Compensation Survey**. The objective of the study is to cover jobs that are unique to the industry and is dedicated to the specific needs of the Distillers and Brewers industries, providing timely, accurate, reliable and detailed compensation data for all geographies, through the use of state-of-the-art tools and analyses.

KEY SURVEY FEATURES - Individual Employee Data Collection, Extensive Editing and Validating of Data, Aggregate Data Reporting, Compensation Policies and Practices, Analysis of Executive Positions, Full Protection of your Sensitive and Confidential data, Web Page at www.wmgnet.com, Data Breakouts by Production Volume, Geographic Area, and National Sales Level.

SURVEY SCHEDULE - The survey schedule calls for submission of your input to us by 15 August 2018 with distribution of the Final Report in November.

PARTICIPATION FEES - The participation fee is \$1,750 includes access to **BOTH** the **Standard Report** and the **Custom Report** for the 2018 survey results through our on-line, **DataCentral**[®] reporting system, where you can download Standard Reports and run Custom Reports in both PDF and XLS formats. The **Custom Report** capabilities are designed for those who need to compare their data to that of others, or would like to run reports on selected sets of participants, by product sectors, geography, revenue and many other scoping criteria. You can also qualify for **DISCOUNTS of \$1,550** and more to help moderate your costs.

PARTICIPANTS ONLY - Final Reports from the survey are NOT AVAILABLE TO NON-PARTICIPANTS. In order to receive the results of this survey, you must be a participant.

DATA VALIDITY AND RELIABILITY - All data submitted to the survey is checked both manually by experienced compensation professionals and by a series of computer edits prior to being accepted to the database. Reports will not be produced where data from less than 5 companies and 5 employees are involved, providing added protection to your information. Additionally, data is restricted so no one company can represent more than 25% of the data in any given job.

We would like to thank the members of the 2018 Advisory Team for their support and assistance. Should you have any questions, please contact me by e-mail at donna@wmgnet.com or by phone at +1 408 596 7372.

Donna Bowman PHR
Survey Director
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DISTILLERS AND BREWERS COMPENSATION SURVEY 2018

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KEY SURVEY FEATURES

- Actual Total Cash, Most Recent Variable Cash Payout as well as Targeted Bonus Percent.
- Geographic breakouts of data for major regions, state, and over 100 major metropolitan areas throughout the country.
- Production Volume, Geographic and Revenue Level breakouts.
- Over 250 key benchmark jobs, each with detailed job descriptions, and consistent leveling methodologies.

NEW FOR 2018

- **New Jobs Added**

1003	Senior Distiller Operator
1004	Distiller Assistant 1
1005	Distiller Assistant 2
1006	Distiller
1007	Senior Distiller
1033	Mixology and Beverage Development Specialist
1038	Mixology and Beverage Development Manager

- **New Data Element**

We will now be collecting Gender classification for each incumbent

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SURVEY SCHEDULE

Our schedule calls for the production and distribution of this year's survey in November 2018. In order to meet this output schedule, it is extremely important for you to submit your information to us as soon as possible, so we may audit and verify your entries, and have ample time to clarify any data or policy questions with you.

<i>June 2018</i>	Distribution of input materials
<i>1 July 2018</i>	Effective Date of Survey Data
15 August 2018	Deadline for submission of input data to Western Management Group
<i>July – October 2018</i>	Data verification and report production
<i>November 2018</i>	Survey results available to participants

SURVEY FEES

All survey results are delivered via our **DataCentral**[®] online survey report tool. You have 24x7 access to your both the **Standard Reports** which includes data from ALL participants on ALL jobs, and **Custom Reports** where you can create your own report selections based on your choice of companies, product sectors, geographies, revenue, etc. With the Custom Report you have complete control of the complexity of analyses, comparisons, and customization of results from the survey database, and you can run an unlimited number of reports to satisfy your needs on a 24x7 basis at any time.

<i>Survey Fee – Provides BOTH Standard and Custom Report Access</i>	\$1,750
<i>Hard Copy of Standard Report (in addition to the Access fee above)</i>	\$200

SURVEY DISCOUNTS

YOU CAN EARN SIGNIFICANT DISCOUNTS up to \$1,550 in discounts this year!

\$1,000	<u>Craft Spirits / Brewers Discount</u> - Craft Spirits must be independent licensed distillers (DSPs) annually producing fewer than 750,000 proof gallons removed from bond (the amount on which excise taxes are paid). Craft Brewers must be have annual production under 6 million barrels of beer.
\$100	<u>On-Time Discount</u> - Submit your data by 15 August 2018 and receive a \$100 on-time discount.
\$150	<u>Previous Participant Discount</u> - All 2017 participants we receive a Discount of \$150.
\$300	<u>New Participant Referral Discount</u> - For <u>each</u> new participant you bring to the survey, we will credit <i>both you and your referral</i> with a \$300 discount off of your normal survey fees.

SURVEY RESULTS - DataCentral®

All participants will receive 24x7 access to **DataCentral®** where you can to download Standard Reports which cover all participants and all jobs, and Custom Report access where you can define your own selection criteria for selected cuts. Results are provided in both PDF and XLS Formats at no additional cost.

STANDARD REPORT

Download the full survey Standard Report which contains ALL data from ALL participants. Your data is included in the computation of job data statistics and totals. Available in both Adobe Acrobat and Excel formats, at no additional cost.

- **Job Descriptions:** Uploadable job descriptions in Excel, Word and Adobe Acrobat are also provided at no additional cost.
- **Summary Report:** Displays the employee weighted or simple average of each pay element for each survey job.
- **Detail Report:** For each survey job, displays employee weighted averages, simple averages and percentile data for each pay element as well as base-to-bonus earnings mix data, and number of employees reported to each FLSA Status and Job Match Level.
- **Breakout Report:** For each survey job, displays averages of each pay element broken out by Product Sector, Geographic Area and Revenue.
- **Uploadable Excel Report:** Provides a job-by-job spreadsheet report with all of the major statistics and pay elements laid out in a readily uploadable format for third party analysis software.

CUSTOM REPORTS

The Custom Reports offer detailed and full customized reporting capability. Ideal for participants who need reports based on a selected set of participants or to meet specific scoping criteria. You have complete control and flexibility in defining your own reports.

Company Selections	Case Production Levels
Weighted and Simple Averages	Geographic Area Region/State/Metro Area
Data Aging	Data Elements and Statistics Calculations
And much more!	Custom Percentiles
Company Size by Revenue or Employment	Standard Deviations

Includes all of the above reports from the Standard levels PLUS

- **Customizable Excel Report** Provides a job-by-job spreadsheet report with all of the chosen statistics and pay elements laid out in a readily uploadable format for third party analysis software.
- **Market Comparison Report:** The Market Comparison Report displays how your company compares to the market in graphic and tabular formats.

For a live demonstration of the power, flexibility and capabilities of **DataCentral** go to www.wmgnet.com and scroll down to "Our Features" under "DataCentral" and click on "Take a Test Drive, or call Donna Bowman at +1 408 596 7372 for a guided tour.

**DISTILLERS AND BREWERS
COMPENSATION SURVEY 2018**



SAMPLE - SUMMARY REPORT

REPRESENTS: Employee Weighted Average
PAY TYPE DISPLAYED: Annual Rate

WMG Job Title	Average Current Annual Base Pay	Most Recent Average FY Bonus Payout	Most Recent FY Other Cash Payout	Average Current Annual Compensation	Average Target Bonus Percent of Current Base	Total Number of Incumbents	Total Number of Companies
2201 Cellar Crew 1	\$34,049	\$1,203	\$850	\$34,655	5.19%	386	54
2202 Cellar Crew 2	\$41,446	\$1,774	\$953	\$42,335	5.59%	732	89
2203 Cellar Crew 3	\$47,170	\$2,619	\$1,058	\$48,598	6.18%	423	84
2204 Cellar Crew Lead	\$54,742	\$2,653	\$1,932	\$56,422	5.67%	208	57
2205 Cellar Supervisor	\$55,932	\$3,607	\$2,616	\$57,947	8.35%	89	41
2207 Cellarmaster	\$76,889	\$7,540	\$2,942	\$81,912	11.65%	89	61
2208 Cellar Operations Director	\$134,565	\$11,794		\$147,227	10.8%	12	8
2217 Plant Manager	\$123,901	\$20,767		\$137,029	12.08%	29	23
2221 Bottling Line Worker 1	\$33,807	\$1,764	\$740	\$34,203	5.75%	186	27
2222 Bottling Line Worker 2	\$42,111	\$1,984		\$42,787	5.5%	504	36
2223 Bottling Line Worker 3	\$49,747	\$2,330		\$50,274	5.97%	334	28
2224 Bottling Line Worker Lead	\$45,799	\$1,956	\$1,513	\$47,753	5.66%	98	29
2226 Bottling Supervisor	\$70,210	\$4,485	\$2,630	\$77,113	8.22%	102	34
2227 Bottling Manager	\$99,608	\$13,800		\$108,174	13.59%	33	25
2228 Bottling Operations Director	\$117,921			\$125,921		7	7
3151 Lab Technician 1	\$35,839	\$1,777	\$931	\$36,557	5.04%	49	36
3152 Lab Technician 2	\$40,031	\$1,860	\$682	\$40,777	5.35%	119	44
3153 Lab Technician 3	\$52,373	\$2,133		\$53,659	5.32%	89	26
3154 Lab Technician Lead	\$53,523	\$2,670		\$54,887	8.6%	13	12
3311 Government Compliance Analyst 1	\$51,093			\$51,503		17	10
3312 Government Compliance Analyst 2	\$61,000	\$4,207		\$62,769	8.2%	17	14
3313 Government Compliance Analyst 3	\$73,516			\$78,886		13	10
3317 Government Compliance Manager	\$88,650	\$5,680		\$93,274	12.11%	19	15

FICTITIOUS DATA

**DISTILLERS AND BREWERS
COMPENSATION SURVEY 2018**



SAMPLE - DETAIL REPORT

2205 Cellar Supervisor

	Current Base Pay	Most Recent FY Bonus Payout	Most Recent FY Other Cash	Current Total Compensation	PAY TYPE DISPLAYED: Annual Rate Target Bonus
90th Percentile	\$66,696	\$7,329	\$3,237	\$71,043	12.5%
75th Percentile	\$62,400	\$5,000	\$2,510	\$65,700	12.5%
50th Percentile	\$54,080	\$3,000	\$2,200	\$55,567	8.0%
25th Percentile	\$49,650	\$2,000	\$1,622	\$51,168	5.0%
10th Percentile	\$46,675	\$1,250	\$1,487	\$48,580	4.0%
Number Of Employees	89	41	12	89	20
Employee Weighted Average	\$55,932	\$3,607	\$2,616	\$57,947	8.35%
Number Of Companies	41	22	7	41	14
Company Weighted Average	\$57,812	\$3,801	\$3,053	\$60,511	7.57%
Earning Mix	94.22%	4.76%	1.01%	100.0%	
Percent Of Total Employees Eligible For Payment		51.69%	22.47%		
Percent Of Companies With Employees Eligible For Payment		65.85%	38.57%		
Percent Of Eligible Employees Actually Receiving Payment		89.13%	60.0%		
Percent Of Total Employees Receiving Payment		46.07%	13.8%		
Impact: Other Cash/Base Pay - Total Employee Count		2.9%	0.63%		
Impact: Other Cash/Base Pay - Employees Receiving Payment		5.29%	4.57%		
Employment Status	Full Time:	100.0%	Part Time:	0.0%	Seasonal: 0.0%
Union Code	Yes:	0.0%	No:	100.0%	
Supervisor/Manager Authority	Yes:	53.93%	No:	46.07%	

Empty Cell = No data or insufficient data for analysis

FICTITIOUS DATA

**DISTILLERS AND BREWERS
COMPENSATION SURVEY 2018**

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SAMPLE - BREAKOUT REPORT

REPRESENTS: Employee Weighted Average
PAY TYPE DISPLAYED: Annual Rate

2223 Bottling Line Worker 3

	Average Current Annual Base Pay	Most Recent Average FY Bonus Payout	Most Recent FY Other Cash Payout	Average Current Total Annual Compensation	Average Target Bonus Percent of Current Base	Total Number of Incumbents	Total Number of Companies	Relative Index
CASE PRODUCTION								
CC - 100,000 to 499,999	\$44,583			\$46,178		11	6	91.85%
DD - 500,000 and Over	\$50,607	\$2,498		\$50,992		302	20	101.42%
REGION								
* NAPA VALLEY	\$43,449	\$1,772		\$44,829		68	9	89.16%
* SONOMA COUNTY	\$43,944			\$44,487		23	8	88.48%
REVENUE LEVEL								
Under \$100 Million	\$41,033	\$1,738		\$42,140		44	11	83.81%
\$100 to \$249 Million	\$41,997			\$43,103		38	7	85.73%
Not Reported	\$54,564			\$54,665		188	5	108.73%
Total Job								
Overall National Average	\$49,747	\$2,330		\$50,211	6.97%	334	28	100.0%

Empty Cell = No data or insufficient data for analysis

Note: No breakout data is displayed where less than 3 companies are reporting to any region, product or segment cut. All data for this job is used when calculating the relative index.

FICTITIOUS DATA

SAMPLE - MARKET COMPARISON REPORT

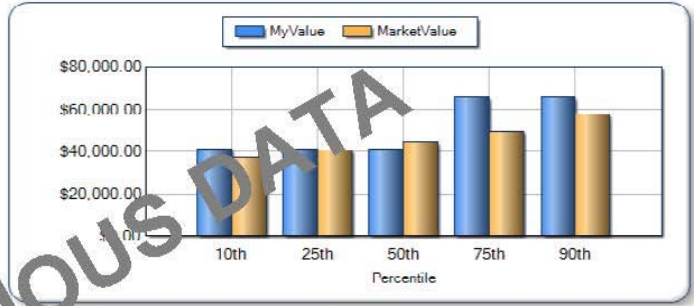
MARKET COMPARISON REPORT
REPORT ID = Sample

4042 - Shop Mechanic 2

Report analysis based on the Total Compensation of 4 Employee(s) from My Company and 306 Employees from 56 other companies.

	My Data	Market Data	Variance %	Variance \$
10th	\$41,444	\$37,500	10.51%	\$3,944
25th	\$41,444	\$40,998	1.08%	\$446
50th	\$41,444	\$44,555	-6.99%	(\$3,111)
75th	\$65,998	\$50,000	31.99%	\$15,998
90th	\$65,998	\$57,650	14.48%	\$8,348
Employee Average	\$53,721	\$46,330	15.95%	\$7,391
Company Average	\$53,721	\$46,417	15.73%	\$7,304

Emp Avg Variance % - Over/Under Salary Checkup



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INVITED PARTICIPANTS

21st Amendment Brewery
4 Spirits Distillery
512 Brewing Company
Abaita Brewing
Absolut Spirits Company USA
Alaskan Brewing
Allagash Brewing
Amador Distillery
American Craft Spirits Assoc.
Amherst Brewing
Anchor Brewing
Angostura
Anheuser-Busch InBev
Asahi Breweries
Asheville Distilling
Asia Pacific Breweries
August Schell Brewing
Bacardi USA
Balcones Distilling
Ballast Point Brewing
Barton Brands
Beam Suntory
Bear Republic Brewing
Bell's Brewery
Big Bottom Distillery
BJ's Restaurants
Black Button Distillery
Black Dirt Distillery
Black Squirrel Distillery
Blaum Brothers Distilling
Blavod Wine and Spirits
Blue Point Brewing
Boston Beer
Brandy Peak Distillery
Brewers Association
Brewery Ommegang
Brick Brewing
Bronco Wine Company
Brooklyn Brewery
Brown-Forman
Buffalo trace Distillery
Bull Run Distillery
C&C Group
Cacao Prieto
Campari
Canal Street Brewing
Castle Brands USA
Charmer Sunbelt Group
City Brewing Company
Clayton Distillery
Clear Creek Distillery
Cold Springs Brewing
Constellation Brands
Cooper Cave Ale Company
Cooper Fox
Cooper Muse
Cooper's Hawk Production
Coopersea Distillery
Corby Distilleries
Corsair Artisan Distillery
Craft Brew Alliance
CraftWorks Restaurants & Breweries
Cresendo Distillery
D. G. Yeungling & Son
Dark Corner Distillery
Deschutes Brewery
Diageo
Dogfish Head Craft Brewery
Dry Diggins Distillery
Dutch's Spirits
E. & J. Gallo Winery
Few Spirits
Fifth Generation
Finger Lakes Distillery
Firestone Walker Brewing
Florida Caribbean Distillers
Flying Dog Brewery
Fomento Economico Mexicano SA
Founders Brewing
Frankenmuth Brewery
Full Sail Brewing
Gambrinus
Garrison Brothers Distillery
Gekkeikan Sake USA
Golden Moon Distillery
Gordon Biersch Restaurant/Brewery
Grand Traverse Distillery
Great Lakes Brewing
Great Western Brewing Company
Green Flash Brewing
Grupo Modelo
Gruppo Italiano Vini
Halewood International
Harpoon Brewery
Heineken USA
Hillrock Estate Distillery
Hiram Walker
Hood River Distillers
Hop Back Brewery
House Spirits Distillery
Hudson Valley Distillers
Independent Brewers United
Indio Spirits
Jackson Family Wines
Karl Strauss Brewery
Kings County Distillery
Kirin Holdings Company
Lagunitas Brewing
Left Hand Brewing
Lion
Long Trail Brewing
Luxco
LVMH
Marnier Lapostolle
Matt Brewing
Maxxium Worldwide BV
McCormick Distilling
Meantime Brewing
Mendocino Brewing
Michigan Distillers Guild
Middle West Spirits
Miller/Coors
Millstone Spirits Group
Minhas Craft Brewery
Moet Hennessy
Morrison Bowmore
Myer Farm Distillers
New Belgium Brewing
New Glarus Brewing
New York Distilling
Ninkasi Brewing Company
North American Breweries
North Coast Brewing
Odell Brewing
Otter Brewing
Pabst Brewing
Paramount Distillers
Patron Spirits International
Peach Street Distillers
Pernod Ricard
Pittsburgh Brewing
Proximo Spirits
Purple Wine and Spirits
Quincy Street Distillery
Ransom
Rare Breed Distilling
Rebecca Creek Distillery
Reed Beverage
Remy Cointreau
Rogue Ales
Rolling River Spirits
Russian Standard Vodka
Saint Arnold Brewing
Saint Louis Brewery
Sapporo
Sazerac
Schweitzer Mauduit
Sebago Brewing
Shipyard Brewing
Sierra Nevada Brewing
Sixpoint Brewery
SKA Brewing
Sleeman Breweries
Smith Bowman Distillery
Southern Tier Brewing
Southern Wine & Spirits
Sprecher Brewing
Starlight Distillery
State 38 Distilling
Stevens Point Brewing
Still the One Distillery
Stone Brewing
Strongbow Drinks
Summit Brewing
Suntory Holdings
SweetWater Brewing
Swisher International
Table Bluff Brewing
Taittinger
Terrapin Beer
The Edrington Group
The Gambrinus Company
The Shed Brewing
The Wine Group
Tom's Foolery Distillery
Treasury Wine Estates Americas
Trinchero Family Estates
Tsingtao
Tuthilltown Distillery
Uinta Brewing
United Breweries Group
United Spirits
United States Distilled Products
Vermont Hard Cider
Vermont Spirits
Victory Brewing
Vivacity Fine Spirits
W.J. Deutsch
Water Street Brewery
Wild Rose Brewery
Willamette Valley Vineyards
William Grant and Sons
Winebow
Wirtz Brewing Company
Wood's High Mountain Distillery
Woody Creek Distillers
World Brews Winery Exchange
Wynkoop Brewing

PolicyCentral® - ONLINE POLICIES AND PRACTICES RESOURCE

Compensation related policy and practices information from all of our surveys is collected and analyzed through our website at **PolicyCentral** – your online source for the compensation policy issues. Simply log on at www.wmgnet.com and click on **PolicyCentral** to complete this portion of your survey.

2018 Pay Increase Budgets & Salary Structure Adjustments
Cost of Employee Benefits as a Percentage of Payroll
Employment Turnover/Reduction in Force (RIF)
Individual Performance Bonus (Excluding Sales Positions)
Insurance: Health & Medical
Paid Personal Time off - PPTO
Paid Sick Leave
Paid Vacation
Pay Increase Plan Design
Retirement: Defined Contribution Plans (401(k) Type Plans)

We understand that it may require an initial investment of your time to enter your company's data the first time for these "Core Topics", but once your data is in, updating it next year won't take as much of your time; you only need to review and update your changes for "time sensitive" topics annually. All of your previous data is retained for modification.

Over 100 additional topics are also available and once you enter your own data on any topic, you can generate a report for that topic.

In PolicyCentral you are able to customize your reports by selecting specific companies, product groups, survey groups, geographic areas, and more. You can also receive reports in colorful graphics and uploadable spreadsheet format – all free of any additional charge.

Enhanced Selection and Reporting Capability can be based on the following: (Data will not be displayed if there are less than 5 organizations reporting.)

- Industry
- Headquarters Location
- Size of Organization
- Employee Population
- Annual \$ Revenue
- Specific WMG Survey Participants
- Age of Data
- Specific Company Selections
- Ability to Include or Exclude your own data
- Tabular and Graphic Analysis/Display
- Results loadable to Excel formatted files

You can log on at www.wmgnet.com to report and access your **PolicyCentral** information. If you are a new participant, or have misplaced your username and password, call or email Donna Bowman at +1 408 596 7372 or donna@wmgnet.com.



DATA CONFIDENTIALITY AND SECURITY

Participation in the survey implies agreement to share data with all other participants on a mutual exchange basis, providing that the normal data confidentiality and security provisions are met. In order to protect the confidentiality of the data there are several additional safeguards in effect.

- No company identification will be associated with any data or reports generated from the database, except a participant's own data and reports.
- All reports and data presentations are available only in "aggregate" form and display summary information only.
- To ensure confidentiality, reports will NOT be produced for any participant unless the following criteria are met:
 - Report requests should contain a minimum of five or more survey participants, in addition to the requester.
 - No reports on individual jobs will be produced in which data from any single company (other than the requestor) represents over 25% of the total data in a given job OR if there are fewer than five companies (including your own) reporting data on a given job.

Western Management Group conducts a variety of surveys. Each is designed to uniquely cover a particular industry, function, and/or geography. Nevertheless, in some cases there is overlap of specific jobs over two or more WMG surveys.

When there are identical job descriptions in two or more surveys, WMG shares the data submitted on those jobs between the surveys. In this way we're able to maximize the data coverage, and present the most robust possible reflection of the true labor market.

Therefore, on some jobs, the data participants submit to a specific WMG survey may be reported back in two or more WMG surveys that year.

If you have any questions regarding WMG's data-sharing policy and procedure, please feel free to contact us.

SmartScreen® – DATA ENTRY SIMPLIFIED

A pre-formatted **SmartScreen®** Excel template is provided for your data entry. The **SmartScreen** template is an Excel based application that provides a flexible/user friendly interface to input, validate and securely submit your survey data. **SmartScreen** also provides you with an import capability and validity checking for those with large files for submission. You can “cut & paste” into it from your other internal data sources. The spreadsheet will highlight data that is not formatted correctly and/or data that does not fall within specified reasonable limits on each job. You are able to verify your data before submitting it to WMG, thus greatly increasing the validity of the data. It is available at no additional cost.

You can download the **SmartScreen** Excel template from:

http://www.wmgnet.com/dnn8/Portals/0/Surveys/DB/db18_smartscreen.xls

Once you have entered your data, performed the “Validate Pay Data” function of your **SmartScreen** and saved your data on your computer, you can submit your SmartScreen as follows:

- Save the file, click on the “SUBMIT” tab and follow the easy steps to upload directly and securely to the WMG website. This is your most secure method to submit your data, as it is sent in an encrypted format.

OR

- Save the **SmartScreen** file to a location of your choice on your computer. Attach the completed file to an e-mail message and send to Donna Bowman at donna@wmgnet.com

When your **SmartScreen** data is received in our office, it is reviewed and edited for completeness, reasonability and validity prior to acceptance and use in the survey database. All data is passed against complex edit standards that have been designed to identify questionable data entries and job matches. All data entries that do not meet this check will be brought to your attention for verification and must be either substantiated or eliminated.

We strongly recommend that you keep a file copy of all information submitted to the survey for reference should we need to contact you for verification, and as a protection against loss. If you need assistance interpreting the input requirements, matching your jobs to the survey classifications or completing your **SmartScreen** please call or email Donna Bowman at +1 408 596 7372 or donna@wmgnet.com.



SmartScreen® – LAYOUT AND SPECIFICATIONS

A pre-formatted Excel template called **SmartScreen** is available at no additional cost. The **SmartScreen** template assists participants in editing and verifying data as well as allows participants to submit data directly online through the WMG website. You can download your data entry Excel template from www.wmgnet.com. Please call Donna Bowman at +1 408 596 7372 if you have questions about the use of the SmartScreen, have a data file exceeding 65,000 records, or have formatting questions on your file.

- Report annual dollars, whole numbers – do not include cents
- If you have used formulas to calculate fields, convert the formulas to “values” prior to uploading to the **SmartScreen**
- DO NOT include decimals, dollar signs (\$) or cents – These will be formatted for you
- DO NOT add columns of information not defined on the Record Layout below
- DO NOT use any field delimiters
- DO NOT include or add hidden columns
- DO NOT change the order of the columns
- DO NOT assign a password to the document. You can use the “Submit” tab to directly and securely upload your file

Column	Survey Data Element	Definitions Page
A	Survey Job Code	15
B	Company Job Title	15
C	Industry Code	15
D	Production Volume Code	15
E	Pay Type	15
F	Gender (new data element)	15
G	Actual Base Pay	16
H	Most Recent Variable Cash Payout	16
I	Actual Total Cash	16
J	Variable Cash Eligibility Code	16
K	Target Bonus Percentage	16
L	Work Zip Code	16
M	Employee Record Number	16
N	Full Time/Part Time/Seasonal Code	17
O	Union Code	17
P	LTI Code	17
Q	LTI Valuation	17
R	Notes and Comments	17

SURVEY DATA ELEMENTS

Below are the definitions of each item on the **SmartScreen®**, listed in order by column.

Data Effective Date for the survey is 01 July 2018. Data reported should reflect policies and compensation in effect on 01 July 2018. All employees submitted must be on Active Pay Status as of 01 July 2018. EXCLUDE those who are on LOA, disability, sabbatical, or similar non-active status. Report data for each individual employee matched to the survey job.

A. SURVEY JOB CODE: The survey job code is the number corresponding to the survey job description for each job covered in the survey. The job descriptions are prepared to reflect the normal range of duties, responsibilities and requirements found in the level of job specified. It is not intended that the description list every specific task which might conceivably be assigned to that level of job. Thus, it is unlikely that your job will be an exact match to the benchmark classification description, or that you have matches for all jobs, all levels.

B. COMPANY JOB TITLE: Enter your internal company job title for each job reported.

C. INDUSTRY CODE: Defines the primary industry for the reported employee. If you have multiple operations, locations, entities, where practices differ, submit separate inputs and identify accordingly.

BR = Brewing
CB = Craft Brewing
DS = Distilling
CD = Craft Distilling
WI = Wine

D. PRODUCTION VOLUME CODE: Defines the production volume (case, barrel and gallon) for the work location of the reported employee. If you have multiple operations/locations submit separate inputs and identify the appropriate Production Volume code accordingly.

Annual Wine Production Volume (Cases)

A = Under 50,000
B = 50,000 to 99,999
C = 100,000 to 499,999
D = 500,000 and Over

Annual Beer Production Volume (Barrels)

E = Under 25,000
F = 25,000 to 99,999
G = 100,000 to 999,999
H = Over 1 Million

Annual Spirit Production Volume (Gallons)

I = Under 250,000
J = 250,000 to 750,000
K = 751,000 to 999,999
L = Over 1 Million

E. PAY TYPE: Please enter your base pay rates as either an hourly amount or an annualized amount.

H = Hourly
A = Annual

F. GENDER: Please enter the Gender of the incumbent. (New data element this year)

F = Female
M = Male

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G. ACTUAL BASE PAY: Actual base salary is regular base salary paid through the payroll. Such payments represent pre-tax and pre-401(k) amounts. Include all cash earned as base salary. Exclude all incentive-related income (to be reported under BONUS below). Utilize the annual base pay rate in effect as of 1 July 2018.

H. MOST RECENT VARIABLE CASH PAYOUT: Annual cash payments earned for the most recent completed plan year for any of the following programs. Such programs should be regularly scheduled, planned variable pay delivery systems (whether individually-qualified or group-qualified), not ad hoc, spontaneous, one-time payouts. Report actual amounts earned, most recent years whether paid yet or not, not targeted amounts.

Include:

- | | |
|------------------------------|------------------------|
| Individual Performance Bonus | Key Contributor Awards |
| MBO Bonus | Cash Profit Sharing |
| Sales Incentives/Commissions | Gainsharing Awards |

Exclude:

- | | |
|-----------------------|---------------------|
| Deferred Compensation | Overtime |
| Car Allowances | Shift Differentials |
| Hiring Bonuses | Holiday Bonus |
| Retention Bonuses | |

Do not include partial year payments. If variable cash amounts are for less than a full year: Annualize variable performance earnings.

I. ACTUAL TOTAL CASH: The annual total an individual earned from the total of Base Pay + Most Recent Variable Cash Payout.

J. VARIABLE CASH ELIGIBILITY CODE: Indicate whether the employee was eligible to receive a Most Recent Variable Cash Payout in the most recent plan year. "Eligibility" can refer to those in a formal or informal bonus plan. Employees may have been eligible, but did not actually receive payouts.

0 = Not eligible for Variable Cash

1 = Eligible for Variable Cash

K. TARGET BONUS PERCENTAGE: Potential amount to be paid, as a percentage of base salary, should the individual/company achieve 100% of defined targeted performance goals for the current fiscal year (in most cases, this will be 2017). Target amount should be expressed as a percentage of base salary, to one decimal place. Pro-rate for full year performance. **Do not report partial year targets.**

L. WORK ZIP CODE: Enter the Zip Code of the employee's work location. Indicate the 5-digit postal zip code for the **work location** (not residence) of the employee. These will be automatically converted to proper region, state and geographic codes by our edit program. If the employee is remote (works from home), enter the code of the work facility which most closely represents the labor market in which they are located.

M. EMPLOYEE RECORD NUMBER: Enter a unique employee identifying number assigned by your company to enable internal tracking and verification of data. You may use any scheme meeting your needs, such as Employee I.D., Badge number, Payroll number or any other participant assigned number which will allow you to associate the data with your own employee and provide for easy reference should we need to contact you to clarify, audit or verify your input data.

Examples: Employee I.D. number of 526-71-5867 is entered 52675867 (exclude spaces or dashes)
Employee I.D. of 47-82 would be entered as 4782.

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N. FULL-TIME/PART-TIME/SEASONAL CODE: Indicate the status for each incumbent using one of the following codes:

F = Full Time (works 40 hours per week)

P = Part Time (works less than 40 hours per week)

S = Seasonal Indicates employees on a short term employment arrangement that is no longer than 90 days, regardless of hours worked per week. Benefits area not normally provided.

O. UNION CODE: Indicates employees whose pay is determined by a Collective Bargaining Unit Agreement. Apply one of the following codes for each incumbent:

Y = Union

N = Non-Union

P. LTI CODE: Indicate whether the incumbent is currently eligible or not eligible for stock options or grants and/or other long-term cash incentives, beyond current bonus or annual profit sharing.

Note: Excludes Employee Stock Purchase Programs

A = Appreciation Based LTI Programs

Incentive Stock Options

Stock Appreciation Rights (SAR's)

B = Full Value LTI Programs

Non-Qualified Stock Options

Performance Shares/Share-Units

Restricted/Registered Stock Units (RSU's)

C = LTI Cash Incentive/Award Programs

Multi-year Cash Incentive Plans

PUPS

X = Any Combination of A – B – C above

Z = NONE – Not eligible for any LTI Program

Q. LTI VALUATION: Regardless of the methodology used by your organization to determine LTI Valuation (Black-Scholes-Merton, Binomial Lattice or other evaluation models), enter that value. It is based on the ASC718 (FASB123R) accounting value of all shares/cash/units allocated to the employee for the calendar year 2017. This figure is often available from your Treasury, Finance or Investor Relations function or your 10-K, Proxy Statement or similar governmentally required filings. It complies with ASC 718 (FASB 123R) requirements for financial disclosure purposes.

For Example: The 2017 Per Share/Unit Accounting Value is determined to be \$19.50 per share/unit.

If the employee is allocated 1,000 shares/units for 2017, the entry in LTI VALUATION will be \$19,500.

For further guidance click here for: [The WorldatWork/GEO LTI Valuation Model](#)

R. NOTES AND COMMENTS: Enter information which will help to explain where data has been derived, or why the value of a field is outside of the audit limits. The information entered here is only visible to your company and WMG, and is not distributed to other participants.



JOB MATCHING

This survey is aimed at collecting data for a variety of levels of individual contributors, supervisory and management level positions within several functions.

A general job description is provided for each job covered in the survey. These descriptions are prepared to reflect the normal range of duties, responsibilities and requirements found in the level of job specified. It is not intended that the description list every specific task that might conceivably be assigned to that job. Rather, it is a general indication of the scope and complexity of the job. Thus, it is unlikely that your jobs will be exact matches to the job descriptions.

The description should be used as a reference and guide to the general level of skill required for the performance of the typical duties listed. As a basic guide, you should have a minimum of an 80% confidence level that your job is a match. Pay particular attention to the exclusions and qualifying remarks in some descriptions.

MULTIPLE LEVEL MATCHING

Your job family may have more, or less levels within it than are identified in the survey. Review the content of the survey description to determine if two or more of your levels may need to be combined for reporting to a given survey level.

For Example: The survey has five levels of Web Graphics Designer. Your company has six. Upon review of the survey descriptions, you may determine that your 3rd and 4th level would be best reported to the 3rd level in the survey. Therefore, combine your 3rd & 4th level and report both in the 3rd level of the survey.

Conversely, if you have two levels, and the survey has five, try to allocate your employees among the five survey levels based on job content, experience, and complexity, where possible, but do not force fit.

BLENDED JOBS - DO NOT DOUBLE MATCH:

If your employee performs a combination of duties from two or more survey job levels or groups, pick the one survey job or group where at least 80% of the survey job content fits the employee. **DO NOT** match the same employee to more than one survey job level or group. If no survey job represents at least 80% of the duties of the employee, **DO NOT REPORT** that employee. **"If in doubt, leave it out."**

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SURVEY JOBS INDEX

NEW AND REVISED POSITIONS INDICATED IN BOLD RED ITALICS

EXECUTIVE

10	Chief Executive Officer	15	General Counsel
11	Chief Operating Officer	16	Chief Engineering Officer
12	Chief Financial Officer	17	Chief Human Resources Officer
13	Chief Technology Officer	18	Chief Administrative Officer
14	Chief Information Officer	19	Chief Ethics and Compliance Officer

DISTILLERS AND BREWING

1001	Distillery Worker	1028	Wine Spirits and Beverage Development Manger
1003	Senior Distiller Operator	1033	Mixology and Beverage Development Specialist
1004	Distiller Assistant 1	1038	Mixology and Beverage Development Manager
1005	Distiller Assistant 2	1041	Technical Brewer
1006	Distiller	1046	Assistant Brewer
1007	Senior Distiller	1047	Master Brewer
1008	Spirits Distillation Manager	1048	Brewing Manager
1009	Spirits Distillation Director	1049	Brewing Director
1018	Spirits Field Marketing Manager		

PRODUCTION/OPERATIONS/CELLAR/BOTTLING

2001	Pre Packer/Packing Operator 1	2152	Transportation Planner 2
2002	Pre Packer/Packing Operator 2	2153	Transportation Planner 3
2003	Pre Packer/Packing Operator 3	2157	Transportation Planning Manager
2006	Packing Supervisor	2159	Transportation/Port Operations Director
2007	Packing Manager	2163	Import/Export Coordinator
2011	Production Technician 1	2173	Import/Export Dispatcher
2012	Production Technician 2	2175	Import/Export Supervisor
2013	Production Technician 3	2181	Operations Support Specialist 1
2014	Production Technician 4	2182	Operations Support Specialist 2
2017	Production Supervisor	2183	Operations Support Specialist 3
2021	Flavor Manufacturing Technician 1	2191	Product Placement Analyst
2022	Flavor Manufacturing Technician 2	2196	Operations Manager 1
2023	Flavor Manufacturing Technician 3	2197	Operations Manager 2
2101	Order Selector 1	2198	Operations Manager 3
2102	Order Selector 2	2201	Cellar Crew 1
2103	Order Selector 3	2202	Cellar Crew 2
2111	Distribution Technician 1	2203	Cellar Crew 3
2112	Distribution Technician 2	2204	Cellar Crew Lead
2113	Distribution Technician 3	2205	Cellar Supervisor
2114	Distribution Technician 4	2207	Cellarmaster
2115	Distribution Supervisor 1	2208	Cellar Operations Director
2116	Distribution Supervisor 2	2216	Plant Manager 1
2121	Production Planner/Scheduler 1	2217	Plant Manager 2
2122	Production Planner/Scheduler 2	2218	Plant Manager 3
2123	Production Planner/Scheduler 3	2226	Production Manager 1
2124	Master Scheduler	2227	Production Manager 2
2135	Planning Supervisor	2231	Bottling Line Worker 1
2136	Planning Manager 1	2232	Bottling Line Worker 2
2137	Planning Manager 2	2233	Bottling Line Worker 3
2138	Planning Manager 3	2234	Bottling Line Worker Lead
2142	Forecast/Demand Planning Analyst	2236	Bottling Line Supervisor
2148	Forecast/Demand Planning Manager	2237	Bottling Line Manager
2151	Transportation Planner 1	2238	Bottling Operations Director

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FOOD SAFETY AND SANITATION

3001	Sanitation Technician 1	3047	Environmental Health and Safety Manager
3002	Sanitation Technician 2	3049	Environmental Health and Safety Director
3003	Sanitation Technician 3	3071	Environmental Engineer 1
3004	Sanitation Technician 4 (Lead)	3072	Environmental Engineer 2
3005	Sanitation Supervisor	3073	Environmental Engineer 3
3007	Sanitation Manager	3074	Environmental Engineer 4
3041	Environmental Health and Safety Specialist 1	3075	Environmental Engineer 5
3042	Environmental Health and Safety Specialist 2	3076	Environmental Engineering Supervisor/Mgr
3043	Environmental Health and Safety Specialist 3	3078	Environmental Engineering Manager/Director

QUALITY

3101	Receiving Inspector 1	3145	Quality Engineer 5
3102	Receiving Inspector 2	3146	Quality Supervisor
3103	Receiving Inspector 3	3147	Quality Manager
3105	Receiving Supervisor	3149	Quality Director
3107	Receiving Manager	3151	Lab Technician 1
3111	Quality Control Technician 1	3152	Lab Technician 2
3112	Quality Control Technician 2	3153	Lab Technician 3
3121	Quality Process Specialist 1	3154	Lab Technician 4
3122	Quality Process Specialist 2	3201	Continuous Improvement Specialist 1
3123	Quality Process Specialist 3	3202	Continuous Improvement Specialist 2
3141	Quality Engineer 1	3203	Continuous Improvement Specialist 3
3142	Quality Engineer 2	3207	Continuous Improvement Manager
3143	Quality Engineer 3	3209	Continuous Improvement Director
3144	Quality Engineer 4		

COMPLIANCE/REGULATORY

3303	Compliance Administrator	3313	Government Compliance Specialist 3
3311	Government Compliance Specialist 1	3317	Government Compliance Manager
3312	Government Compliance Specialist 2	3319	Government Compliance Director

MAINTENANCE/FACILITIES

4001	Maintenance Technician 1	4045	Shop Mechanic Supervisor
4002	Maintenance Technician 2	4065	Maintenance Supervisor
4003	Maintenance Technician 3	4067	Maintenance Manager
4011	Machine Maintenance Mechanic 1	4171	Building Engineer 1
4012	Machine Maintenance Mechanic 2	4172	Building Engineer 2
4013	Machine Maintenance Mechanic 3	4173	Building Engineer 3
4023	Maintenance Mechanic- Journey Level	4174	Building Engineer 4
4031	Fork Lift Operator	4186	Facilities Manager 1
4033	Lift Truck Mechanic	4187	Facilities Manager 2
4041	Shop Mechanic 1	4188	Facilities Manager 3
4042	Shop Mechanic 2		

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ENGINEERING AND RESEARCH

5001	Research/Scientific Associate 1	5087	Engineer/Scientist- Supervisor/Manager
5002	Research/Scientific Associate 2	5088	Engineer/Scientist- Manager/Director
5003	Research/Scientific Associate 3	5101	Manufacturing Engineer 1
5004	Research/Scientific Associate 4	5102	Manufacturing Engineer 2
5011	Engineer/Scientist 1	5103	Manufacturing Engineer 3
5012	Engineer/Scientist 2	5104	Manufacturing Engineer 4
5013	Engineer/Scientist 3	5105	Manufacturing Engineer 5
5014	Engineer/Scientist 4	5111	Industrial Engineer 1
5015	Engineer/Scientist 5	5112	Industrial Engineer 2
5031	Chemist 1	5113	Industrial Engineer 3
5032	Chemist 2	5114	Industrial Engineer 4
5033	Chemist 3	5115	Industrial Engineer 5
5086	Engineer/Scientist- Project Leader/Supervisor		

CONSUMER RESEARCH AND DEVELOPMENT

5501	Sensory Analyst 1	5523	Sensory Scientist 3
5502	Sensory Analyst 2	5524	Sensory Scientist 4
5503	Sensory Analyst 3	5541	Consumer Testing Technologist 1
5504	Sensory Analyst 4	5542	Consumer Testing Technologist 2
5521	Sensory Scientist 1	5543	Consumer Testing Technologist 3
5522	Sensory Scientist 2	5544	Consumer Testing Technologist 4

MARKETING

6110	Marketing Coordinator	6337	Brand Manager
6130	Marketing Analyst	6339	Senior Brand Manager
6210	Advertising/Promotion Manager	6404	Direct to Consumer Marketing Support Specialist
6221	Public Relations Specialist 1	6407	Direct to Consumer Marketing Manager
6222	Public Relations Specialist 2	6409	Direct to Consumer Marketing Director
6227	Public Relations Manager/Director	6503	Category Management Analyst
6236	Marketing Manager	6504	Category Management Analyst
6237	Marketing Communications Manager	6603	Graphic Design Specialist
6239	Marketing Director	6607	Graphic Design Manager/Director
6335	Associate/Assistant Brand Manager		

SALES

7010	Customer Service Representative 1	7132	Direct Sales Representative 2
7020	Customer Service Representative 2	7150	Distributor Sales Relationship Manager 1
7030	Customer Service Representative 3	7160	Distributor Sales Relationship Manager 2
7035	Customer Service Supervisor	7170	Distributor Sales Relationship Manager 3
7037	Customer Service Manager	7225	Regional Sales Manager (must have direct reports)
7101	eCommerce Associate 1	7226	Major Account Manager
7102	eCommerce Associate 2	7227	National Sales Manager (Must have direct reports)
7103	eCommerce Associate Outbound/Telesales	7228	International Sales Manager
7112	Retail Merchandising Specialist	7311	Sales Business Analyst 1
7127	Retail Merchandising Manager	7312	Sales Business Analyst 2
7131	Direct Sales Representative 1	7313	Sales Business Analyst 3

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HOSPITALITY

8103	Club Representative	8425	Tour Guide
8113	Educator Local	8426	Tasting Room Assistant Manager
8114	Educator National	8427	Tasting Room Manager
8203	Special Event Coordinator	8428	Retail Operations Director
8205	Catering and Event Service Supervisor	8501	Hospitality Representative 1
8307	Club Manager	8502	Hospitality Representative 2
8407	Events Manager	8503	Hospitality Representative 3
8421	Tasting Room Host/Hostess 1	8505	Hospitality Supervisor
8422	Tasting Room Host/Hostess 2	8507	Hospitality Manager
8423	Tasting Room Host/Hostess 3	8509	Hospitality Director
8424	Tasting Room Host/Hostess Lead		

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



SURVEY JOB DESCRIPTIONS

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Review the following job descriptions and identify those which may exist in your institution. Job matching should be based primarily on the job content; the QUALIFICATIONS requirements are only general guidelines. DO NOT rely on title comparisons alone. Only report data for jobs in your institution, which have a corresponding match to a survey job. The job duties should be a minimum of an 80% match. New jobs are in BOLD print.

EXECUTIVE JOB FAMILIES

Chief Executive Officer (CEO) - 10

The single top executive in the entire company. Responsible and accountable for planning, directing, organizing and controlling the operational activities and staff of the organization in accordance with policies as established by the Board of Directors. Implements and coordinates strategies and operating practices and procedures to ensure effective operations which meet established objectives. Provides guidance and recommendations to assist the Board in determining short and long-term objectives for the organization. Establishes and provides for the maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions. Responsible for the employment, counseling, performance evaluation, training, motivation and discipline of executive staff.

Chief Operating Officer (COO) - 11

Under the direction of the CEO, holds responsibility and accountability for planning, directing, organizing and controlling the day-to-day operational activities and staff of the organization. Implements and coordinates strategies and operating practices and procedures to insure effective operations which meet established objectives. Establishes and provides for the maintenance of controls and systems to analyze and report on operating efficiency and financial status. Responsible for the coordination of various operating committees and functions. Responsible for the employment, counseling, performance evaluation, training, motivation and discipline of executive staff.

Chief Financial Officer (CFO) - 12

The single top financial executive in the entire company. Responsible and accountable for all operations of the finance function, including accounting, financial and tax planning, audit, budget development, debt and equity financing, and operation of the investment portfolio. Responsible for the initiation and development of financial policies and planning; directs preparation and submittal, in compliance with appropriate laws, regulations and corporate requirements, of accurate and timely financial tax and regulatory corporate reports. Ensures integrity of financial records from the point of origination, including the responsibility for information content. Initiates and conducts research and analytical studies on various aspects of areas of responsibility.

Chief Technology Officer (CTO) - 13

The single top technology executive in the entire company. Responsible and accountable for establishing the company's technical vision and leading all aspects of the company's technology development. Leads the execution of technology strategy for technology platforms, partnerships, and external relationships. Builds and manages the technology team and oversees research and development, as well as project management. Provides visible leadership for the company within the technology community. Anticipates and reacts to major technology changes to ensure the maintenance of company leadership in the competitive landscape. Establishes technical standards and ensures adherence for product development and company operations.

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Chief Information Officer (CIO) - 14

The single top information executive in the entire company. Responsible and accountable for directing the information and data integrity of the enterprise and its groups and for all Information Technology functions of the enterprise. This includes all data centers, technical service centers, production scheduling functions, help desks, communication networks (voice and data), computer program development, and computer systems operations. Responsible for maintaining the integrity of all electronic and optical books and records of the enterprise. Oversees all computerized and manual systems, information processing equipment and software for acquisition, storage and retrieval. Defines the strategic direction of all information processing and communication systems and operations.

General Counsel - 15

The single top legal executive in the entire company. Responsible and accountable for providing legal support and guidance to the executive team. Ensures the company's adherence to federal, state, and local law with regard to all contracts, customer agreements, non-disclosure agreements, license agreements, joint ventures, and mergers and acquisitions. Ensures full legal protection of all intellectual property, trademarks and patents. Provides counsel and guidance to management on all legal, business and strategic issues as necessary and appropriate.

Chief Engineering Officer - 16

The single top engineering executive in the entire company. Responsible and accountable for directing, planning, developing, and coordinating the implementation of practices, policies, programs, procedures, and personnel activities of the company's engineering efforts. Oversees the design, modification, and improvement of company products and/or services, design testing and maintenance of production processes, machinery, and/or equipment, design and maintenance of facilities, equipment, and physical layout, reliability improvements, cost engineering, construction and engineering project management, and other related activities. Directs engineering management in formulating plans, designs, cost estimates, and specifications. Reviews engineering designs in light of the organization's strategic goals and return on investment. Conducts special investigations and studies to evaluate efficiency of engineering programs. Confers with manufacturing and research departments to ensure product design, development, and modification are in conformance with organization's goals and objectives.

Chief Human Resources Officer - 17

The single top human resources executive in the entire company. Responsible and accountable for developing and executing the human resources strategy in support of the overall business plan and strategic direction of the company, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation and benefits. Functions as a strategic business advisor to senior management regarding key organizational and management issues. Provides overall leadership and guidance to the HR function.

Chief Administrative Officer - 18

The single top administrative executive in the entire company. Responsible and accountable for directing, planning, developing, and establishing policies and objectives of assigned functions in accordance with objectives of the organization. Heads functions such as, but not limited to, business administration, data communications, facilities management, human resources services, insurance, office services, purchasing, and security. Provides support and assistance to other functions and operating units of the organization. Interprets company policy to employees and enforces company policy and practices.

Chief Ethics And Compliance Officer - 19

Operates the firm's ethics program, oversees compliance functions, coordinates and integrates program delivery, and reports results to the Board of Directors and the firm's leadership. Develops implements, administers and certifies compliance and ethics policies, procedures, and business practices. Ensures alignment with legal ethical standards of the organization. Provides compliance advice, oversees investigation of alleged ethics violations, code of conduct training, policy updates, provides counsel to management and employees on questions of ethics and policy and verifies deficiencies are corrected. Develops employee communication and training programs that focus on the elements of a companywide compliance program. Analyzes metrics and audits functional compliance program. Works closely with the organization's business practice leaders to keep the organization abreast of ethics activities that may affect the organizations business practices.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



DISTILLERS AND BREWERS JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Distillery Worker - 1001**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for set up, operation, or tending continuous flow or vat-type equipment; filter presses; shaker screens; centrifuges; condenser tubes; precipitating, fermenting, or evaporating tanks; scrubbing towers; or batch stills. Set up or adjust machine controls to regulate conditions such as material flow, temperature, or pressure. Inspect machines or equipment for hazards, operating efficiency, malfunctions, wear, or leaks. Examine samples visually or by hand to verify qualities such as clarity, cleanliness, consistency, dryness, and texture. Collect samples of materials or products for laboratory analysis. Clean or sterilize tanks, screens, inflow pipes, production areas, or equipment, using hoses, brushes, scrapers, or chemical solutions. Start agitators, shakers, conveyors, pumps, or centrifuge machines, then turn valves or move controls to admit, drain, separate, filter, clarify, mix, or transfer materials. Dump, pour, or load specified amounts of refined or unrefined materials into equipment or containers for further processing or storage. Maintain logs of instrument readings, test results, and shift production, and send production information to computer databases. Measure or weigh materials to be refined, mixed, transferred, stored, or otherwise processed. Install, maintain, or repair hoses, pumps, filters, or screens to maintain processing equipment, using hand tools. Remove clogs, defects, or impurities from machines, tanks, conveyors, screens, or other processing equipment. Assemble fittings, valves, bowls, plates, disks, impeller shafts, and other parts to equipment in order to prepare equipment for operation. Test samples to determine viscosity, acidity, specific gravity, or degree of concentration, using test equipment such as viscometers, pH meters, or hydrometers. May pack bottles in cartons or crates. May be known according to specific work performed as Barrel Cutter; Barrel Roller; Barrel Scraper; Bung Remover; Carton Repairer; Drum Cleaner; Drum Sealer; Dumper.

QUALIFICATIONS: High School diploma.

JOB FUNCTION AND JOB CODE(S): **Senior Distiller Operator - 1003**

PRIMARY DUTIES AND RESPONSIBILITIES: Directs and assists in Cellar and Distillery work activities of other Operators. Performs a variety of Production processing assignments, the majority of which involves spirit processing. Maintains equipment, product and facility and processes any needed documentation. Assists personnel in analyzing and correcting problems encountered in job assignments in order to perform work according to standard operating procedures. Oversees required maintenance assignments to include ordering materials, welding, fabrication, preventive maintenance and general repair to ensure assignments are completed properly and in a timely manner. Develops and/or maintains working relationships with outside vendors. Racks, blends, chills and filters product. Assists with management of warehouse inventory. Set up or adjust machine controls to regulate conditions such as material flow, temperature, or pressure. Inspect machines or equipment for hazards, operating efficiency, malfunctions, wear, or leaks. Examine samples visually or by hand to verify qualities such as clarity, cleanliness, consistency, dryness, and texture. Collect samples of materials or products for laboratory analysis. Clean or sterilize tanks, screens, inflow pipes, production areas, or equipment, using hoses, brushes, scrapers, or chemical solutions. Start agitators, shakers, conveyors, pumps, or centrifuge machines, then turn valves or move controls to admit, drain, separate, filter, clarify, mix, or transfer materials. Dump, pour, or load specified amounts of refined or unrefined materials into equipment or containers for further processing or storage. Maintain logs of instrument readings, test results, and shift production, and send production information to computer databases. Measure or weigh materials to be refined, mixed, transferred, stored, or otherwise processed. Install, maintain, or repair hoses, pumps, filters, or screens to maintain processing equipment, using hand tools. Remove clogs, defects, or impurities from machines, tanks, conveyors, screens, or other processing equipment. Assemble fittings, valves, bowls, plates, disks, impeller shafts, and other parts to equipment in order to prepare equipment for operation. Test samples to determine viscosity, acidity, specific gravity, or degree of concentration, using test equipment such as viscometers, pH meters, or hydrometers.

QUALIFICATIONS: High school diploma or State-issued equivalency certificate plus 5 years of experience.

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JOB FUNCTION AND JOB CODE(S): Distiller Assistant 1 - 1004

PRIMARY DUTIES AND RESPONSIBILITIES: Reviews spirits analysis data and makes necessary quality adjustments based on training. Participates in monitoring of fermentation activity (monitoring temperatures, TA, pH, Brix, VA, tank top/bottom evaluations). Writes process orders and maintains proper documentation to ensure spirits are made to specification in a reproducible manner. Supports spirits production processes across all types and brands. Maintains and sorts data from spirits making trials, experiments and spirits processing operations. Participates in conducting fining trials; conducts and manages other trials and experiments as assigned. Manages sample requests and inventory tasting. Participates in wine/brandy/spirit tasting and sensory evaluation. Manages spirits quality at a fundamental level. Gives real time feedback to operations teams during distillation processes including providing suggestions on how to operate the stills more efficiently or to produce product closer to our target. Works closely with teammates and cellar to write work orders and plan cellar manufacturing facilities to enable timely bottling of products.

QUALIFICATIONS: High school diploma or State-issued equivalency certificate.

JOB FUNCTION AND JOB CODE(S): Distillers Assistant 2 - 1005

PRIMARY DUTIES AND RESPONSIBILITIES: Supports distillers and operations staff in delivering the highest quality spirits to the consumer across all brands. Manages specific processing trials inclusive of safely operating our lab distillation column and details the results of the experiments in reports. Tastes spirits, conducts evaluations, and makes recommendation of treatments/blending changes to improve spirits quality. Supervises the processes and operations involved to deliver spirits from raw material to bottle as assigned (e.g. management of fermentation, distillation, product aging, product blending and product bottling). Gives real –time feedback to operations teams during distillation processes including providing suggestions on how to operate the stills more efficiently or to produce product closer to our target. Works closely with teammates and cellar to write work orders and plan cellar manufacturing facilities to enable timely bottling of products. Maintains all spirits blends to comply with TTB formulas and completes tracking paperwork within a timely manner from raw materials to bottle. Writes models/works with software that enables more efficient operations and management of products and processes.

QUALIFICATIONS: High school diploma or State-issued equivalency certificate. Bachelor of Science preferred.

JOB FUNCTION AND JOB CODE(S): Distiller - 1006

PRIMARY DUTIES AND RESPONSIBILITIES: Supports distillation and plant operations staff in delivering the highest quality spirits to the consumer across all brands. Manages processing trials inclusive of safely operating our lab distillation column and details the results of the experiments in reports. Tastes spirits, conducts evaluations, and makes recommendation of treatments/blending changes to improve spirits quality. Supervises the processes and operations involved to deliver spirits from raw material to bottle as assigned (e.g. management of fermentation, distillation, product aging, product blending and product bottling). Trains and mentors lab technicians, enologist, assistant distillers. Gives real –time feedback to operations teams during distillation processes including providing suggestions on how to operate the stills more efficiently or to produce product closer to our target. Works closely with distillation and cellar personnel to write work orders and plan cellar operations both in our facilities and at our co-manufacturing facilities to enable timely bottling of our products. Ensures all spirits blends comply with formulas and TTB regulations and completes tracking paperwork within a timely manner from raw materials to bottle. Writes models/works with software that enables more efficient operations and management of our products and processes. Contributes to the continuous improvement of all distillation processes and procedures. May lead cross-functional teams in the pursuit of creating better products, processes and procedures both within facilities and with co-manufacturers. Functions as the lead point person with co-manufacturer as required, ensuring quality production for the distillation team.

QUALIFICATIONS: Bachelor's degree in Food Science, Chemistry, or Chemical Engineering plus 5 years of distillation, enology, winemaking, or chemistry experience reflecting increasing levels of responsibility.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Senior Distiller - 1007**

PRIMARY DUTIES AND RESPONSIBILITIES: May oversee distillation at one or more location(s) including production, processing equipment and distillery operations to ensure the highest standards are maintained, operations are profitable, and risk is minimized. Participates in the spirits tasting process; manages the attainment of flavor profiles to meet marketing needs. Identifies aromas and flavors in spirits; develops and recommends processes and treatments to improve brandy and spirit quality. Addresses supply/demand issues to help ensure that out of stock occurrences are minimized and the spirits inventory is balanced. Oversees the cellar process management of product, including chemical and ingredient additions, racks, transfers, clarification, and final preparation for distillation. Manages ingredient supplies, including supplies and additives, to ensure that all spirit products can be processed on time, on cost and on value. Ensures all spirits products within internal "gold standard" specifications: from raw materials to bottle. Works with management to develop business objectives and drive continuous improvement. Initiates and develops the trials and experiments and for the completion of their success. Interfaces with other resources/departments of the organization in order to ensure successful (productive, high quality and profitable) completion of distillation processes.

QUALIFICATIONS: Bachelor's degree in Food Science, Chemistry, or Chemical Engineering, plus 7 years of spirits or wine production experience reflecting increasing levels of responsibility.

JOB FUNCTION AND JOB CODE(S): **Spirits Distillation Manager - 1008**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for managing the day to day operations for the distillation organization maintaining established compliance policies and procedures while delivering the stylistic and quality initiatives for the spirits products managed. Also is responsible for managing and developing a team of distillers that will carry-out established standards and policies. Supervises the barreling, aging, processing and blending process of distillates as required for bottling. Manages the appraising of raw materials for spirit quality; partners internal and external suppliers to provide recommendations regarding the cultivation of raw materials. Participates in the tasting process; oversees the attainment of spirits flavor profiles which meet marketing needs. Ensures the compliance of TTB and FDA regulations, facilitate standard operating procedures and related winemaking/distillation practices. Oversees the completion and success of the trials and experiments. Develops and maintains operating budget and capital spending plan. Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations.

QUALIFICATIONS: Bachelor of Science degree in Fermentation Science, Enology, Food Science plus 8 years of winemaking or distillation experience reflecting increasing levels of responsibility. Master of Science degree in Enology, Fermentation Science or Food Science preferred. Knowledge of global winemaking and continuous/alembic distillation processes. Knowledge of State and Federal regulations concerning wine and distilled spirits.

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JOB FUNCTION AND JOB CODE(S): **Spirits Distillation Director - 1009**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for overseeing the day to day operations for creating high performing spirits products (from the raw materials stage through the bottling processing stage) as well as developing and implementing strategic processes that will ensure the continuous development of brands within the spirits category. Directs all distilling activities, from raw material to shelf, including but not limited to crush, fermentation, distillation, tasting, aging/storage, blending, processing, product development, and product quality. Constructs and maintains systems to establish and monitor style targets and performance against said targets. Identifies aromas and flavors in brandy and spirits; recommends treatments to improve brandy and spirits quality through tasting of inventory. Establishes distilling processes and procedures to accomplish desired quality and style objectives; ensures distilling operations meet corporate expectations. Maintains a high level understanding of the organization's business systems and industry requirements. Manages the distilling processes to influence all parts of the production process to ensure the target-quality product. Directs analytical spirits evaluation, quality control and research and experimental programs for produced spirits. Participates in Marketing and PR activities for spirits both on and off site. Participates on department and interdepartmental planning and management teams and works cross-functionally to improve processes within the organization. Develops, maintains and ensures adherence to operating budget and capital spending plan.

QUALIFICATIONS: Bachelor of Science degree in Fermentation Science, Enology, Food Science plus 12 years of distilling experience to include supervisory or managerial experience reflecting increasing levels of responsibility. Master of Science degree in Enology, Fermentation Science or Food Science. 8 years of progressive experience in a variety of spirits categories. Experience managing all distilling activities, including the formulation, blending, aging, finishing, and bottling, of complex distilled spirits (brandy, whiskey, rum, and tequila).

JOB FUNCTION AND JOB CODE(S): **Spirits Field Marketing Manager - 1018**

PRIMARY DUTIES AND RESPONSIBILITIES: Maximizes the distribution and sale spirit brands in retail accounts and throughout the distributor sales organization by executing sales/marketing strategies and creating an annual sales plan for the area of responsibility. Builds and executes plans to drive Gallo Spirit distribution, sales and consumer awareness in targeted accounts for a designated geographical area. Manages Spirit portfolio execution in defined target accounts as well as across a defined geographical area. Calls on general retail accounts, targeted retail accounts, and key spirit accounts and engages in brand activation activities (e.g. kickoffs, "ride-withs", crew drives, and in-account activations etc.). Builds spirit brand advocacy with retail management; trains and coaches distributor sales staff on products and sales programs to maximize the sale and distribution of company Spirit brands. Develops annual plan highlighting the intended strategy to implement sales initiatives in geographic region of responsibility (e.g. plan to increase distribution, sales promotions, and demos/tastings schedule).

QUALIFICATIONS: Bachelor's degree plus 3 years of FMCG sales management experience reflecting increasing levels of responsibility.

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JOB FUNCTION AND JOB CODE(S): **Manager-Wine Spirits and Beverage Development - 1028**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the management of the wine, spirits and beverage development department. This includes overseeing the development and execution of new or improved wine, spirit, and malt based alcoholic beverages. Also is responsible for leading and developing staff members in the execution of assigned projects. Manages the screening and selecting of flavors for beverage formulation. Oversees, conducts, and monitors flavor stability and long term beverage stability evaluations. Partners with flavor suppliers to develop new flavors for new beverages. Works with the finance department to provide initial cost estimates for new beverage commercialization. Leads complex research with consumer insights, marketing and product development, or partners to align with corporate strategies including time frames, resource limitations, and determination of appropriate methodology. Maintains knowledge of TTB regulation and works with the compliance department to ensure that team members are educated and comply with TTB standards as it pertains to developing new beverage formulation. Maintains operating budget and capital spending plan.

QUALIFICATIONS: Bachelor's degree in Food Technology, Marketing Research, or Experimental Psychology plus 12 years of marketing research or product development experience reflecting increasing levels of responsibility. May require a Master's degree.

JOB FUNCTION AND JOB CODE(S): **Mixology and Beverage Development Specialist - 1033**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides support with recipe development, and drink programming for national, regional, and independent accounts. Functions as a liaison to tier one bartenders, mixologists, and consultants; actively maintains relationships and promotes brand and portfolio loyalty. Serves as a mixologist at large scale and key specialty events; prepares and customizes presentations and demos to deliver at national account meetings. Provides feedback and insight regarding national beverage organization involvement and resources needed (such as the United States Bartenders Guild and National Accounts). Serves as an On Premise expert concerning beverage development. Provides insight concerning the development of specialized beverage programs that encompass both traditional and non-traditional approaches to maximize sales and gain market share.

QUALIFICATIONS: Bachelor's degree plus 7 years of mixology, beverage development, brand marketing/brand development, food/beverage hospitality, or wine/spirits beverage sales experience reflecting increasing levels of responsibility.

JOB FUNCTION AND JOB CODE(S): **Mixology and Beverage Development Manager - 1038**

PRIMARY DUTIES AND RESPONSIBILITIES: Leads the development of mixology and beverage development strategies to aid in the attainment of sales and marketing goals and initiatives. Serves as the mixology expert for On Premise customers, providing them with individualized and portfolio mixology programs to best serve their clientele. Functions as the mixology subject matter expert (SME) to support marketing, product development, brand programming/activation, affiliated distributors/sales team relations, and social media content development. Lead cross-functional teams in drink recipe development projects, trends research/analysis, new innovations, trade shows, marketing events, bartender outreach education programs, other cocktail/spirits related requests. Develops a long term beverage development organization to support growing portfolio and partnerships. Functions as the On and Off Premise expert on beverage development. Develops specialized beverage programs that encompass both traditional and non-traditional approaches to maximize sales and gain market share.

QUALIFICATIONS: Bachelor's degree plus 10 years of mixology, beverage development, brand marketing/brand development, food/beverage hospitality, or wine/spirits beverage sales experience reflecting increasing levels of responsibility.

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JOB FUNCTION AND JOB CODE(S): **Technical Brewer - 1041**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for managing operating and process reliability optimization. Ensures teams understand and adhere to brewing standards, operational, quality and process standards (i.e. SOP's, maintenance calibration schedules and performance targets including material usage standards). Consistently monitors brewing trend performance, quality control checks and accurate record keeping. Involves specialist resources, as needed, and decides on course of action to resolve problems and communicates into control updates. Supports team members in the implementation of technical improvements in the brewing operation to ensure standardization in product integrity and quality. Ensures quality requirements are adhered to and coaches teams to take corrective measures on quality problems and prevention. Accurately records raw materials, production stage timings and quality checks.

QUALIFICATIONS: Bachelor Degree preferably in Brewing Technology, Biology, Microbiology, Food Science. Certification in Brewing Science (eg. Siebels, UC-Davis). Masters of Science in Brewing and Distillation a plus. 5 years experience in the Brewing Industry.

JOB FUNCTION AND JOB CODE(S): **Assistant Brew Master - 1046**

PRIMARY DUTIES AND RESPONSIBILITIES: Maintain brewery, state and federal compliance, inventory and brew sheet paperwork. Operate brew equipment to maintain acceptable inventory of raw materials and beer. Clean, sanitize all equipment, tanks and work areas to maintain consistent beer quality. Attend management meetings to update in-house managers on brewery issues on a weekly basis. Fundamental knowledge of plumbing and machinery mechanics/maintenance. Possess basic beer knowledge and a good sense of smell, distinguishing flavors, and colors in beer. Take level readings on the serving tanks. Monitor sugar decrease in fermenters, pressure build up in fermenters, quality and temperature of fermenting beers, flavor and carbonation of serving beers. Filter finished beer when beer is aged enough in the fermenter. Keg off the old beer in the server.

QUALIFICATIONS: Bachelor Degree preferably in Brewing Technology, Biology, Microbiology, Food Science. Certification in Brewing Science (eg. Siebels, UC-Davis). 5 years experience in the Brewing Industry.

JOB FUNCTION AND JOB CODE(S): **Master Brewer - 1047**

PRIMARY DUTIES AND RESPONSIBILITIES: Direct the continuous operation of the Brewing Department in accordance with established schedules, practices and procedures. Monitor the various department processes for adverse trends and ensure equipment and systems are operated in accordance with established guidelines. Ensure that bulk beer is produced to meet the requirements outlined on various production schedules. Recommend changes to production schedules in an effort to reduce cost through process optimization. Maintain brewery, BATF, inventory and brew sheet paperwork. Review beer delivery to packaging on a continuous basis looking for ways to minimize disruptions and increase efficiency. Schedule work for brewers while maintaining budgeted labor costs on a weekly basis. Evaluate and monitor beer and raw materials involved in brewing. Weekly product forecast. Operate brew equipment to maintain acceptable inventory of raw materials and beer. Supervises cleanliness & sanitation of all equipment, tanks and work areas to maintain consistent beer quality. Possess good beer knowledge and a good sense of smell, distinguishing flavors, and colors in beer.

QUALIFICATIONS: Bachelor of Science degree in Chemical Engineering, Food Science, Microbiology or a related scientific field. Advanced degree in business administration preferred. Minimum of 7 years' experience in a process manufacturing environment.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Brewing Manager - 1048**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides leadership and is responsible for optimizing efficiency in all areas of brewing required to achieve business goals and imperatives. Utilizes principles and best practices which contribute to world class standards of operation through monitoring and evaluating to continuously improve performance. Develops local strategies and tactics in alignment with the brewery and integrated supply chain strategic plan. Leads and is responsible for brewing financial and operational performance, asset care and reliability, quality, brewing scheduling, manufacturing development, manufacturing systems and project management. Ensures high quality products are packaged cost effectively through maximizing operational efficiency and reliability. Is responsible for the integration of new products and product testing. Leads and supports brewery safety, sustainability, and environmental initiatives. Builds and develops a team of employees in the areas of technical and leadership development. Responsible for a multi-disciplinary team of direct and indirect reports. Leads, mentors and develops assigned team in Performance, Career and Talent Management. Responsible for competency acquisition process for department. Promotes and consults with leadership on strategies to create an inclusive and engaging environment.

QUALIFICATIONS: Bachelor Degree, preferably in Brewing Technology, Biology, Microbiology, Food Science or Engineering. Minimum of ten (10) years in a leadership position in a manufacturing environment.

JOB FUNCTION AND JOB CODE(S): **Brewing Director - 1049**

PRIMARY DUTIES AND RESPONSIBILITIES: Oversee all brewing operations, which may include packaging and quality control. Develop and implement long & short term planning goals. Collaborate on all production activities and create schedules to meet sales forecasts and demands. Monitor and continuously improve brewing operations with regards to efficiency, cost reduction and profitability. Research and implement industry trends and compliance initiatives to evolve operations standards. Standardize procedures and protocols and ensure that they are being adhered to. Oversee the purchasing and negotiations for materials and packaged goods, as well as the inventory management and finished products. Assess equipment purchase and major expenditures to maximize benefit. Work with finance to review appropriate financial statements, sales and activity reports and other performance data to measure productivity and goal achievement. Evaluate operating results throughout the brewery to ensure that growth objectives are being met and make sure that key metrics are communicated to the team.

QUALIFICATIONS: Bachelor Degree, preferably in Brewing Technology, Biology, Microbiology, Food Science or Engineering. Minimum of fifteen (15) years in a leadership position in a manufacturing environment.

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PRODUCTION/OPERATIONS/CELLAR/BOTTLING JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Pre Packer/Packaging Operator - 2001, 2002, 2003**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general supervision reviews production schedule to determine materials needed for pre-pack orders and checks their availability in the staging area. Inspects containers for leakage and proper labeling. Assembles corrugated boxes, displays and places various product items according to specification and production schedule. Receives incoming poly film and boxes. Prepares production requirements of poly film and boxes the day before production. Informs management of status of inventory, damages, mixes and unused portions. Changes cartridges on tape and strapper machines. Loads finished goods on pallet. Operates strappers and printers. Performs general warehousing duties, such as rotation of stock, adjusting stock to maintain orderly storage, sweeping, and assists in other duties as assigned. Tasks involve using manual and automated equipment to package, inspect and label products. Maintains production records and documents in accordance with Standard Operating Procedures (SOP's) and Good Manufacturing Practices (GMP's) as required by regulatory agencies.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2001	Entry	Works under close supervision to perform simple and routine tasks that may be highly repetitive in nature. Receives detailed instructions on all work. Work is reviewed upon completion. Entry level position. No previous experience required.	0 – 1	Reading, writing and math skills equivalent to High School diploma.
2002	Intermediate	Works under limited supervision to perform semi-routine tasks requiring familiarity with packaging routines and practices. Receives general instructions on work and detailed instructions on new assignments. This is the experienced working level.	1 – 3	Reading, writing and math skills equivalent to High School diploma.
2003	Senior	Works under general supervision to perform moderately complex tasks requiring a good working knowledge of laboratory routines and practices. This is the senior level in the packaging job family; incumbents may provide work leadership to lower staff levels.	3 - 6	Reading, writing and math skills equivalent to High School diploma.

JOB FUNCTION AND JOB CODE(S): **Packing Supervisor - 2006**

PRIMARY DUTIES AND RESPONSIBILITIES: Supervises and coordinates activities of workers engaged in packaging products and materials for storage or shipment: Studies production order to ascertain type and quantity of product, containers to be used, and other packaging requirements. Inspects products prior to packaging and returns rejected products to production departments. Observes packaging operations and inspects containers to verify conformance to specifications. Starts, adjusts, and repairs packaging machinery, or notifies maintenance department. Trains workers in operation of equipment. Requisitions containers and other supplies for delivery to work stations.

QUALIFICATIONS: Reading, writing, arithmetical and communication skills equivalent to those obtained through completion of high school or commensurate experience. Well rounded knowledge of Packing, Stores/Shipping and Receiving activities as would normally be acquired through four to six years of supervisory experience.

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JOB FUNCTION AND JOB CODE(S): **Packaging Manager - 2007**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs and leads operations in the Packaging Department to ensure efficient and cost effective use of staff and materials in response to production demands. Ensures the maintenance of safety and quality standards in all packaging operations. Leads assigned staff and provides for the long-term technical and managerial development of all subordinates. Prepare appropriate budgets and standards as well as production schedules. Assists, defines, communicates and implements defined strategy for Packaging materials and equipment. Will manage Packaging initiatives across the procurement organization in an effort to maximize value by reducing the overall costs and improving the quality of goods and services that are processed.

QUALIFICATIONS: Bachelor Degree in Packaging Science or Industrial Technology.

JOB FUNCTION AND JOB CODE(S): **Production Technician - 2011, 2012, 2013, 2014**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs a variety of operations and duties in a production environment. Monitors equipment performance and makes minor adjustments such as set-ups, calibrations, and alignments. Must know when to call other specialists when more serious malfunctions occur. Measures and records various data associated with operating equipment. Reports any inconsistencies to appropriate engineers. Initiates the design, build or procurement of new or improved machines, tools, fixtures and material handling equipment and coordinating the implementation. Reviews project instructions and blueprints to ascertain test specifications, procedures, objectives, test equipment, nature of technical problem, and possible solutions. Devises, fabricates, and assembles new or modified mechanical components or assemblies for products such as industrial equipment and machinery, power equipment machine tools, service systems, and measuring instruments. Utilizes standard repair procedures.

At the highest level, responsibilities and duties typically involve non-routine problems and solutions requiring a greater depth and breadth of technical knowledge.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2011	Entry	Under the close direction of professional engineers, are responsible for a variety of complex operations and duties. Responsibilities and duties are typically more focused and routine at this level. Entry level position into job family.	0 - 2	Associate degree, or 2 years of formal technical training or equivalent.
2012	Intermediate	Under the routine direction of professional engineers, are responsible for a variety of complex operations and duties. Responsibilities and duties are typically focused and routine at this level. Requires an equivalent combination of related training and experience.	2 - 5	Associate degree, or 2 years of formal technical training or equivalent.
2013	Senior	Under the general direction of professional engineers, are responsible for a variety of complex operations and duties. Requires an equivalent combination of related training and experience.	5 - 8	Associate degree, or 2 years of formal technical training or equivalent.
2014	Lead	Under the liberal direction of professional engineers, are responsible for a variety of complex operations and duties. Requires an equivalent combination of related training and experience. Responsible for leading and training employees on all standard operating procedures.	8+	Associate degree, or 2 years of formal technical training or equivalent.

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JOB FUNCTION AND JOB CODE(S): **Production Supervisor - 2017**

PRIMARY DUTIES AND RESPONSIBILITY: Responsible for first-line direction of non-exempt employees involved in production operations. Responsible for a single shift. Reviews production schedules, material and manpower resources. Assigns employees to maximize production objectives, maintain quality and attain output requirements. Informs assigned employees of production and material problems and coordinates with support groups to resolve problems affecting schedules. Participates in establishing and modifying operational methods and processes by recommending changes in materials, equipment and procedures. Maintains a variety of reports, records and production documentation to reflect schedules, performance, methods and the like. Typically manages the day-to-day workflow of subordinate nonexempt workers.

QUALIFICATIONS: Requires several years of Production/Manufacturing/Assembly experience including 2 years of production leadership experience or equivalent academic preparation with emphasis in production technology, scheduling activities, MRP techniques and related tasks.

JOB FUNCTION AND JOB CODE(S): **Flavor Manufacturing Technician - 2021, 2022, 2023**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for producing and packaging a variety of products as well as assist with other duties to support the manufacturing operation of the flavorings department. Responsible for setting up, operating, and cleaning a variety of processing, filling, and packaging equipment. Performs mixing, blending, and processing various raw materials following set procedures. Responsible for learning techniques involved in making various blends and flavors.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2021	Entry	Under close supervision responsible for mixing/blending/processing various products.	0 - 1	High School Diploma or equivalent experience.
2022	Intermediate	Under general supervision responsible for mixing/blending/processing various products. Reads and interpret various formula sheets, printed/written materials, and computer screens	1 - 3	High School Diploma or equivalent experience.
2023	Senior	Under limited supervision responsible for mixing/blending/processing various products. Reads and interpret various formula sheets, printed/written materials, and computer screens	5+	High School Diploma or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Order Selector - 2101, 2102, 2103**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general supervision selects products according to product quantities listed on order sheet. Operates transporter majority of the time, but may use other forklift (reach truck) to reach items on upper tiers if necessary. Palletize products on pallet in a way to maximize cube and balance. Uses forklift to unload truck and move pallets to proper warehouse area or selection area when needed. Uses radio frequency terminal and operates stretch wrap machine. Performs general warehousing duties, such as rotation of stock, adjusting stock to maintain orderly storage, and assists in "Short List" process. Complete necessary paperwork and markings. Takes inventory on a periodic basis. Re-warehouses to insure maximum space utilization and cleanliness. May use computer to locate orders and create Bills of Ladings. May be responsible for physically counting items and matching the physical count to the computer inventory. May perform a number of tasks related to inventory with the goal of keeping the computer system data accurate for the planning and forecasting groups.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2101	Entry	Under close supervision, process customer orders from pick through to palate placement and wrap.	6 Months	High school graduate. Fork lift license.
2102	Intermediate	Under limited supervision, process customer orders from pick through to palate placement and wrap.	1 - 3	High school graduate. Fork lift license.
2103	Senior	Under general supervision, process customer orders from pick through to palate placement and wrap.	5 - 7	High school graduate. Fork Lift license.

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JOB FUNCTION AND JOB CODE(S): **Distribution Technician - 2111, 2112, 2113, 2114**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for picking/packing/shipping all customer orders in a timely and accurate manner while operating material handling equipment (transporter, forklift, etc.). Is responsible for accurate input and provides customers with specific documentation and special services as needed. Also assists in general warehouse duties including loading, unloading, put-aways, line-replenishment, wrapping and push-offs. Involved with day-to-day utilization of space, equipment, and manpower. Prepares daily, weekly and monthly productivity reports, processes order review, procedural updates and special projects.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2111	Entry	Under close supervision responsible for picking/packing/shipping all customer orders in a timely manner.	0 - 1	High School Diploma or equivalent experience. Fork lift license required.
2112	Intermediate	Under general supervision responsible for picking/packing/shipping all customer orders in a timely manner.	1 - 3	High School Diploma or equivalent experience. Fork lift license required.
2113	Senior	Under limited supervision responsible for picking/packing/shipping all customer orders in a timely manner.	3 - 5	High School Diploma or equivalent experience. Fork lift license required.
2114	Lead	Provides work leadership to others through assignments of work, review of progress, monitoring of results and instructions Excludes those with full supervisory responsibilities.	5+	High School Diploma or equivalent experience. Fork lift license required.

JOB FUNCTION AND JOB CODE(S): **Distribution Supervisor 1 - 2115**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the supervision and coordination of activities involved in the receipt, storage and shipment of product. Supervises the transfer of finished product from production to warehouse. Oversees inventory and audit of finished goods. Supervises the rotation of product in storage and may work closely with order entry in order to coordinate the processing and shipment of orders. Responsible for the employment, training, employee motivation, safety and discipline of assigned employees.

QUALIFICATIONS: Reading, writing, arithmetical and communication skills equivalent to those obtained through completion of high school or commensurate experience. Requires a well rounded knowledge of distribution activities as would normally be obtained from two plus years of related experience.

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JOB FUNCTION AND JOB CODE(S): **Distribution Supervisor 2 - 2116**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the direction of employees involved in the storage, preparation for shipment and receipt of raw materials and/or finished goods and the maintenance of related Stores records. Participates in establishing and modifying operational methods and procedures by recommending changes in materials, equipment and procedures. Maintains a variety of reports records and documentation to reflect department activities. Responsible for the employment, training, motivation and discipline of assigned employees. May direct assigned employees through lead workers.

QUALIFICATIONS: Reading, writing, arithmetical and communication skills equivalent to those obtained through completion of high school or commensurate experience. Well rounded knowledge of Stores/Shipping and Receiving activities as would normally be acquired through four to six years of supervisory experience.

JOB FUNCTION AND JOB CODE(S): **Production & Material Planning Capacity Analyst - 2120**

PRIMARY RESPONSIBILITIES AND DUTIES: With independent authority and using systems/software, schedule production of product from all winery operations. Oversee inventory control for dry supplies materials. Responsible to formulate and support the execution of the inventory investment strategy while maintaining a high level of support to the brand teams through timely availability of product. Oversee mid-term and long-term production planning activities for the winery to ensure that they are meeting supply requirements and are within defined inventory, shelf-life and capacity limits. Develops, maintains and reports on a production plan to meet wineries normal demand and seasonal anticipatory inventory build requirements while considering winery capacity levels. Develops targets for appropriate inventory levels (dry supplies, work-in-process and finished goods). Using forecasted shipments, determines both the short term and long plan production needs for winery operations. Coordinates projections, stock orders, and customer orders to determine monthly bottling schedules. Responsible for planning any contract bottling business. Analyze forecast vs. production, forecast vs. sales orders and forecast vs. shipments with all groups. Act a liaison for all customer service groups, communicating any market intelligence and trends effecting customer deliveries.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2120	Career	Assignments are relatively complex and generally involve planning activities for products and/or production processes where the manufacturing process is variable. Requires two to three years of experience which provided working knowledge of manufacturing activities including purchasing, materials, production processes and engineering.	3+	Bachelor degree in Business or related field. APICS certification preferred. Experience in the beverage/alcohol/wine/CPG preferred

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JOB FUNCTION AND JOB CODE(S): **Production Planner/Scheduler - 2121, 2122, 2123**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs a variety of production planning activities required to attain production objectives. Monitors production activity to ensure a smooth and controlled flow of materials timed to meet production requirements. Trouble-shoots and follows up on potential schedule problems. Reviews engineering plans and product specifications to determine raw material requirements to support manufacturing schedules. Works with Purchasing to obtain and schedule materials based on production forecasts. Works with Engineering and related areas to develop tools and procedures to maximize facility and equipment utilization. Provides input to management regarding problems such as shortages, design changes and backlogs. Develops detail schedules, material requirements lists, and production plans for established product lines. May prepare work orders for production or purchase requests based on production schedules.

At the highest level, assignments are generally the most complex within planning activities and include the attainment of planning objectives where products and/or production processes are new or manufacturing processes are variable. Manages the master production schedule. May direct and assist lower level planners.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2121	Entry	Duties performed are usually routine where practices and procedures are well established. Entry level position into job family, usually exempt position with required academic background.	0 - 2	Bachelor Degree in Business Administration, related field, or equivalent experience.
2122	Intermediate	Assignments are relatively complex and generally involve planning activities for products and/or production processes where the manufacturing process is variable. Requires two to three years of experience which provided working knowledge of manufacturing activities including purchasing, materials, production processes and engineering.	2 - 5	Bachelor Degree in Business Administration, related field, or equivalent experience.
2123	Career	Under general direction, performs a wide variety of complex planning activities required to attain production objectives. Requires five to six years of directly related experience which provided a thorough knowledge of a variety of manufacturing activities including purchasing, materials, production processes and engineering.	5+	Bachelor Degree in Business Administration, related field, or equivalent experience.

JOB FUNCTION AND JOB CODE(S): **Master Scheduler - 2134**

PRIMARY DUTIES AND RESPONSIBILITIES: Develops the master schedule, material requirements lists and production plans for complex products and/or production processes where the manufacturing processes are new and/or variable. Reviews engineering plans and product specifications to determine raw material requirements to support manufacturing schedules. Works with Purchasing to obtain and schedule materials based on production forecasts. Works with Engineering and related design areas to develop tools and procedures to maximize facility and equipment utilization. May provide work leadership for lower level employees. Excludes those with full supervisory responsibilities.

QUALIFICATIONS: Bachelor Degree in Business Administration, a related field or equivalent experience. Eight years production planning experience, including a thorough knowledge of a variety of manufacturing activities including purchasing, materials, engineering and production processes.

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JOB FUNCTION AND JOB CODE(S): **Planning Supervisor - 2135**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the first-line of direction of employees engaged in production planning and scheduling, development of material requirements, work-in-progress tracking, material and labor variance controls and manufacturing performance reporting. Assigns employees to maximize production control objectives. Maintains and monitors shipping goals, inventory and production rates. Responsible for employment, training, employee motivation and discipline to assigned employees. Typically supervises the day-to-day workflow of subordinate nonexempt workers.

QUALIFICATIONS: Two year leadership experience in production control and planning.

JOB FUNCTION AND JOB CODE(S): **Planning Manager 1 - 2136 (Direct Reports and Indirect Reports 0 – 25)**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinates with the Sales Team, Customer Service, Logistics, Demand Planning, and Supply Planning to provide efficient replenishment to Customer warehouses and stores for existing products and future innovative ideas. Manages and directs activities and processes related to replenishment activities for accounts. Analyzes, reviews warehouse and store inventories. Works with internal and external departments to meet customer demand. Develops and implements practice that meet needs of the customer, while achieving key indicator results supporting strategic objectives, goals, strategies and measures. Pro-actively recommends and implements process improvement initiatives to increase operational effectiveness and efficiencies.

QUALIFICATIONS: Bachelor Degree in Supply Chain, Business, Logistics or related field required. APICS certification preferred. Four to six years demonstrated experience in Supply Chain, Sales/Marketing, Finance or related field.

JOB FUNCTION AND JOB CODE(S): **Planning Manager 2 - 2137 (Direct Reports and Indirect Reports 25 - 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinates with the Sales Team, Customer Service, Logistics, Demand Planning, and Supply Planning to provide efficient replenishment to Customer warehouses and stores for existing products and future innovative ideas. Manages and directs activities and processes related to replenishment activities for accounts. Analyzes, reviews warehouse and store inventories. Works with internal and external departments to meet customer demand. Develops and implements practice that meet needs of the customer, while achieving key indicator results supporting strategic objectives, goals, strategies and measures. Pro-actively recommends and implements process improvement initiatives to increase operational effectiveness and efficiencies.

QUALIFICATIONS: Bachelor Degree in Supply Chain, Business, Logistics or related field required. APICS certification preferred. Six to eight years demonstrated experience in Supply Chain, Sales/Marketing, Finance or related field.

JOB FUNCTION AND JOB CODE(S): **Planning Manager 3 - 2138 (Direct Reports and Indirect Reports over 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinates with the Sales Team, Customer Service, Logistics, Demand Planning, and Supply Planning to provide efficient replenishment to Customer warehouses and stores for existing products and future innovative ideas. Manages and directs activities and processes related to replenishment activities for accounts. Analyzes, reviews warehouse and store inventories. Works with internal and external departments to meet customer demand. Develops and implements practice that meet needs of the customer, while achieving key indicator results supporting strategic objectives, goals, strategies and measures. Pro-actively recommends and implements process improvement initiatives to increase operational effectiveness and efficiencies.

QUALIFICATIONS: Bachelor Degree in Supply Chain, Business, Logistics or related field required. APICS certification preferred. Eight plus years demonstrated experience in Supply Chain, Sales/Marketing, Finance or related field.

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JOB FUNCTION AND JOB CODE(S): **Forecast/Demand Planning Analyst - 2142**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides analysis of the business including pricing, sales volumes, production deals, market influences, item profitability, customer penetration and other areas. Helps to define product strategies, including distribution and pricing, as well as measures effectiveness of such strategies relative to production goals. Initiates and coordinates research including competitive analyses, defining the market landscape, and customer profitability. Will lead the research, analysis, and reporting of such data to guide constructive decision making processes. Prepares and presents market reports for both internal and external customers including such groups as sales and operating managers, the Executive Team, sales representatives, and growers. Analyzes and reports actual operating performance against budget forecasts and trends. Continually reviews existing management reporting systems, processes, and procedures for improvement. Makes appropriate recommendations. Defines necessary metrics to manage business relative to price goals. Validation of forecasts against financial assumptions and development of an aggregate level demand plan based on approved item level forecasts. Manages research processes and tools to use results effectively to better the business. Coordinates the weekly, monthly, and annual pricing forecast process to ensure the completion of reliable, soundly constructed and fact based projections including competitive and benchmark analyses.

QUALIFICATIONS: Bachelors Degree in Business Administration or closely related field; minimum of three to five years work experience in analysis, reporting, and/or forecasting is required.

JOB FUNCTION AND JOB CODE(S): **Forecast/Demand Planning Manager - 2148**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the development of demand plans and forecasts. Directs the review of historical sales trends and forecasts. Reviews statistical forecast models and evaluates forecast results. Coordinates communication with sales, marketing, finance, purchasing, supply planning and other departments to ensure that current and accurate information and data are available for forecasts. Manages the demand planners and ensures that best practices are shared. Creates and maintains demand plans that ensure product availability to support customer required lead time. Establish and utilize best methods (statistical models and software tools) in creating forecasts and respective inventory targets. May recommend adjustments to forecast and inventory targets based on changes in demand and market trends.

QUALIFICATIONS: Bachelors degree in operations, finance, logistics or supply chain management.

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JOB FUNCTION AND JOB CODE(S): **Transportation Planner - 2151, 2152, 2153**

PRIMARY DUTIES AND RESPONSIBILITIES: Executes and monitors the daily transportation plan for assigned distribution centers, manufacturing/processing, facilities, and co-packers. Ensures that the optimal transportation plan is achieved while maintaining established customer service levels. Communicates with Customer Service, shipping/receiving personnel across divisions, vendor's Logistics/ Distribution personnel, and freight carriers to ensure optimal transportation plan is achieved. Ability to analyze data to make cost/service decisions and modifications to fit circumstances is required.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2151	Entry	Under direct supervision, performs basic transportation planning activities. Responsible for implementing the day-to-day Transportation plan.	0 - 2	Bachelor degree in Business Administration, Distribution, Logistics or Transportation.
2152	Intermediate	Under general supervision, performs transportation planning activities. Responsible for implementing the day-to-day Transportation plan.	2 - 5	Bachelor degree in Business Administration, Distribution, Logistics or Transportation.
2153	Senior	Under limited direction, performs transportation planning activities. Responsible for implementing the day-to-day Transportation plan.	5 - 8	Bachelor degree in Business Administration, Distribution, Logistics or Transportation.

JOB FUNCTION AND JOB CODE(S): **Transportation Planning Manager - 2157**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinate with the Customer Service, Logistics, Supply Planning, Materials Management to provide efficient outbound order and inbound purchase order transportation planning. Manages activities and process related to transportation planning. Directs supervision of the transportation planning team. Analyzes the transportation plan to ensure cost and service objectives is met. Works closely with the inbound and outbound process teams to identify process improvement opportunities.

QUALIFICATIONS: Bachelor degree in Business, Logistics or related field required. Five years demonstrated experience in Supply Chain Management, Transportation, Logistics, Customer Service, Distribution Operations or similar field. SAP experience required.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Transportation/Port Operations Director - 2159**

PRIMARY DUTIES AND RESPONSIBILITIES: Manages and oversees the Transportation Coordinators who are responsible for setting up trucks for direct shipments to customers, transfers between facilities or product and packaging. Analyzes current demand, coordinates and facilitates transportation scheduling to provide transportation of product and packaging to meet both our internal and external customers. Develops and maintains transportation and distribution procedures to maximize delivery efficiency. Selects appropriate delivery methods to minimize delivery costs and maximize customer satisfaction. Manages the Appointment Coordinators, who are responsible for arranging truck loading appointments. Works collaboratively with Sales Department and Logistics Distribution Center personnel to resolve order difficulties. Negotiate and coordinates customer pick up and delivery through their transportation providers. Will build, develop and supervise a team to handle the receiving, cooling, shipping and distribution of in-bound and out-bound flow of product. Supports and promotes safety. Responsible for the development, training, and evaluation of employees on a continuous basis. May manage all port activities by providing guidance and direction to the third-party service providers assuring the most efficient and economical operations. Develops, implements and administers port operating budget. Ensures that chassis/container equipment is kept in top operating condition and in compliance with all federal and state DOT regulations by following all prescribed maintenance programs. Acts as liaison to all corporate departments such as Legal, Human Resources, Risk Management, Accounting, Sales and Marketing Departments, etc., to integrate local operations with corporate goals of high levels of customer service and maximum profitability. Represents Company by negotiating rates and agreements with contract stevedoring companies and various vendors. Gives oversight for claims encountered from service providers, warranty recovered and recover damages from equipment leases and carrier situations. 6-10 years experience in a Marine Port environment with a break-bulk and intermodal mode of transport.

QUALIFICATIONS: Bachelor's degree with at least 7 years of experience in the field.

JOB FUNCTION AND JOB CODE(S): **Import/Export Coordinator - 2163**

PRIMARY DUTIES AND RESPONSIBILITIES: Issue purchase orders and import/export cost analysis for suppliers for domestic customers. Enter missing information for monthly insurance report and calculations. Responsible for container clearance/paperwork of Customs, USDA, and FDA release. Responsible for supplier invoices to broker and entering supplier invoice number on purchase order. Follows up on customs, FDA release dates to notify customer representatives. Contacts carrier and cold storage for delivery appointments. Notifies customer, carrier, and cold storage when product is on FDA hold and release. Sends instructions of final destinations of containers. Coordinates split loads to different locations. Coordinates delivery appointments between carriers/cold storage and inland freight rates for various destinations. Provides customers delivery purchase orders for appointments. Prepares and processes bills of lading with correct purchase order/sale and freight amount. Provide customers with ETA's of shipments. File claims for damaged product with insurance. Coordinates distribution of samples to customers.

QUALIFICATIONS: High School Diploma or equivalent experience. Minimum 1-2years importing or business experience.

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JOB FUNCTION AND JOB CODE(S): **Import/Export Dispatcher - 2173**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinates with Customs Broker to ensure cargo is cleared with the correct codes and duties are applied properly. Coordinate with government agencies to ensure proper clearance for export and importation. Facilitates movement of cargo from the port to the final destination. Assigns drayage carriers in accordance with company policies. Resolves issues that may occur in the clearance and delivery of the cargo utilizing cost effective logic. Collaborates, communicates, and cooperates with internal and external business units regarding condition and status of shipments. Allocates proper charges to shipments. Maintains internal data sheets, including but not limited to ocean rates, drayage rates, and codes for all import/export commodities. Assists in obtaining freight quotes. Coordinates import/export shipments for rejections. Maintains detailed records to substantiate specifics of any facts relating to orders, service and shipments. Plans, executes, and prioritizes progress of delegated projects. Keeps management informed about assigned logistic partners and activities.

QUALIFICATIONS: Bachelor degree or equivalent experience. Minimum of 3 years related import/export experience or training.

JOB FUNCTION AND JOB CODE(S): **Import/Export Supervisor - 2175**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for associated import/export activities. Maintains and tracks status of product and POS orders, current status, estimated time of arrival. Alerts appropriate personnel when there are delaying factors that need to be addressed. Coordinates with production, distributors and sales for imported/exported product. Ensures that mandatory requirements are up-to-date. Manages smooth flow of entire point of sale material cycle. Coordinates air freight shipments including obtaining quotes, processing order documentation, coordinating with customs authorities, clearing through customs and liaising with sales staff and distributors to ensure on-time delivery. Ability to carry-out instructions received via fax, phone and voice mail from multiple overseas locations and/or in various time zones. Ability to communicate effectively with customers/clients/authorities of many cultural backgrounds.

QUALIFICATIONS: Excellent organizational and follow-up skills. A minimum of five to seven years experience in import/export administration.

JOB FUNCTION AND JOB CODE(S): **Operations Support Specialist - 2181, 2182, 2183**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides administrative, technical, and/or specialized support to plant operations. May support multiple areas, including production, engineering, maintenance, and/or facilities.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2181	Entry	Under close supervision provides administrative or technical support to plant operations. Performs somewhat complex and moderately repetitive work assignments.	0 - 1	High School Diploma or equivalent experience.
2182	Intermediate	Under limited supervision provides administrative or technical support to plant operations. Performs complex, non-repetitive work assignments that may require advanced skills.	1 - 3	High School Diploma or equivalent experience.
2183	Senior	Under general supervision provides administrative or technical support to plant operations. Plans and performs work, may make decisions on own initiative.	3 - 5	High School Diploma or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Product Placement Analyst - 2191**

Coordinates and executes samples order fulfillment process to ensure efficient distribution of sample ingredient product to customers, brokers and business development managers worldwide. Ensure coordination of inter-country logistics, accuracy of documentation and adherence to regulatory requirements and customs compliance. Provide leadership in coordinating all phases of Sampling Department in achievement of expectations. Demonstrates/exercise skills in independent problem research, resolution and response, including overseas transportation, customer concerns/comments and non-routine inquiries. Ensures adequate inventory of sample products, packaging and shipping materials are available to meet customer requirements; manages allocation of sample products; prepares and delivers inventory, financial, administrative and related reports.

QUALIFICATIONS: Bachelor degree in logistics, management or relate field. Three to five years experience in product sales and marketing techniques.

JOB FUNCTION AND JOB CODE(S): **Operations Manager 1 - 2196 (Direct Reports and Indirect Reports 0 – 25)**

PRIMARY DUTIES AND RESPONSIBILITIES: Accountable for the day-to-day operations of production departments. Functional responsibilities may include production, maintenance, warehousing and sales and operations planning. Implements work standard and maintains improvement through sustaining behaviors, operating with discipline and rigor, implementing autonomous maintenance. Performs a wide variety of duties in order to plan, organize and coordinate production departments and oversees several team leaders in supporting a safe and efficient operation to produce wholesome quality products.

QUALIFICATIONS: Bachelor degree in Business Administration, Agriculture, a related field or equivalent experience is required. Minimum of 5 to 6 years experience in operation/production environment.

JOB FUNCTION AND JOB CODE(S): **Operations Manager 2 - 2197 (Direct Reports and Indirect Reports 25 - 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Accountable for the day-to-day operations of production departments. Functional responsibilities may include production, maintenance, warehousing and sales and operations planning. Implements work standard and maintains improvement through sustaining behaviors, operating with discipline and rigor, implementing autonomous maintenance. Performs a wide variety of duties in order to plan, organize and coordinate production departments and oversees several team leaders in supporting a safe and efficient operation to produce wholesome quality products.

QUALIFICATIONS: Bachelor degree in Business Administration, Agriculture, a related field or equivalent experience is required. Minimum of 6 to 8 years experience in operation/production environment.

JOB FUNCTION AND JOB CODE(S): **Operations Manager 3 - 2198 (Direct Reports and Indirect Reports over 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Accountable for the day-to-day operations of production departments. Functional responsibilities may include production, maintenance, warehousing and sales and operations planning. Implements work standard and maintains improvement through sustaining behaviors, operating with discipline and rigor, implementing autonomous maintenance. Performs a wide variety of duties in order to plan, organize and coordinate production departments and oversees several team leaders in supporting a safe and efficient operation to produce wholesome quality products.

QUALIFICATIONS: Bachelor degree in Business Administration, Agriculture, a related field or equivalent experience is required. Minimum of eight plus years experience in operation/production environment.

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JOB FUNCTION AND JOB CODE(S): **Cellar Crew - 2201, 2202, 2203, 2204**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs various work assignments to include: racking, pumping, clarifying and blending of juice. Responsible for sanitation in all areas of cellar operations. Sterilizes casks, barrels, tanks and other equipment. Move hoses and equipment, obtain lab samples, weigh trucks, dispose of lees and clean equipment. Requires ability to communicate effectively. May be responsible for movement of product from one tank to another. May add chemical/sulfur/additives as required. May remove sediment from fermentation tanks.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2201	Entry	Under close supervision, performs routine cellar chores. May operate pumps and filters to blend and clarify. Checks and tops tanks to proper fill levels. May be required to assist a more skilled worker.	0 - 2	Basic reading, writing and math skills.
2202	Intermediate	Under limited supervision, performs various work assignments. May direct less skilled workers. May assist in the training of less skilled workers. Sterilizes cask, tanks and other equipment.	2 - 3	Basic reading, writing and math skills.
2203	Career	Under general supervision, performs various work assignments. May direct less skilled workers. May assist in the training of less skilled workers. Operates and cares for filters, pumps, presses, hoses and other cellar equipment.	3-4	Basic reading, writing and math skills.
2204	Lead	Accountable, on a daily basis, for a given cellar crew and a given workload. Provides the crew with guidance and support on all SOP and ISO processes. Experienced in all aspects of cellar work and is able to direct less skilled crew members. Handles shipping and receiving of tanker trucks. Checks temperature of tanks during fermentation, stabilization and storage. Responsible for leading and training a cellar crew on all standard operating procedures.	4+	Basic reading, writing and math skills.

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JOB FUNCTION AND JOB CODE(S): **Cellar Supervisor - 2205**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinates and implements daily cellar activities such as supervising and training cellar crew and scheduling job assignments. Supervises all cellar functions including sanitation, barrel preparation, barrel maintenance, bottling line operations, equipment maintenance and forklift operations. Provides instruction, training and assistance to cellar workers. Monitors performance, and communicates with management. Ensures compliance with all safety and personnel procedures and policies. Typically responsible for the supervision of 6 to 12 cellar worker employees.

QUALIFICATIONS: Minimum of three years advanced experience in all phases of cellar operations and is knowledgeable regarding safety regulations, personnel policies and procedures. Possesses minimum of one year supervisory level experience.

JOB FUNCTION AND JOB CODE(S): **Cellarmaster - 2207**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the planning and coordinating of cellar processing activities. Coordinates with other departments for short term and long term production scheduling. Works closely with laboratory to insure proper quality. Plans manpower needs for the cellar department and may be involved in the hiring process. Directs the work of the cellar crew in all activities of production. Responsible for the training, advancement, safety and evaluation of cellar crew members. Coordinates experimental blending and special projects. Responsible for product integrity and for the quality maintenance of product in storage.

QUALIFICATIONS: Bachelor degree or equivalent in Enology or Fermentation Science. Five years experience including experience in department leadership.

JOB FUNCTION AND JOB CODE(S): **Cellar Operations Director - 2208**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible to drive vision, strategy and tactical execution of company Cellar Operations. Develop and manage cellar-operating budgets with a focus on cost reduction and control. Assist in identifying and developing capital request. Responsible for overseeing quality control procedures, warehousing, specialty packaging, packaging procurement, inventory management, planning and scheduling. Normally manages through subordinate supervisory/managerial levels in order to ensure the effective pursuit and completion of projects within budgetary guidelines while upholding high standards of excellence.

QUALIFICATIONS: Bachelor degree in management or equivalent. Minimum of seven years cellar operations/production management experience.

JOB FUNCTION AND JOB CODE(S): **Plant Manager 1 - 2216 (Direct Reports and Indirect Reports 0 - 25)**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the management of assigned facility. Develops and implements written procedures and operating practices for production processes. Ensures adherence to all procedures and safety standards. May prepare both operating and capital budgets. Maintains production equipment and materials inventory. May manage plant in which products are stored and distributed in bulk lots, formulating policies in regard to storage, distribution, and other operating problems: Manages and directs the day to day activities of the grower services, processing, packaging and warehousing of the product. Responsible for the employment, promotion, employee performance evaluation, training, motivation, counseling, safety and discipline of assigned employees.

QUALIFICATIONS: Bachelor degree in Business Administration, Agriculture, a related field or equivalent experience is required. Minimum of five to six years experience in operation/production environment.

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JOB FUNCTION AND JOB CODE(S): **Plant Manager 2 - 2217 (Direct Reports and Indirect Reports 25 - 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the management of assigned facility. Develops and implements written procedures and operating practices for production processes. Ensures adherence to all procedures and safety standards. May prepare both operating and capital budgets. Maintains production equipment and materials inventory. May manage plant in which products are stored and distributed in bulk lots, formulating policies in regard to storage, distribution, and other operating problems: Manages and directs the day to day activities of the grower services, processing, packaging and warehousing of the product. Responsible for the employment, promotion, employee performance evaluation, training, motivation, counseling, safety and discipline of assigned employees.

QUALIFICATIONS: Bachelor degree in Business Administration, Agriculture, a related field or equivalent experience is required. Minimum of six to eight years experience in operation/production environment.

JOB FUNCTION AND JOB CODE(S): **Plant Manager 3 - 2218 (Direct Reports and Indirect Reports over 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the management of assigned facility. Develops and implements written procedures and operating practices for production processes. Ensures adherence to all procedures and safety standards. May prepare both operating and capital budgets. Maintains production equipment and materials inventory. May manage plant in which products are stored and distributed in bulk lots, formulating policies in regard to storage, distribution, and other operating problems: Manages and directs the day to day activities of the grower services, processing, packaging and warehousing of the product. Responsible for the employment, promotion, employee performance evaluation, training, motivation, counseling, safety and discipline of assigned employees.

QUALIFICATIONS: Bachelor degree in Business Administration, Agriculture, a related field or equivalent experience is required. Minimum of eight plus years experience in operation/production environment.

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JOB FUNCTION AND JOB CODE(S): **Production Manager - 2226, 2227**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the management of an assigned production unit, department, function or group. Directs activities through subordinate supervisors to attain production goals consistent with cost, quality, and delivery requirements. Focus on Grower communication and profitability, new variety introduction, product quality, and new business development. Plan, organize, develop, and manage all production and Grower communication activities. Reviews and establishes material, equipment, and manpower resources requirements. Coordinates production activities with other functions such as material, marketing, new product development, customer service, manufacturing engineering and inspection. Responsible for the employment, training, employee motivation, counseling, and discipline of employees assigned. Plans commodity programs, including the development of long range plans for crop rotations, land development, laboratory support, equipment purchases and facility improvements. Organizes and oversees collection of propagation material from field and greenhouse facilities, labeling and appropriate storage of plant material and distribution. Initiates and oversees field testing program. Implements proper controls and standardize testing procedures to assure reproducibility of testing results.

At the highest level, responsible for the management of assigned multi-functional production unit, department or group. Generally assigned to the more complex production operations with greater independent authority and broader spans of control in terms of functions directed, value of resources controlled, operational difficulties encountered or total number of employees managed. Overall responsibilities may include production related activities such as material planning/control, manufacturing, engineering, and facilities maintenance.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2226	Level 1	Recommends departmental standards and practices. Requires experienced knowledge of production activities obtained by supervisory/ management experience. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads.	5 - 7	Bachelor degree. Five years of supervisory management experience.
2227	Level 2	Develops and establishes departmental standards and practices. Requires advanced experience and knowledge of production operations and activities obtained by progressively responsible and complex production management experience. This is the second level of management. Manages through lower level managers and supervisors.	7+	Bachelor degree. Seven years of progressively responsible and complex production management experience.

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JOB FUNCTION AND JOB CODE(S): **Bottling Line Worker – 2231, 2232, 2233, 2234**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs general production work. May rotate between the following; dumping station, filler room, foiling station, packing station, stacking station and bottling line clean-up. Must be able to lift 18 to 45 pound cartons on a repetitive basis.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
2231	Entry	Under close supervision, responsible for general production work. This is an entry level, unskilled position. Familiarity with production line is desirable. Training normally available on all stations.	0 - 1	Ability to communicate effectively with good skills in reading, writing and basic math.
2232	Intermediate	Under limited supervision responsible for production work. Requires a minimum of one year experience as a Bottling Line Worker with bottling line mechanical and labeler experience. May require forklift certification.	1 - 2	Ability to communicate effectively with good skills in reading, writing and basic math.
2233	Career	Under general supervision responsible for production work. Requires a minimum of two years experience as a Bottling Line Worker with bottling line mechanical and labeler experience. May provide work leadership to less skilled workers.	2 - 4	Ability to communicate effectively with good skills in reading, writing and basic math.
2234	Lead	Provides work leadership to others through assignment of work, review of progress, monitoring of results and instruction. Excludes those with full supervisory responsibilities.	4+	Ability to communicate effectively with good skills in reading, writing and basic math.

JOB FUNCTION AND JOB CODE(S): **Bottling Supervisor - 2236**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for supervising and coordinating bottling operation. Conducts on-going assessment of quality control and operational procedures; developing line operation procedures. Ensures adherence to bottling schedule. Ensures that packaging standards meet established guidelines by assisting in the ordering of supplies and monitoring of process. Oversees equipment and line sanitation requirements and ensures proper operation and care of equipment. Responsible for the training, development, counseling, safety and discipline of assigned staff.

QUALIFICATIONS: Reading, writing, arithmetic and communication skills equivalent to those obtained by completion of high school or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Bottling Manager - 2237**

PRIMARY DUTIES AND RESPONSIBILITIES: Manages and directs bottling operation. Responsible for bottling, quality control procedures, warehousing, specialty packaging, packaging procurement, inventory management, planning and scheduling. Oversees equipment and line sanitation requirements and ensures proper operation and care of equipment. Responsible for all warehouse activities, including shipping, receiving, and inventory control. Responsible for hiring, training, developing, evaluating, counseling and discipline of personnel.

QUALIFICATIONS: Bachelor degree in management or equivalent. Minimum of four years manufacturing/production management experience.

JOB FUNCTION AND JOB CODE(S): **Bottling Operations Director – 2238**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible to drive, vision, strategy and tactical execution of company Bottling function. Analyze bottling reliability reports and make recommendations and implement systems, processes and procedures for increased efficiencies through different productivity and cost containment methods. Responsible for overseeing process in bottling, quality control procedures, warehousing, specialty packaging, packaging procurement, inventory management, planning and scheduling. Normally manages through subordinate supervisory/managerial levels in order to ensure the effective pursuit and completion of projects within budgetary guidelines while upholding high standards of excellence.

QUALIFICATIONS Bachelor degree in management or equivalent. Minimum of seven years manufacturing/production management experience.

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FOOD SAFETY AND SANITATION JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Sanitation Technician – 3001, 3002, 3003, 3004**

PRIMARY DUTIES AND RESPONSIBILITIES: Supports facility sanitation in the efficient and effective use of chemicals, cleaning processes and sanitation equipment. Disassembles and cleans equipment to comply with regulatory aspects of Sanitation Standard Operating Procedures and USDA guidelines. Eliminates sources of contamination, to maintain low bacteria count and reports damaged or unsafe equipment. Collaborates with engineers, suppliers, contractors and plant partners to ensure a clean and sterile facility. Assures compliance with regulatory agencies in regard to sanitation requirements and the use of cleaning and exterminating agents. Requires knowledge and understanding of various chemicals and sanitation procedures in food safety.

Job Level	Job Number	Job Level Definition	Typical Years of Experience	Typical Education And Training
3001	Entry	Under close supervision performs assignments of a basic degree of complexity under direction and supervision with a limited latitude for independent action and decision making. Applies existing health, safety and hazardous materials standards, procedures and practices consistent with established company and local, state and federal regulations. Entry level position into job family.	0 - 2	Basic reading, writing and math skills. Working knowledge of HACCP, OSHA, FDA requirements, and hazardous chemical handling procedures.
3002	Intermediate	Under limited supervision performs assignments of wide complexity under general direction with considerable discretion as to work details. Applies existing health, safety and hazardous materials standards, procedures and practices consistent with established company and local, state and federal regulations.	2 - 5	Basic reading, writing and math skills. Working knowledge of HACCP, OSHA, FDA requirements, and hazardous chemical handling procedures.
3003	Career	Under general supervision performs complicated and difficult assignments of major complexity requiring a high degree of technical competence. Identifies, evaluates and establishes controls for the full range of occupational health hazards, including developing new and applying existing health, safety and hazardous materials standards, procedures and practices consistent with established company and local, state and federal regulations.	5 - 8	Basic reading, writing and math skills. Working knowledge of HACCP, OSHA, FDA requirements, and hazardous chemical handling procedures.
3004	Lead	Under general direction and acting with own initiative performs complicated and difficult assignments of major complexity requiring a high degree of technical competence. Identifies, evaluates and establishes controls for the full range of occupational health hazards, including developing new and applying existing health, safety and hazardous materials standards, procedures and practices consistent with established company and local, state and federal regulations.	8+	Basic reading, writing and math skills. Working knowledge of HACCP, OSHA, FDA requirements, and hazardous chemical handling procedures.

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JOB FUNCTION AND JOB CODE(S): **Sanitation Supervisor - 3005**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides first line supervision including leading, managing and coordinating all cleaning and sanitation activities at the site. Plans, coordinates, and directs the activities of the sanitation department to ensure continuous production of products consistent with established standards and/or customer specifications. Assures compliance with Corporate QA/QC policies and procedures, as well as Federal, State, and local regulations. Supervises employees engaged in sanitation activities to ensure continuous control over materials, facilities, and products. Establishes and maintains required computer databases and other sanitation records and reports. Develops and maintains sanitation cleaning procedures and audit program for verification of adequate production wash downs.

QUALIFICATIONS: Bachelor Degree in Food Science, Biology, Chemistry or related field or equivalent experience. Minimum 5 years manufacturing Sanitation experience or equivalent supervisory experience. Food manufacturing experience preferred.

JOB FUNCTION AND JOB CODE(S): **Sanitation Manager - 3007**

PRIMARY DUTIES AND RESPONSIBILITIES: Manages and develops for the plant sanitation program including but not limited to maintaining master sanitation schedules, maintaining pest control programs, complying with all federal, state, and local regulations related to sanitary food manufacturing practices, as well as directing the Sanitation Department within cost guidelines. Monitors and evaluates plant sanitation in the efficient and effective use of chemicals, cleaning processes, sanitation equipment and valve function and design. Sets standards for maintaining cleaning equipment, developing cleaning equipment planned maintenance and calibration programs. Implements sanitation assurance initiatives, pest control and plant regulatory compliance programs for sanitation.

QUALIFICATIONS: Bachelor Degree in related field required. Five (5) years in a food-manufacturing environment with direct hands-on involvement in GMP programs and practices. Certified Licensed Pesticide Applicator

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JOB FUNCTION AND JOB CODE(S): **Environmental Health and Safety Specialist – 3041, 3042, 3043**

PRIMARY DUTIES AND RESPONSIBILITIES: Implements safety programs to ensure safe and accident-free work environment including safety key concepts to provide the road map to zero injuries. Delivers programs to train managers and employees in workplace safety practices and first aid. Maintains system to track facility inspections, safety violations, manner of resolution and follow-up reports. Monitors Site compliance with plant safety and environmental standards. Evaluate and review existing programs and policies to ensure compliance with Federal and State Regulations, other Regulatory Agencies, and Company guidelines. Conduct/coordinate industrial hygiene surveys, perform or manage inspections and maintenance on emergency response and monitoring equipment. Facilitate incident investigations to identify and control environmental liability. Participates in accident investigations and preparation of accident reports.

Job Level	Job Numbers	Job Level Definition	Typical Years of Experience	Typical Education And Training
3041	Entry	Under the general supervision is responsible for a variety of complex operations and duties to ensure compliance, safe work places, and continuous improvement of safety programs. Responsibilities and duties are typically more focused and routine at this level. Entry level position into job family.	0 - 2	Bachelor Degree or technical engineering degree.
3042	Intermediate	Under routine direction is responsible for a variety of complex operations and duties to ensure compliance, safe work places, and continuous improvement of safety programs. Responsibilities and duties are typically focused and routine at this level. Requires an equivalent combination of related training and experience.	2 - 5	Bachelor Degree or technical engineering degree.
3043	Senior	Under the general direction is responsible for a variety of complex operations and duties to ensure compliance, safe work places, and continuous improvement of safety programs. Requires an equivalent combination of related training and experience.	5 - 8	Bachelor Degree or technical engineering degree.

JOB FUNCTION AND JOB CODE(S): **Environmental Health & Safety Manager - 3047**

PRIMARY DUTIES AND RESPONSIBILITIES: Develops and maintains company OSHA programs to identify and eliminate hazardous conditions affecting employee and community safety. Provides for the timely reporting and investigation of accidents, injuries and potential OSHA violations. Establishes and implements employee and management training programs to increase employee and management awareness of potential hazards. Represents the company when coordinating with regulatory agencies, prepares and presents reports and analyses of site conditions and recommends remedial actions. May coordinate CPR training, safety training and annual health testing programs. Responsible for the purchasing of necessary first aid materials.

QUALIFICATIONS: College level training in safety, hazardous material handling and related fields. Five to seven years of experience in the fields of health and safety is required.

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JOB FUNCTION AND JOB CODE(S): **Environmental Management Director – 3049**

PRIMARY DUTIES AND RESPONSIBILITIES: Manages the development and implementation of an Environmental Management System across the enterprise to meet the regulatory items identified by federal, state and local entities. Directs environmental managers on compliance responsibilities. Conducts training on priority items identified from internal audits and develops action plans to reduce risk exposures Manages the budget for organization's environmental strategy. Responsible for auditing and reporting on environmental performance to internal and external clients and regulatory bodies. Raises awareness, at all levels of an organization, of the impact of emerging environmental issues, whether legislative or best practice, on corporate, ethical and social responsibility.

QUALIFICATIONS: Master of degree in an Agricultural related field with emphasis on microbiology and plant science. Seven years experience in Agriculture with emphasis on microbiology and plant science may be substituted for education.

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JOB FUNCTION AND JOB CODE(S): **Environmental Engineer – 3071, 3072, 3073, 3074, 3075**

PRIMARY DUTIES AND RESPONSIBILITIES: Develops, designs and operates highly technical gauging equipment to determine the amounts of toxic pollutants present in air, land and water. Analyzes environmental conditions and recommends changes to prevent or eliminate dangerous substances and materials. Ensures compliance with federal regulatory agency policies, including federal, state and local legislation pertaining to the preservation of the environment. Under the direction, plans and administers work on departmental projects, ensuring maximum productivity and cost-efficiency. Monitors and evaluates progress and results, and determines improvements that may be needed in operating procedures or ultimate objectives.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3071	Entry	Performs assignments of a basic degree of complexity under limited direction and supervision. Normally receives assignments outlining the task or the problem and provide suggestions as to methods of approach and procedures to be followed. Entry level position into job family, excludes those without equivalent of required academic preparation.	0 - 2	Bachelor degree in Engineering, a physical science or equivalent experience.
3072	Intermediate	Performs assignments of moderate complexity under general direction with considerable discretion as to work details. Responsible for independent research and exercising independent judgment within the limits of delegation, utilizing established engineering and research techniques.	2 - 5	Bachelor degree in Engineering, a physical sciences or equivalent experience. Zero to two years of applicable experience with a Master's degree.
3073	Career	Performs complicated and difficult work of major complexity under general direction requiring a high degree of technical competence. Conceives and plans projects involving exploration of product and improving products and processes.	5 - 8	Bachelor degree in Engineering, a physical sciences or equivalent experience. Two to five years applicable experience with a Master's degree. Zero to two years of applicable experience with a Doctorate degree.
3074	Specialist	Conducts investigations or tests of considerable complexity pertaining to the development of new designs, methods, materials, or processes and investigates possible applications of results.	8 – 10	Master degree in Engineering, a scientific field, or the equivalent experience.
3075	Consultant	Analyzes, evaluates, and plans methods of approach and organizes means to achieve solution of complex technical problems. This is the highest individual contributor level within the organization. Incumbents are normally widely recognized for their achievements, technical expertise and meritorious standing within their professional field.	10+	Master degree in Engineering, Mathematics, Physics, a scientific field or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Environmental Engineering – Supervisor/Manager - 3076**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides supervision/management of the activities and staff of a research engineering or technical unit engaged in environmental engineering or related technical support functions. Identifies and allocates manpower and resources to assure completion of established objectives within budgetary and schedule guidelines while upholding high technical standards. Supervises activities of an assigned unit in order to provide adequate technical support for new product or process developments, production and product problems, or to identify possible new areas for technical exploration. Assists management in identifying and initiating projects and programs which lead to improved processes and products, reduced costs or increased output. Identifies and recommends objectives and scope of projects and communicates goals, scope, approach and schedules to assigned engineering and technical personnel for the performance of tasks and projects based upon objectives defined by management. Completes periodic reports indicating progress of projects and tasks. Makes presentations to management identifying results of section projects which may have substantial influence on the successful development of new or improved products or processes, or the solution of existing production or product problems. Organizes project and task workloads, selects individuals most qualified for assignments on specific projects and makes task assignments that will take best advantage of each individual's background. Directs technical organization to ensure progress according to technical objectives, within budgetary and schedule guidelines. Assesses results of projects under direction. Troubleshoots persistent technical problems causing delays of section tasks and projects, where a high level of technical knowledge and capability may be required. Establishes budgets for conducting section activities and accompanying technical projects; forecasts manpower, equipment and supply needs; and is held responsible for managing section activities within established budgetary guidelines. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience in assigned technical discipline. Technical knowledge equivalent to that obtained from eight years of increasingly complex technical assignments and applications. Would normally include two or more years of technical supervision responsibilities. Demonstrated ability to effectively supervise, motivate and direct technical staff.

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JOB FUNCTION AND JOB CODE(S): **Environmental Engineering – Manager/Director - 3078**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs and controls the work activities and staff of a research, engineering or technical function. Normally manages through subordinate supervisory/managerial levels in order to ensure the effective pursuit and completion of technical programs within budgetary guidelines while upholding high standards of engineering/scientific excellence. Manages the operation of functional engineering or research/development to provide timely technical development, support or service. Manages and conducts research and development and technical programs which lead to improved products, increased output and/or reduced costs. Determines and establishes goals, scope, approach, schedules and manpower requirements to accomplish overall objectives and/or program results. Generates, prepares, presents and reviews departmental or program budgets and monitors performance by subordinate units. Maintains surveillance over individual programs under direction to ensure progress according to schedule and plans with respect to budgetary guidelines and work objectives. Evaluates technical progress of projects to ensure sound application of scientific and engineering principles and adequate exploratory research to support the highest possible performance of the end product. Coordinates with other departments to obtain services or pertinent information relative to functional needs. Provides technical and administrative guidance and direction for the accomplishment of department research and development projects. Re-directs and/or recommends changes in work efforts if problems or possible obstacles appear. Keeps superior levels and managers in affected organizations apprised of technical project programs. Evaluates final results of development projects to ensure accomplishment of technical objectives. Prepares and presents reports outlining the progress and outcome of technical projects and makes pertinent recommendations to implement desired results. This is the second level of management. Manages through lower level managers and supervisors.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience in assigned technical discipline. Technical knowledge equivalent to that obtained from ten or more years of increasingly complex technical assignments and applications. Would normally include four or more years of technical supervision responsibilities. Demonstrated ability to effectively manage, motivate and direct technical staff at senior levels.

SCOPE: Normally reports to the Technical Vice President level or directly to Technical President level.

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QUALITY JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Receiving Inspector – 3101, 3102, 3103**

PRIMARY DUTIES AND RESPONSIBILITIES: Checks raw materials and products in process. Collects samples for bacteriological and chemical laboratory analysis. Inspects inbound perishables to ensure that suppliers comply with product quality specifications and related food safety regulations. Insures that proper quantity, variety, weights, labels, and sizes are received as ordered. Audits inventory levels and rotation to assure that products meet freshness and quality standards. Determines acceptability, identifies and recommends disposition of defective materials in accordance with established procedures. Competent knowledge of USDA standards.

At the highest level, follows general inspection guidelines to conduct critical non-routine inspections on a wide variety of product, supplies and materials. Performs complex and critical inspection procedures, requiring special set-ups of new or unique products and interpretation of test data from a variety of sources. May conduct source inspection and first article inspection.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3101	Entry	Under close supervision, performs limited and repetitive inspections. Applies established inspection procedures of a "go/no-go" nature. Methods and limits are well documented and require limited judgment or interpretation. Guidance from supervisor is readily available. Excludes trainees with no previous experience.	6 months	High School diploma or GED. USDA produce certification.
3102	Intermediate	Under limited supervision, performs non-routine inspections. Requires one year of inspection experience and working knowledge of inspection techniques and instruments, specification interpretation and quality control terminology.	1 - 3	High School diploma or GED. USDA produce certification.
3103	Senior	Under general supervision, performs a wide variety of complex and difficult inspections. Requires knowledge of a wide variety of inspection methods and sophisticated measuring techniques. May provide work leadership to other inspectors.	3 - 4	High School diploma or GED. USDA produce certification.

JOB FUNCTION AND JOB CODE(S): **Receiving Supervisor – 3106**

PRIMARY DUTIES AND RESPONSIBILITIES: First level exempt supervisor responsible for direction and coordination of receiving activities and personnel. Typical activities are receiving or raw materials and/or finished goods and the maintenance of related stores records. Responsible may also include movement of materials and supplies within the facility. Responsible for the employment, training, employee motivation and discipline of assigned employees. Typically manages the day-to-day workflow of the subordinate nonexempt employees.

QUALIFICATIONS: General knowledge of warehousing/stores operations. Three years related receiving experience.

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JOB FUNCTION AND JOB CODE(S): **Receiving Manager – 3107**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the management of employees in the storage, shipment and receipt of raw materials and/or finished goods. Established department procedures and standards. Responsible for the security and accountability of foods within jurisdiction. Responsible for the employment, training, employee motivation and discipline of assigned employees. May manage nonexempt employees through directly or through supervisors/leads.

QUALIFICATIONS: Four years of experience in a supervisory level position within receiving/stores/shipping.

JOB FUNCTION AND JOB CODE(S): **Quality Control Technician – 3111, 3112**

PRIMARY DUTIES AND RESPONSIBILITIES: Assists in testing and inspecting products at various stages of the production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products. Selects products for testing at specified stages in production and tests for bacteria, impurities, or poisons in product. May use instruments that check the quality of beverage, including its taste, smell, and color on materials or products. Technicians may work in any of the following areas of quality control: food technology, incoming material, process control, product evaluation, inventory control, product reliability, or research and development. May need to complete necessary documentation, record results of inspections, maintain records, compiling data, writing routine reports, etc.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3111	Entry	Under close supervision, assists in testing and inspecting products at various stages of the production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products.	0 – 2 years	Reading, writing, arithmetic and communication skills equivalent to those obtained by completion of high school or equivalent experience.
3112	Intermediate	Under routine supervision, assists in testing and inspecting products at various stages of the production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products.	2 – 4 years	Reading, writing, arithmetic and communication skills equivalent to those obtained by completion of high school or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Quality Process Specialist – 3121, 3122, 3123**

PRIMARY DUTIES AND RESPONSIBILITIES: Implements programs within a given functional area of the Quality group. Supports management in the implementation of relevant quality processes and procedures and the daily execution of activities. Participates on cross functional teams to ensure effective implementation of quality initiatives and processes. Responsible for continuous improvement in quality, process control, material efficiency, and start-up of new product production. Ongoing activities include quality problem resolution at the plant level with a focus on capabilities in mixing and packaging. Uses statistical techniques to quantify and analyze process, product or systems.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3121	Entry	Works under close supervision to perform simple and routine tasks that may be highly repetitive in nature. Receives detailed instructions on work. Work is reviewed upon completion. Entry level position.	1 - 3	Bachelor degree in an Engineering discipline.
3122	Intermediate	Works under limited direction to perform semi-routine tasks requiring familiarity with laboratory routines and practices. Receives general instructions on work and detailed instructions on new assignments.	3 - 5	Bachelor degree in an Engineering discipline.
3123	Senior	Works under general direction to perform moderately complex tasks requiring a good working knowledge of laboratory routines and practices.	5+	Bachelor degree in an Engineering discipline.

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JOB FUNCTION AND JOB CODE(S): **Quality Engineer – 3141, 3142, 3143, 3144, 3144**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for performing professional Quality Engineering assignments, including the application of engineering principles to develop methods and procedures to improve and maintain product and process quality standards. Assignments include the design of systems to collect record and analyze product quality level. Development of quality control inspection requirements and techniques, and interpretation of product quality trends. May assign work to inspectors and technicians and may provide technical guidance to lower level engineers.

At the highest level, develops and applies advanced Quality Assurance/Control methods theories and research techniques in the investigation and solution of complex and advanced technical problems on the forefront of new technologies. Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned project. May provide technical consultation other organizations.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3141	Entry	Performs assignments of a basic degree of complexity under close supervision with a limited latitude for independent action and decision. May prepare plans, specifications, and cost estimates for assignments of moderate difficulty where technical supervision provides an outline of tasks to be performed and suggestions as to methods of approach and procedures to be followed. Entry level position into job family.	0 - 2	Bachelor degree in engineering or equivalent experience.
3142	Intermediate	Performs assignments of moderate complexity under general direction with considerable discretion as to work details. Designs fixtures and processes to ensure the continuing maintenance of product quality; may conduct vendor visits to ensure quality; analyzes reports and returned products to determine quality trends and recommends corrective action.	2 - 5	Bachelor degree in engineering or equivalent experience. Zero to two years of applicable experience with a Master degree.
3143	Career	Develops sampling plans, quality standards and quality control instructions to be utilized by production, test and inspection in assessing the quality levels of products and processes. Provides recommendations concerning the disposition of defective materials. Reviews corrective actions recommended on audit reports for adequacy and to maintain a continuing awareness of quality problems.	5 - 8	Bachelor degree in engineering or equivalent experience. Zero to two years of applicable experience with a Master degree.
3144	Specialist	Conducts investigations of considerable complexity pertaining to the manufacture of new products, the establishment of new processes or the resolution of complex product quality problems. Recommends corrections in technical applications and analysis.	8 - 10	Master degree in Engineering, a related technical field or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Quality Supervisor – 3146**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for monitoring and ensuring plant products are safe, meet customer specifications, company quality and reliability standards, and recommends improvements in manufacturing methods and sanitation practices to management. Supervises staff responsible for microbiological testing and other quality control testing of plant products. Maintains weight and defect control programs in accordance with plant and company standards. Monitors the quality of all products being manufactured at the manufacturing facility and assists team leaders to correct defects. Supports R&D with test batches and data collection. Establishes monitoring procedures in the laboratory to keep track of all products placed on hold due to performance, micro, packaging, reprocess, and makes recommendations for disposition.

QUALIFICATIONS: Bachelor degree in Biology or Food Science or related field. Three years supervisory experience in a food-processing, pharmaceutical or chemical manufacturing organization, preferably using computerized manufacturing equipment.

JOB FUNCTION AND JOB CODE(S): **Quality Manager - 3147**

PRIMARY DUTIES AND RESPONSIBILITIES: Ensures food safety and quality of products produced. Responsible for ensuring specifications are defined and communicated, formalizes process capability, institutionalizes process control and predictive quality process. Performs inspections of processes, employee training, compliance with applicable food laws and regulations and verifies plant HACCP plans. Defines best lab practices and provides guidance and adherence to quality policies. Actively participates in resolving customer complaints. Integral part of plant leadership team. Provides support to Sales, R&D and Operations on customer issues, questions and concerns. Plans and conducts internal audits and facilitates third party audits and scheduling. Performs quality related training. Responsible for product evaluation and dispositions as well as sanitation verification. Develops and implements plant quality systems policies and procedures and HACCP and food safety implementation. May coordinate procedures for product recall, customer complaints and regulatory inspections and compliance auditors. Maintains and implements the plant level procedures that affect the quality or safety of the products produced.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience in assigned technical discipline. Technical knowledge equivalent to that obtained from five or more years of increasingly complex assignments and applications. Knowledge of HACCP programs and documentation. Food manufacturing QC experience preferred.

JOB FUNCTION AND JOB CODE(S): **Quality Director - 3149**

PRIMARY DUTIES AND RESPONSIBILITIES: Directs the overall management of the Quality function through subordinate managers. Develops sound quality programs to meet company and regulatory standards for one or a combination of the following areas: food safety, sanitation, operations quality, thermal processing, cannery, labeling, packaging, or audit. Develops and maintains procedures for product recalls. Initiates quality product surveys, coordinates special studies and test procedures; provides data to concerned groups.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience in assigned technical discipline. Technical knowledge equivalent to that obtained from ten or more years of increasingly complex assignments and applications.

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JOB FUNCTION AND JOB CODE(S): **Lab Technician – 3151, 3152, 3153, 3154**

PRIMARY DUTIES AND RESPONSIBILITIES: Conducts and analyzes laboratory/quality control tests as prescribed by company procedure and, when applicable, ensures compliance with State and Federal regulations. Responsible for preparing culture media exactly to defined protocols and schedules. Prepare reagents, slides and tissue (i.e. plant or animal) samples are required as well as preserve them appropriately. Typically involved in Research and Development work.

At the highest level, performs lab analyses, utilizing a variety of techniques and equipment to include; distillation, titrimetric and colorimetric methods, digital scales, balances, pH and conductivity meters, autoclaves. enzymatic analyses, gas chromatograph, atomic absorption, spectrophotometer, ion specific electrode and pH meter. Prepares reports to document findings and recommendations.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3151	Entry	Under close supervision, conducts and analyzes laboratory/quality control test. This is the entry level position into job family.	0 - 2	Degree in Chemistry or Biology, or equivalent experience.
3152	Intermediate	Under limited supervision, conducts and analyzes laboratory/quality control tests. Responsible for general housekeeping of the lab.	2 - 3	Degree in Chemistry or Biology, or equivalent experience.
3153	Career	Under general supervision, performs lab analyses, utilizing a wide variety of techniques and equipment. Responsible for general housekeeping of labs. May be required to train new, regular and seasonal employees in documentation and process procedures. May have lead responsibilities including organizing lower level technicians' duties and workload.	3 - 5	Degree in Chemistry or Biology, or equivalent experience.
3154	Lead	Provides work leadership to others through assignment of work, review of progress, monitoring of results and instruction. Excludes those with full supervisory responsibilities.	5+	Degree in Chemistry or Biology, or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Continuous Improvement Specialist – 3201, 3202, 3203**

PRIMARY DUTIES AND RESPONSIBILITIES: Facilitates and develops implementation plans and standards and/or leads the planning and implementation for one or more critical improvement processes. Coaches plant resources in the implementation of the improvement methodology. Provides training and qualifies plant resources. Tracks implementation and qualified resources. Leads continuous improvement activities at the plant level and cross plant functions. Tracks and monitors scale up processes. Plans and strategically prioritizes programs to increase productivity both in plant and cross functional plants. Assesses and recommends lean manufacturing tools/best practices.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3201	Entry	Duties performed are usually routine where practices and procedures are well established. Entry level position into job family.	1 - 3	Bachelor degree in Business Administration, related field, or equivalent experience.
3202	Intermediate	Assignments are relatively complex and generally involve planning activities for products and/or production processes where the manufacturing process is variable.	3 - 5	Bachelor degree in Business Administration, related field, or equivalent experience.
3203	Career	Under general direction, performs a wide variety of complex planning activities required to attain production objectives.	5+	Bachelor degree in Business Administration, related field, or equivalent experience.

JOB FUNCTION AND JOB CODE(S): **Continuous Improvement Manager - 3207**

PRIMARY DUTIES AND RESPONSIBILITIES: Actively lead continuous improvement project teams directed at strategic projects within plant operations. Apply Lean Manufacturing tools to continuous improvement efforts to achieve financial and customer benefits. Ensures financial, operational and customer improvements are realized and sustained. Coordinates the project implementation at site. Trains and qualifies resources in use of the manufacturing processes. Develops and maintains training and tracking standards. Works with management to deliver needed process improvement to achieve results target.

QUALIFICATIONS: Bachelor degree in Business Administration, related field, or equivalent experience. Minimum of six years experience in operation/production environment.

JOB FUNCTION AND JOB CODE(S): **Continuous Improvement Director – 3209**

PRIMARY DUTIES AND RESPONSIBILITIES: Develops and implements specialized practices for manufacturing processes throughout Product Supply. Defines implementation standards and guides plant implementation of best practices. Coordinates throughout the organization to drive sustainable processes and results. Coaches, trains and develops resources in the use of best practices across the enterprise. Defines and implements improvement and engagement measurements, and advanced problem solving tools and skills required for loss elimination. Identifies potential process implementation issues and develops plans to overcome.

QUALIFICATIONS: Bachelor degree in Business Administration, related field, or equivalent experience. Minimum of ten years experience in operation/production environment.

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COMPLIANCE/REGULATORY JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Compliance Administrator - 3303**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general supervision provides daily and weekly analysis and data entry of process orders and audits reports to ensure accuracy. Identifies problems, researches discrepancies and corrects records as needed. Maintains inventory records, daily yield reports, fermentation reports, harvest yield, cellar and waste water reports. Monitors, maintains and balances reports for federal and state government compliance such as product price filing, registrations, state and federal excise tax returns, etc. Coordinates export order processing including TTB documentation. May assist with special projects and other administrative responsibilities as needed.

QUALIFICATIONS: High school education or equivalent with two to four years direct experience in related field. Must be knowledgeable in all areas of TTB export regulations, TTB and state excise taxes and state compliance laws. Possesses computer skills and organizational skills.

JOB FUNCTION AND JOB CODE(S): **Government Compliance Specialist – 3311, 3312, 3314**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the preparation and processing of monthly and annual shipment reports with external regulatory agencies. Prepare and process license renewals with external regulatory agencies as well as brand/label registrations with external regulatory agencies. Review, prepare and process Federal Label Approvals with Alcohol and Tobacco Tax Trade Bureau. Monthly checkbook reconciliation and coding for department accounts. Attend meeting with production and marketing regarding the bottling and release of new vintages and products. Responsible for Out-of-State State reporting and tax return compliance back-up for company. Coordinate in-bond shipping and receiving documents through traffic and warehouse personnel for each location. Prepare payments and back-up files for Department of Conservation Distributor and Manufacturer reports. Price Post product with ABC and Department of Conservation for new and changing prices. Create and maintain all files, summaries, and other informational spreadsheets on behalf of the above areas of responsibility. May be responsible for UPS and Federal Express tracking of all documents. Provides advice, guidance and recommendations to minimize risk and enhance the organization's compliance with standards, laws, rules, and regulations. Work with government agencies on how to interpret laws/rules correctly.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
3311	Entry	Provides support to compliance programs/audits of relatively low risk in complexity. Assists in preparation of reports. Interfaces with government agencies as required.	1 - 3	Bachelor degree
3312	Intermediate	Assignments are relatively complex and generally involve planning activities for compliance programs. Requires two to three years of experience which provided working knowledge of government compliance activities. Interfaces with government agencies as required.	4 - 6	Bachelor degree
3314	Career	Under general direction, performs a wide variety of complex activities required to attain compliance objectives. Requires five to six years of directly related experience which provided a thorough knowledge of a variety of government compliance activities. Interfaces with government agencies as required.	6+	Bachelor degree. Master degree may be required.

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JOB FUNCTION AND JOB CODE(S): **Government Compliance Manager - 3317**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the comprehensive monitoring, evaluation and implementation of all government regulations as they pertain to operations. Completes and submits TTB forms for reporting revenue and production volumes, updates basic permits, obtains TTB label approval, reviews bond accounts, reviews and updates weigh-master license. Also maintains the pertinent regulations involving State ABC, EPA and OSHA. Coordinates TTB audits when necessary. May be a manager of people.

QUALIFICATIONS: Bachelor degree. May require a Master degree. Requires eight to ten years of previous related experience as a first level manager.

JOB FUNCTION AND JOB CODE(S): **Government Compliance Director – 3319**

PRIMARY DUTIES AND RESPONSIBILITIES: Manages and directs the compliance staff and function to implement in a timely and cost effective manner programs that comply with government regulations. Responsible for the conception and development of new compliance programs. Requires expert knowledge within the governmental regulatory compliance arena. Coordinate internal and external resources. Maintains expert knowledge of compliance issues; stays current on trends and developments in the field.

QUALIFICATIONS: Master degree preferred. Requires fifteen or more years of previous related experience as a lower level manager.

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MAINTENANCE/FACILITIES JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Maintenance Technician – 4001, 4002, 4003**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs repairs, modifications and preventative maintenance on building and facilities, equipment, fixtures and systems. Duties may include electrical, plumbing/pipe fitting, welding, sheet metal, carpentry, painting or mechanical. Conducts preventive maintenance inspections and performs required preventive maintenance actions such as lubrication, cleaning and filter change. Utilizes a wide variety of hand and portable power tools. Assists in the movement of furniture, materials and equipment as required.

At the highest level, reviews service requests for repairs and maintenance, determines nature of problem and recommends appropriate solution. Works from blueprints, schematic sketches, oral and written instructions. Capable of planning and completing assigned job. Coordinates work of outside contractors. May provide work leadership for lower level maintenance employees through assignment of work, coordination of effort, providing technical guidance and review of assignment progress.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
4001	Entry	Under close supervision, performs simple repairs, modifications and preventative maintenance. Troubleshoots, repairs and maintains standard facility systems. May install minor modifications. Excludes trainees with no previous experience.	6 Months	High school graduate or equivalent.
4002	Intermediate	Under limited supervision, proficiently performs repairs, modifications and preventative maintenance. Troubleshoots, repairs and maintains facility plumbing, mechanical and electrical systems. May install minor modifications.	1 - 3	High school graduate or equivalent. 1-2 years trade school training.
4003	Senior	Under general supervision, performs highly complex repairs, modifications and preventative maintenance. Installs, troubleshoots, repairs and maintains a wide variety of facility plumbing, mechanical and electrical systems.	5+	High school graduate or equivalent. Requires a minimum of 5 years directly related experience, or 3 years with Journey level license.

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JOB FUNCTION AND JOB CODE(S): **Machine Maintenance Mechanic – 4011, 4012, 4013**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs mechanical and hydraulic maintenance on conventional and NC/Automatic machine tools, but do not normally involve the electronics associated with such equipment. Dismantles, moves, assembles, installs and repairs all types of conventional and NC/automatic machine tools including lathes, mills, punch presses, die casting machines, injection and compression plastic molding machines and automatic screw machines. Lubricates machine tools and equipment. Performs repairs and replacement of parts on small tools such as pneumatic spray mist units, bench grinders, sanders and drills. Performs plumbing hook-ups which may involve soft/hard soldering, installation, forming and bending copper and steel tubing for fluid, pneumatic or hydraulic applications. May perform non-certified gas welding and brazing. Reads and interprets layout plans, blueprints, operating and repair manuals, engineering sketches and often works from verbal instructions.

At the highest level, performs mechanical, pneumatic and hydraulic trouble-shooting and repair. Sets-up and operates conventional machine tools and fabrication machinery to re-work or fabricate new parts. Utilize precision measuring tools and equipment.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical And Training
4011	Entry	Under close supervision, assists, performs or learns basic fundamental, conventional machine tool repair and trouble-shooting. Fabricates simple maintenance devices such as safety guards, oil screen guards, benches, tables, stands, crates, boxes, fixtures and brackets from steel, aluminum, wood or similar materials.	0 - 2	High school graduate or equivalent.
4012	Intermediate	Under limited supervision, performs mechanical and hydraulic maintenance on conventional and NC/Automatic machine tools. Performs minor rebuilding projects on major machine tools and equipment. Good working knowledge of mechanical and hydraulic theory, shop math, and basic trigonometry calculations.	2 - 5	High school graduate or equivalent.
4013	Senior	Following general guidance, performs mechanical and hydraulic maintenance on conventional and NC/Automatic machine tools of considerable complexity. Performs major rebuilding projects on all types of conventional and automatic machine tools.	5+	High school graduate or equivalent. Training equivalent to Journey Level Machinist Apprenticeship or a similar machine tool program. Requires experience equivalent to five years at the journey machinist level on a variety of machine tools and an additional five years machine maintenance experience.

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JOB FUNCTION AND JOB CODE(S): **Maintenance Mechanic – Journey Level-4023**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general supervision, performs a wide variety of skilled mechanic duties to install, troubleshoot, repair and modify mechanical equipment and facilities. Follows blueprints, drawings and general instructions to plan and layout assignment. Assembles and installs mechanical and electro-mechanical equipment and systems such as production machinery/tools, conveyor systems, storage racks and tanks and facility equipment. Uses a wide variety of hand, power, and machine tools to perform assignments. Troubleshoots and repairs mechanical equipment and systems requiring the isolation of the malfunction, disassembly of equipment and repair/replacement of bearings, gears and structural components. Performs preventive maintenance on equipment and mechanical systems. May perform non-certified welding and simple machining operations incidental to repair and maintenance tasks. May provide work leadership to other maintenance employees.

QUALIFICATIONS: Requires a well rounded knowledge of the practices, tools, equipment and materials used within the mechanic's trade. Ability to read and interpret blueprints and assembly drawings. Excludes those with full supervisory responsibilities. Include only those who perform specialized maintenance mechanic assignments as the major component of the job.

JOB FUNCTION AND JOB CODE(S): **Forklift Operator – 4031**

PRIMARY DUTIES AND RESPONSIBILITIES: Under limited supervision, operates a powered forklift to move materials throughout production, warehouse, storage and shipping/receiving areas. Performs minor servicing and maintenance of powered lifts such as fueling, washing, greasing and the like. Stacks and palletizes materials in accordance with prescribed storage methods. Excludes those whose primary duties involve shipping and receiving, packing; or maintaining inventory, shipping or order records.

QUALIFICATIONS: Basic reading, writing and numerical ability. Forklift certification required.

JOB FUNCTION AND JOB CODE(S): **Lift Truck Mechanic - 4033**

PRIMARY DUTIES AND RESPONSIBILITIES: Under the general supervision lubricates and maintains fork truck equipment in proper adjustment, diagnoses and corrects mechanical parts for adjustments, checks and maintains wear and operations, and routinely checks batteries and chargers for defects and specific gravity & water levels. Orders and maintains stock of replacement parts and supplies as well as maintaining preventative maintenance records and documentation of work performed on equipment. Prepares and submits work orders and requisitions; and verifies charges invoiced, participates in the Fork Truck Safety Committee. Directs and oversees contracted fork truck preventative maintenance and repairs. Steam cleans and paints equipment. Maintains and performs work on stackers, transports, palletizers, and battery chargers.

QUALIFICATIONS: High School Diploma or equivalency required. Four years of mechanical job experience working on fork trucks.

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JOB FUNCTION AND JOB CODE(S): **Shop Mechanic – 4041, 4042**

PRIMARY DUTIES AND RESPONSIBILITIES: Repairs and maintains a wide variety of large and small farm machinery and equipment. Knowledge of farm machinery, electric power tools, hydraulic systems, arc and gas welding systems.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical And Training
4041	Entry	Independently repairs machinery, welds and performs other shop functions. Knowledge of basic wiring, hydraulics, pumps as well as electrical skills. Must safely operate hand and power tools. Overhaul gas and diesel engines. Responsible for adjusting and calibrating equipment. Maintain safe and clean work area. Orders replacement parts as required.	0 - 2	High School diploma/GED or equivalent work related experience. Valid State issued Drivers License.
4042	Intermediate	Independently repairs machinery, welds and performs other shop functions. Experienced knowledge of wiring, hydraulics, pumps as well as electrical skills. Must safely operate hand and power tools. Overhaul gas and diesel engines. Responsible for adjusting and calibrating equipment. Maintain safe and clean work area. Orders replacement part as required.	2 - 4	High School diploma/GED or equivalent work related experience. Valid State issued Drivers License.

JOB FUNCTION AND JOB CODE(S): **Shop Mechanic Supervisor -4045**

PRIMARY DUTIES AND RESPONSIBILITIES: Manages operation of shop activities. Responsible for staff management, hiring, training, development, evaluations and discipline. Manages Operating and Capital budgets. Purchases equipment and codes invoices for timely payment. Ensures that operational cost of equipment is competitive with industry standards. May be asked to coordinate transportation deliveries for various locations, including outside trucking. During harvest, may lease additional equipment for various locations. Observes and follows company, OSHA and DOT safety regulations.

QUALIFICATIONS: Associate degree in trades, journey level or equivalent experience: Two to three years shop experience.

JOB FUNCTION AND JOB CODE(S): **Maintenance Supervisor - 4065**

PRIMARY DUTIES AND RESPONSIBILITIES: First level exempt supervisor responsible for the direction of maintenance employees to maintain and repair a variety of manufacturing/production equipment. Establishes and maintains schedules and controls to provide continuous preventive, routine and emergency repairs and maintenance of manufacturing and processing equipment. Advises and provides technical and other line maintenance personnel data required to implement maintenance programs for existing and new equipment. Excludes working leaders. Typically manages the day-to-day workflow of subordinate nonexempt workers.

QUALIFICATIONS: Requires technical knowledge of manufacturing and processing equipment, formal technical training and four years related work experience.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Maintenance Manager - 4067**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the management and direction of employees engaged in the maintenance, repair and modification of production line equipment and processing systems. Reviews and establishes material, equipment and manpower resource requirements. Recommends departmental standards and practices. Coordinates with outside contractors. Reviews equipment requirements with production, engineering and related functions. May prepare cost analyses and justifications for capital equipment. Responsible for the employment, training, employee motivation and discipline of assigned employees. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads.

QUALIFICATIONS: In-depth technical knowledge of manufacturing and processing equipment as would be acquired from completion of mechanical or skilled trade apprenticeship program and six years of production line maintenance supervision responsibilities.

**DISTILLERS AND BREWERS
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JOB FUNCTION AND JOB CODE(S): **Building Engineer – 4171, 4172, 4173, 4174**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs the day-to-day specific duties to maintain the internal and external areas of the facility. Duties include, but are not limited to, responding to service calls, emergencies, disasters, fire, environmental, and security; maintain HVAC equipment, trouble-shoot and repair; setting and calibration of controls (pneumatic, electrical, and electronic); operate boilers, pumps, valves, fans, dampers, and compressors. Diagnose and correct all mechanical and electrical problems; perform light masonry, painting, and carpentry work. Maintain files of blueprints, catalogs and other reference manuals on equipment and machinery. Establish, maintain and document programs and inventory; coordinate with contractors and vendors and necessary information and scheduling. Inspect and test work being performed per plans and specifications. Required to make decisions concerning the operation of the facilities energy management system, and prioritize reported problems.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
4171	Entry	Performs assignments of a basic degree of complexity under limited direction and supervision. Normally receives assignments from engineering supervisors who outline the task or the problem and provide suggestions as to methods of approach and procedures to be followed. Entry level position into job family, excludes those without equivalent of required academic preparation.	0 - 2	Bachelor degree in Industrial or Mechanical Engineering, or equivalent experience.
4172	Intermediate	Performs assignments of considerable complexity under general direction with considerable discretion as to work details. Responsible for independent research and exercising independent judgment within the limits of delegation, utilizing established engineering and research techniques.	2 - 5	Bachelor degree in Industrial or Mechanical Engineering, or equivalent experience. Zero to two years of applicable experience with a Master's degree.
4173	Career	Performs complicated and difficult work of major complexity under general direction requiring a high degree of technical competence. Conceives and plans projects involving exploration of product and improving products and processes.	5 - 8	Bachelor degree in Industrial or Mechanical Engineering, or equivalent experience. Two to five years applicable experience with a Master's degree. Zero to two years of applicable experience with a Doctorate degree.
4174	Specialist	Conducts investigations or tests of considerable complexity pertaining to the development of new designs, methods, materials, or processes and investigates possible applications of results.	8 – 10	Bachelor degree in Industrial or Mechanical Engineering, or equivalent experience.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Facilities Manager 1 – 4186 (Direct Reports and Indirect Reports 0 – 25)**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs and controls the activities and staff involved in the design, construction, coordination, modification, maintenance and administration of company facilities and equipment. Develops plans and programs responsive to present and anticipated space and facility requirements. Formulates and monitors company facility standards. Participates in site identification, selection and acquisition activities to ensure the most economical application and utilization of company facility resources. Evaluates proposals and bids for various design, contracting and follow-on services as required. Recommends bid acceptance. Reviews preliminary and final working drawings for adherence to specifications, design considerations and cost criteria. Coordinates construction activities to ensure attainment of budget and schedule objectives. Evaluates the qualifications, professional capabilities and reputation of architects, general contractors, sub-contractors and service contractors available for bid consideration. Directs and works with architects, staff consultants, and contractors in the design and development of new facilities. Provides design and space criteria and coordinates final approval of facility designs. Investigates and evaluates new materials, systems and equipment which may benefit the company in its facilities programs. Responsible for the employment, employee motivation, counseling and discipline of employees supervised.

QUALIFICATIONS: Requires a well-rounded knowledge of facilities design, construction, administration and maintenance as would normally be obtained by a Bachelor degree in Civil Engineering or a related technical discipline and seven years of progressively responsible facilities development/ construction activity, including the supervision of related staff.

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JOB FUNCTION AND JOB CODE(S): **Facilities Manager 2 – 4187 (Direct Reports and Indirect Reports 25 - 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs and controls the activities and staff involved in the design, construction, coordination, modification, maintenance and administration of company facilities and equipment. Develops plans and programs responsive to present and anticipated space and facility requirements. Formulates and monitors company facility standards. Participates in site identification, selection and acquisition activities to ensure the most economical application and utilization of company facility resources. Evaluates proposals and bids for various design, contracting and follow-on services as required. Recommends bid acceptance. Reviews preliminary and final working drawings for adherence to specifications, design considerations and cost criteria. Coordinates construction activities to ensure attainment of budget and schedule objectives. Evaluates the qualifications, professional capabilities and reputation of architects, general contractors, sub-contractors and service contractors available for bid consideration. Directs and works with architects, staff consultants, and contractors in the design and development of new facilities. Provides design and space criteria and coordinates final approval of facility designs. Investigates and evaluates new materials, systems and equipment which may benefit the company in its facilities programs. Responsible for the employment, employee motivation, counseling and discipline of employees supervised.

QUALIFICATIONS: Requires a well-rounded knowledge of facilities design, construction, administration and maintenance as would normally be obtained by a Bachelor degree in Civil Engineering or a related technical discipline and seven years of progressively responsible facilities development/ construction activity, including the supervision of related staff.

JOB FUNCTION AND JOB CODE(S): **Facilities Manager 3 – 4188 (Direct Reports and Indirect Reports over 100)**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs and controls the activities and staff involved in the design, construction, coordination, modification, maintenance and administration of company facilities and equipment. Develops plans and programs responsive to present and anticipated space and facility requirements. Formulates and monitors company facility standards. Participates in site identification, selection and acquisition activities to ensure the most economical application and utilization of company facility resources. Evaluates proposals and bids for various design, contracting and follow-on services as required. Recommends bid acceptance. Reviews preliminary and final working drawings for adherence to specifications, design considerations and cost criteria. Coordinates construction activities to ensure attainment of budget and schedule objectives. Evaluates the qualifications, professional capabilities and reputation of architects, general contractors, sub-contractors and service contractors available for bid consideration. Directs and works with architects, staff consultants, and contractors in the design and development of new facilities. Provides design and space criteria and coordinates final approval of facility designs. Investigates and evaluates new materials, systems and equipment which may benefit the company in its facilities programs. Responsible for the employment, employee motivation, counseling and discipline of employees supervised.

QUALIFICATIONS: Requires a well-rounded knowledge of facilities design, construction, administration and maintenance as would normally be obtained by a Bachelor degree in Civil Engineering or a related technical discipline and seven years of progressively responsible facilities development/ construction activity, including the supervision of related staff.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



ENGINEERING AND RESEARCH JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Research/Scientific Associate – 5001, 5002, 5003, 5004**

PRIMARY DUTIES AND RESPONSIBILITIES: Determines and implements scheduling and technical planning of research and field maintenance activities. Responsible for planning and organizing field operations to meet research requirements, labor availability and maintenance requirements. Applies knowledge of scientific principles and analytical techniques to perform experimentation, testing or other general specialized scientific activities related to the company's current or future products. Works with standard and sophisticated laboratory equipment. Evaluates research and results, maintains documentation and prepares reports. Utilizes spreadsheet program and other laboratory information management software.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5001	Entry	Works under close supervision on task-oriented assignments. Applies a limited range of standard professional principles, theories, concepts, practices and techniques to resolve problems.	0 – 2	Bachelor degree in a related scientific discipline.
5002	Intermediate	Works under general instructions for routine work; specific instructions for new projects. Applies professional knowledge and experience to resolve problems. Analyzes issues and uses judgment to make decisions. This is the experienced working level.	2 – 6	Bachelor degree in a related scientific discipline or Master degree.
5003	Career	Fully qualified independent individual contributor position with considerable latitude in selecting methods and techniques. Work is subject to review upon completion of objectives. May lead the work activities of lower staff levels.	6 – 8	Bachelor degree in a related scientific discipline or Master degree.
5004	Senior	Specialist level with advanced knowledge of technical concepts. Applies knowledge, creativity, company practices and priorities to obtain solutions to complex problems. May provide leadership on complex projects and activities.	8+	Bachelor degree in a related scientific discipline or Master degree.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Engineer/Scientist - 5011, 5012, 5013, 5014, 5015**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs professional engineering and scientific assignment. Applies knowledge of engineering or scientific principles to accomplish a wide variety of technical assignments within company technical staff activities. May assign work to and direct support staff and technicians. May provide technical guidance lower level engineers.

At the highest level, develops and applies advanced theories and research techniques in the investigation and solution of complex and advanced technical problems on the forefront of new technologies. Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5011	Entry	Performs assignments of a basic degree of complexity under limited direction and supervision. Normally receives assignments from engineering supervisors who outline the task or the problem and provide suggestions as to methods of approach and procedures to be followed. Entry level position into job family, excludes those without equivalent of required academic preparation.	0 - 2	Bachelor degree in Engineering, a physical science or equivalent experience.
5012	Intermediate	Performs assignments of considerable complexity under general direction with considerable discretion as to work details. Responsible for independent research and exercising independent judgment within the limits of delegation, utilizing established engineering and research techniques.	2 - 5	Bachelor degree in Engineering, a physical science or equivalent experience. Zero to two years of applicable experience with a Master's degree.
5013	Career	Performs complicated and difficult work of major complexity under general direction requiring a high degree of technical competence. Conceives and plans projects involving modification of product and improving products and processes.	5 - 8	Bachelor degree in Engineering, a physical science or equivalent experience. Two to five years applicable experience with a Master's degree.
5014	Specialist	Conducts investigations or tests of considerable complexity pertaining to the development of new designs, methods, materials, or processes and investigates possible applications of results. Eight to ten years experience in advanced engineering or scientific research and development or project management.	8 – 10	Master degree in Engineering, a scientific field, or the equivalent experience.
5015	Consultant	Analyzes, evaluates, and plans methods of approach and organizes means to achieve solution of complex technical problems. This is the highest individual contributor level within the organization. Incumbents are normally widely recognized for their achievements, technical expertise and meritorious standing within their professional field.	10+	Master degree in Engineering, Mathematics, Physics, a scientific field or equivalent experience.

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Chemist – 5031, 5032, 5033**

PRIMARY RESPONSIBILITIES AND DUTIES: Performs a variety of standard laboratory processes and analyses utilizing analytical equipment such as a spectrophotometers, gas chromatography and liquid chromatography to conduct tests and assays. At lower levels, the majority of tasks typically include the application of standard procedures, methods, and instrumentation of qualitative and quantitative analysis of organic and inorganic substances or standard microbiological tests.

At highest level coordinates with staff in other disciplines to integrate findings and recommendations. Conducts independent investigations involving the application of advanced principles of chemistry. Consolidates results and prepares new methods to attain objectives. May provide technical guidance to lower level chemists and laboratory support personnel.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5031	Entry	Performs professional chemist assignments of a basic degree of complexity under direction and supervision with a limited latitude for independent action and decision. Assignments include routine chemical analysis, test and experiments where procedures are well established and guidance is readily available.	0 - 2	Bachelor degree in Chemistry, a related field or equivalent experience.
5032	Intermediate	Performs professional chemist assignments of wide complexity under general direction with considerable discretion as to work details. Develops new methods or processes that require a comprehensive knowledge of chemistry and laboratory techniques. Compiles and evaluates test results. Prepares reports to document findings and recommendations as to processes, materials and project directions. Reviews and approves related inputs such as tests and experiments conducted by other laboratory personnel.	2 - 5	Bachelor degree in Chemistry, a related field or equivalent experience.
5033	Senior	Performs advanced complicated and difficult chemist assignments of major complexity under general direction requiring a high degree of technical competence. Duties include full technical responsibility for planning, organizing and conducting technical projects within a broad range of chemical tests, analyses or syntheses. Conceives and plans projects involving the development of new methods to attain objectives. Produces major reports covering findings and recommendations. Keeps current within area of specialty in support of project assignments.	5 - 8	Bachelor degree in Chemistry, a related field or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Engineer/Scientist - Project Leader/Supervisor - 5086**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides technical project leadership/supervision to assigned projects or major phases of significant projects by coordinating the efforts of assigned technical staff. Assists in the formulation of project objectives and identification of approaches to be taken. Organizes project and task workloads. May develop estimates of time, expense and manpower requirements. Allocates assigned manpower, material, equipment and supply resources for optimum utilization. Prepares periodic reports indicating progress of technical projects and tasks. Reviews progress according to technical objectives, budgetary and scheduling parameters. Informs management of potential problems and obstacles which could affect project schedule or completion. Provides technical leadership and advice on complex technical matters. May prepare recommendations regarding employee selection, performance evaluation, or capabilities and technical performance of assigned employees. Typically manages the day-to-day workflow of subordinate nonexempt workers.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience within assigned technical discipline. Technical knowledge equivalent to that obtained from five years or more of increasingly complex technical assignments.

SCOPE: Normally reports to Supervisor/Manager level within technical discipline, but on significant project assignments may report directly to higher level management.

JOB FUNCTION AND JOB CODE(S): **Engineer/Scientist – Supervisor/Manager - 5087**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides supervision/management of the activities and staff of a research engineering or technical unit engaged in product development, design, process definition/improvement or related technical support functions. Identifies and allocates manpower and resources to assure completion of established objectives within budgetary and schedule guidelines while upholding high technical standards. Supervises activities of an assigned unit in order to provide adequate technical support for new product or process developments, production and product problems, or to identify possible new areas for technical exploration. Assists management in identifying and initiating technical projects and programs which lead to improved processes and products, reduced costs or increased output. Identifies and recommends objectives and scope of technical projects and communicates goals, scope, approach and schedules to assigned engineering and technical staff for the performance of tasks and projects based upon objectives defined by management. Completes periodic reports indicating progress of technical projects and tasks. Makes presentations to management identifying results of assigned projects which may have substantial influence on the successful development of new or improved products or processes, or the solution of existing production or product problems. Organizes project and task workloads, selects individuals most qualified for assignments on specific projects and makes task assignments that will take best advantage of each individual's background. Directs technical organization to ensure progress according to technical objectives, within budgetary and schedule guidelines. Assesses results of technical projects under direction. Troubleshoots persistent technical problems causing delays of section tasks and projects, where a high level of technical knowledge and capability may be required. Establishes budgets for conducting section activities and accompanying technical projects; forecasts manpower, equipment and supply needs; and is held responsible for managing section activities within established budgetary guidelines. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience in assigned technical discipline. Technical knowledge equivalent to that obtained from eight years of increasingly complex technical assignments and applications. Would normally include two or more years of technical supervision responsibilities. Demonstrated ability to effectively supervise, motivate and direct technical staff.

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JOB FUNCTION AND JOB CODE(S): **Engineer/Scientist – Manager/Director - 5088**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs and controls the work activities and staff of a research, engineering or technical function. Normally manages through subordinate supervisory/managerial levels in order to ensure the effective pursuit and completion of technical programs within budgetary guidelines while upholding high standards of engineering/scientific excellence. Manages the operation of functional engineering or research/development to provide timely technical development, support or service. Manages and conducts research and development and technical programs which lead to improved products, increased output and/or reduced costs. Determines and establishes goals, scope, approach, schedules and manpower requirements to accomplish overall objectives and/or program results. Generates, prepares, presents and reviews departmental or program budgets and monitors performance by subordinate units. Maintains surveillance over individual programs under direction to ensure progress according to schedule and plans with respect to budgetary guidelines and work objectives. Evaluates technical progress of projects to ensure sound application of scientific and engineering principles and adequate exploratory research to support the highest possible performance of the end product. Coordinates with other departments to obtain services or pertinent information relative to functional needs. Provides technical and administrative guidance and direction for the accomplishment of department research and development projects. Re-directs and/or recommends changes in work efforts if problems or possible obstacles appear. Keeps superior levels and managers in affected organizations apprised of technical project programs. Evaluates final results of development projects to ensure accomplishment of technical objectives. Prepares and presents reports outlining the progress and outcome of technical projects and makes pertinent recommendations to implement desired results. This is the second level of management. Manages through lower level managers and supervisors.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience in assigned technical discipline. Technical knowledge equivalent to that obtained from ten or more years of increasingly complex technical assignments and applications. Would normally include four or more years of technical supervision responsibilities. Demonstrated ability to effectively manage, motivate and direct technical staff at senior levels.

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JOB FUNCTION AND JOB CODE(S): **Manufacturing Engineer - 5101, 5102, 5103, 5104, 5105**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs professional Manufacturing Engineering assignments, including compiling and evaluating test and production data, preparation of technical analysis. Recommends manufacturing methods and processes required to meet design objectives on new or improved products and/or processes. Provides production floor and assembly support in technical matters relating to assembly drawing interpretation, engineering change notices, rework, production aids, assembly fixtures, manufacturing difficulties and specifications. May assign work to drafters, technicians, technical writers, machine shop staff, may provide technical guidance to lower level engineers.

At the highest level, provides complex advisory support in the design, fabrication, modification and evaluation in support of manufacturing operations. Develops and applies advanced engineering theories, methods and research techniques in the investigation and solution of complex technical problems. Work at this level is normally on the forefront of new technologies. May provide technical consultation to production and marketing organizations.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5101	Entry	Performs assignments of a basic degree of complexity under direction and supervision with limited latitude for independent action and decision. May prepare plans, MRP support studies, cost estimates, for assignments of similar complexity and magnitude where technical supervision provides an outline of tasks to be performed and suggestions as to methods of approach and procedures to be followed. Entry level position into job family.	0 - 2	Bachelor degree in a technical field or equivalent experience.
5102	Intermediate	Performs assignments of wide complexity under general direction with considerable discretion as to work details. Prepares plans, process specifications and procedures, production aids and assembly fixtures, conducts MRP support studies, factory cost work standard development and assignments of similar complexity and magnitude requiring a comprehensive knowledge of mechanical and manufacturing theory and design.	2 - 5	Bachelor degree in a technical field or equivalent experience. Zero to two years of applicable experience with a Master degree.
5103	Career	Performs complicated and difficult assignments of major complexity under general direction, requiring a high degree of technical and professional competence. Conceives and plans projects involving major production activities, exploration of product and/or process problems, definition and selection of new concepts and approaches in manufacturing operations.	5 - 8	Bachelor degree in a technical field or equivalent experience. Two to five years of applicable experience with a Master degree. Zero to two years of applicable experience with a Doctorate degree.
5104	Specialist	Conducts investigations or tests of considerable complexity pertaining to the development of new manufacturing operations, major production activities, exploration of product and/or process problems, definition and selection of new concepts and approaches in manufacturing operations.	8 - 10	Master degree in a technical field or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Manufacturing Engineer - 5101, 5102, 5103, 5104, 5105 – (Continued)**

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5105	Consultant	Recommends corrections in technical applications and analysis. This is the highest individual contributor level within the organization. Incumbents are normally widely recognized for their achievements, technical expertise and meritorious standing within their professional field.	10+	Master degree in a technical field or equivalent experience.

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JOB FUNCTION AND JOB CODE(S): **Industrial Engineer - 5111, 5112, 5113, 5114, 5115**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs professional Industrial Engineering assignments, including preparing plans and specifications for equipment, test equipment and tooling. Compiles and evaluates test and production data, prepares technical analysis, recommends production methods and processes required to meet design objectives on new or improved products and/or processes. May assign work to drafters, technicians, technical writers, machine shop staff, may provide technical guidance to lower level engineers.

At the highest level, develops and applies advanced engineering theories, methods and research techniques in the investigation and solution of complex and advanced technical problems on the forefront of new technologies. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Work at this level is normally on the forefront of new technologies. May provide technical consultation to production and marketing organizations.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5111	Entry	Performs assignments of a basic degree of complexity under direction and supervision with limited latitude for independent action and decision. Work involves the application of basic engineering principles to perform routing analysis and evaluation in support of facility engineering activities. Entry level position into job family.	0 - 2	Bachelor degree in a technical field or equivalent experience.
5112	Intermediate	Performs assignments of wide complexity under general direction with considerable discretion as to work details. Estimates and prepares quotes for assembly and tooling costs. Develops labor standards for fabrication and assembly operations of a complexity and magnitude requiring a comprehensive knowledge of industrial engineering theory and design.	2 - 5	Bachelor degree in a technical field or equivalent experience. Zero to two years of applicable experience with a Master degree.
5113	Career	Performs complicated and difficult assignments of major complexity under general direction, requiring a high degree of technical and professional competence. Conceives and plans projects involving major production activities, exploration of product and/or process problems, definition and selection of new concepts and approaches. Prepares estimates and quotes for assembly costs and tooling.	5 - 8	Bachelor degree in a technical field or equivalent experience. Two to five years of applicable experience with a Master degree. Zero to two years of applicable experience with a Doctorate.
5114	Specialist	Conducts investigations or tests of considerable complexity pertaining to industrial engineering applications. Recommends corrections to ensure project objectives.	8 - 10	Master's degree in a technical field or equivalent experience.
5115	Consultant	Analyzes, evaluates, and plans method of approach and organizes means to achieve solution of complex technical problems. This is the highest individual contributor level within the organization. Incumbents are normally widely recognized for their achievements, technical expertise and meritorious standing within their professional field.	10+	Master's degree in a technical field or equivalent experience.

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CONSUMER RESEARCH AND DEVELOPMENT JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Sensory Analyst – 5501, 5502, 5503, 5504**

PRIMARY DUTIES AND RESPONSIBILITIES: Use innovative sensory methodologies (visual, taste and smell) to provide product development guidance and gain consumer insights. Possess and apply knowledge of Sensory Science to lead, plan and complete projects which includes making recommendations to guide product development. Develop objective driven actionable sensory and consumer testing strategies. Maintain state-of-the-art depth and breadth of knowledge in the Sensory Science field. Provide technical assistance and consultation to appropriate departments and their customers.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5501	Entry	Works under close supervision on task-oriented assignments. Applies a limited range of standard professional principles, theories, concepts, practices and techniques to resolve problems.	0 – 2	Bachelor degree in a related scientific discipline
5502	Intermediate	Works under general instructions for routine work; specific instructions for new projects. Applies professional knowledge and experience to resolve problems. Analyzes issues and uses judgment to make decisions. This is the experienced working level.	2 – 6	Bachelor degree in a related scientific discipline or Master degree.
5503	Career	Fully qualified independent individual contributor position with considerable latitude in selecting methods and techniques. Work is subject to review upon completion of objectives. May lead the work activities of lower staff levels.	6 – 8	Bachelor degree in a related scientific discipline or Master degree.
5504	Senior	Specialist level with advanced knowledge of technical concepts. Applies knowledge, creativity, company practices and priorities to obtain solutions to complex problems. May provide leadership on complex projects and activities.	8+	Bachelor degree in a related scientific discipline or Master degree.

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JOB FUNCTION AND JOB CODE(S): **Sensory Scientist – 5521, 5522, 5523, 5524**

PRIMARY DUTIES AND RESPONSIBILITIES: Designs consumer research studies, with particular emphasis on matching proposed research to project and corporate objectives. Coordinates studies, including screener and questionnaire development, sample rotation plans, fieldwork supplier management, data analysis. Creates and presents accurate, impactful, and actionable reports to internal corporate clients. Assist management in drawing conclusions and making recommendations. Develops/adapts novel consumer research techniques that add greater depth, breadth, and speed to the product development process. Evaluates and recommends sensory approaches that will best meet the project and business objectives. Seeks emerging research methods and technologies and determines applicability to research needs. Providing technical direction to and/or supervise other scientific professionals on staff as needed.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5521	Entry	Performs assignments of a basic degree of complexity under close supervision with limited latitude for independent action and decision. Entry level position into job family.	0 - 2	Bachelor degree in Sensory Science, Food Science or related field.
5522	Intermediate	Performs assignments of moderate complexity under general direction with considerable discretion as to work details. Designs fixtures and processes to ensure the continuing maintenance of product quality; may conduct vendor visits to ensure quality; analyzes reports and returned products to determine quality trends and recommends corrective action. Prepare plans, specifications, and cost estimates for assignments of moderate difficulty where technical supervision provides an outline of tasks to be performed and suggestions as to methods of approach and procedures to be followed.	2 - 5	Bachelor degree in Sensory Science, Food Science or related field. Zero to two years of applicable experience with a Master degree.
5523	Career	Performs complicated and difficult assignments of major complexity under general direction requiring a high degree of technical and professional competence. Prepare plans, specifications, and cost estimates for assignments of moderate difficulty where technical supervision provides an outline of tasks to be performed and suggestions as to methods of approach and procedures to be followed.	5 - 8	Master degree in Sensory Science, Food Science or related field.
5524	Specialist	Performs complicated and difficult assignments of considerable complexity under limited direction requiring a high degree of technical and professional competence. Prepare plans, specifications, and cost estimates for assignments of moderate difficulty where technical supervision provides an outline of tasks to be performed and suggestions as to methods of approach and procedures to be followed.	8 - 10	Master degree in Sensory Science, Food Science or related field.

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western
management
group



JOB FUNCTION AND JOB CODE(S): **Consumer Testing Technologist – 5541, 5542, 5543, 5544**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinates and leads test preparation and administration, including supervising stocking supplies, sample preparation and serving, room and computer setup, temporary staffing assignments and instruction, and test moderation. Testing day activities also include merging data in database, trouble shooting computer systems, ballot creation, following SOP's and recording accurate test information in a timely manner. Ability to utilize all senses in evaluation of products, including appearance, taste and smell in order to screen products prior to serving them to consumers. Responsible for being proficient in all aspects of consumer testing, including communicating with consumers for recruitment and mediation. Conducting tests at a variety of locations. Manages and uses software, including but not limited to designing and writing screening questionnaires based on project requirements, troubleshooting the system, maintaining the panelist database and optimizing software capabilities.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
5541	Entry	Works under close supervision on task-oriented assignments. Applies a limited range of standard professional principles, theories, concepts, practices and techniques to resolve problems.	0 – 2	Bachelor degree in a related scientific discipline.
5542	Intermediate	Works under general instructions for routine work; specific instructions for new projects. Applies professional knowledge and experience to resolve problems. Analyzes issues and uses judgment to make decisions. This is the experienced working level.	2 – 6	Bachelor degree in a related scientific discipline or Master degree.
5543	Career	Senior level individual contributor position with considerable latitude in selecting methods and techniques. Work is subject to review upon completion of objectives. May lead the work activities of lower staff levels.	6 – 8	Bachelor degree in a related scientific discipline or Master degree.
5544	Senior	Specialist level with advanced knowledge of technical concepts. Applies knowledge, creativity, company practices and priorities to obtain solutions to complex problems. May provide leadership on complex projects and activities.	8+	Bachelor degree in a related scientific discipline or Master degree.

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MARKETING JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Marketing Coordinator – 6110**

PRIMARY DUTIES AND RESPONSIBILITIES: Produces information materials for communications media to reach the maximum number of customer and prospects. May perform, coordinate or oversee activities such as marketing related writing, layout, sales kit preparation and display arrangement. Coordinates activities involved in the preparation of advertising, sales promotion and publicity in support of the marketing of company products. Ensures the availability of up-dated/current product information on the company's Web site. Assists with electronic catalog development for the company's products. Ensures accurate listings and links in all Web site engines. Develops and maintains graphics library for the WWW as well as in-house. Assists with the development of current price lists and part numbers. May assist with new product launch activities, especially in regards to the WWW. Normal job progression is toward Brand Manager.

QUALIFICATIONS: Bachelor degree in Marketing, Advertising, Sales or similar area or equivalent experience is preferred. Requires a minimum of three years of marketing and information systems experience and a broad knowledge of the company's products/services. The typical incumbent will normally possess four to six years of directly related experience.

JOB FUNCTION AND JOB CODE(S): **Marketing Analyst - 6130**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general supervision develops, evaluates and conducts studies to assess and analyze present and potential marketing conditions for product/service applications. Gathers information and data to measure the effectiveness of products/services, impact of advertising, customer attitude, need and satisfaction and similar activities. Assists in the development of project goals and objectives. Recommends methods and approaches to determine market conditions. Identifies and develops potential information sources. Conducts studies to determine the potential profitability of new products/services. Identifies and develops potential information sources. It is the responsibility of marketing analysts to identify and monitor competitors and research market conditions or changes in the industry that may affect sales. May be involved in the development planning for new products.

QUALIFICATIONS: Bachelor degree in Marketing, Communications, a related field or equivalent experience. Working knowledge in the application and use of statistics and research practices. Understanding and knowledge of company products as would normally be obtained from four to five years of increasingly responsible related marketing experience.

JOB FUNCTION AND JOB CODE(S): **Advertising/Promotion Manager – 6210**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs, and controls the activities and staff involved in the preparation of advertising, sales promotion and publicity in support of the marketing of company products. Develops short and long-term advertising and sales promotion objectives. Plans and implements advertising programs consistent with marketing and product objectives. Selects and coordinates with advertising agencies in developing and preparing promotional campaigns, selecting media and formats to inform potential customers of products. Evaluates effectiveness of advertising programs through analysis of response and sales indicators. Develops, coordinates and conducts special promotional programs. Prepares special sales and promotional literature for various audiences including company personnel, special target groups, selected industries and the like. May organize and coordinate trade show exhibits, seminars and press meetings to promote new products or enhance potential sales of existing products.

QUALIFICATIONS: Bachelor degree in Advertising/Marketing, a related field or equivalent experience. Seven years of broad experience within product advertising and promotion.

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JOB FUNCTION AND JOB CODE(S): **Public Relations Specialist – 6221, 6222**

PRIMARY DUTIES AND RESPONSIBILITIES: Coordinates and executes public relation programs, directed primarily toward the news/communications media and secondarily to industry, stockholders and/or employees. Responsive to organizational strategies and objectives. Reviews materials intended for public release to ensure that it represents the best interest of the company, customer base, stockholders and employees and is consistent with established company public relations objectives and policies. Plan, prepares and disseminates information (e.g. press releases). Individuals act as internal experts, consults and program/project managers and represent the organization to external groups, trade associations, agencies, customers, stockholders and vendors.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
6221	Entry	Plans and schedules the daily tasks to be performed by the position. Makes choices on work prioritization with some assistance. Uses standard instructions, written manuals and documents. Requires a working knowledge of business practice and procedures which is generally obtained on the job. Applies standard principles, theories and concepts.	1 - 3	Associates degree in Marketing or Public Relations, or equivalent work experience.
6222	Career	Participates in planning and scheduling to establish deadlines and ensure the timely completion of several independent tasks and short-term projects. May organize and schedule group tasks. Multiple tasks/projects are assigned and reviewed generally only upon completion. Requires thorough knowledge of business practice and procedures in order to perform non-repetitive, analytical work. Position uses a wide application of principles, theories, concepts and draws on previous experience to determine a course of action.	3+	Bachelor or Master degree in Marketing or Public Relations or equivalent work experience.

JOB FUNCTION AND JOB CODE(S): **Public Relations Manager/Director - 6227**

PRIMARY DUTIES AND RESPONSIBILITIES: Provides general direction to and review of staff. Develops organizational policies and authorizes implementation of same. Work prioritization and decisions are important to the overall success of all aspects and phases of the organization. May have country or international responsibility. At times, is involved in the complexities of day-to-day operational problems. Ensures that overall budget schedules and performance standards are realistically set and attained. Work involves a broad latitude for decision making and review of actions through goal attainment. Requires expert knowledge within the public relations field and the ability to integrate critical information from many diverse areas. Provides for the preparation and consolidation of forecasts which meet overall marketing/sales objectives of the company. Develops methods to track effectiveness of implemented programs. Applies and/or develops advanced concepts. Requires extensive knowledge of public relations activities concerned with developing and analyzing diverse areas such as public relations requirements, defining and implementing public relations policies, practices and programs. Provides input to senior managers in developing and establishing organizational policies.

QUALIFICATIONS: Bachelor degree and eight years previous experience or Master degree with seven years experience. The average incumbent will normally possess over ten years of previous applicable experience.

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JOB FUNCTION AND JOB CODE(S): **Marketing Manager – 6236**

PRIMARY DUTIES AND RESPONSIBILITIES: Directs marketing activities related to developing and analyzing market research data, identifying market potentials, establishing pricing strategies, defining and implementing advertising and promotion programs, managing marketing administration and contract administration. Manages such marketing functions through subordinate functional level managers. Excludes those who have direct sales responsibilities. This is typically the first level of management in this job family. Directly manages exempt level employees. May manage nonexempt employees directly or through supervisors/leads. May include broader responsibilities for a smaller organization.

QUALIFICATIONS: Bachelor degree or equivalent combination of education and experience. Eight years of marketing experience including a broad exposure to the major functional areas of responsibility.

JOB FUNCTION AND JOB CODE(S): **Marketing Communications Manager – 6237**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the development, implementation and coordination of all brand marketing programs for company. Works in conjunction with sales force to establish marketing programs and to assure understanding and consistency of brand information. Monitors and evaluates brand performance in relation to established goals and budgets. Assists in the development of the creative content of P.O.S. merchandising, brand advertising and related promotional materials. Ensures label compliance to TTB regulations. Works closely with Public Relations in the generation of trade releases, P.O.S. material and special promotional campaigns. Functional areas may include marketing communications, marketing services and advertising. Responsible for the employment, training, development, counseling and discipline of assigned staff. Excludes those who have direct sales responsibilities.

QUALIFICATIONS: Bachelor degree in Marketing, a related field or equivalent experience. Six to ten years of experience, preferably in the industry, including a broad exposure to the major functional areas. Strong managerial background required.

JOB FUNCTION AND JOB CODE(S): **Marketing Director - 6239**

PRIMARY DUTIES AND RESPONSIBILITIES: Directs company's overall marketing and strategic planning programs. Facilitate client development through marketing and client services programs. Coordinates with Public Relations team in the development and management of event-based activities and media relations. Works with Consumer Marketing group to develop the information base required to effectively position the brands and target consumers. Works with production to develop and execute plans regarding products, packaging and promotional activities. Prepares and executes seasonal and recurring promotion campaigns, including point of sale materials and sale support materials. Operates at the highest level and is responsible for formulating and directing the company's marketing strategy. Work closely with key stakeholders in sales and product development - to determine business objectives and strategy for delivery as well as lead their own team and co-ordinate the input of any external agencies involved in the company's marketing strategy. May be responsible for marketing programs for specific brands.

QUALIFICATIONS: Bachelor degree with ten plus years previous experience or Master degree with nine plus years experience. The average incumbent will normally possess over twelve years of previous applicable experience.

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JOB FUNCTION AND JOB CODE(S): **Associate/Assistant Brand Manager - 6335**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for building and maintaining a brand for the company and its products. Responsible for devising marketing strategies for the brand; creating a positive image of the brand; participating in ad campaigns; coordinating with the creative department; looking into the budgeting aspects and positioning a brand in the right manner. Responsible for formulating the brand's long-term strategy and developing and executing marketing plans. Define the brand's pricing, packaging, trade merchandising, advertising and promotion strategies and allocate the budget accordingly. Will execute marketing initiatives in support of long term strategies through leadership of the business unit team. Will be accountable for delivering the brand's profit, volume and market share objectives.

QUALIFICATIONS: Bachelor Degree in Marketing. Two to three of experience in marketing, advertising, or brand management

JOB FUNCTION AND JOB CODE(S): **Brand Manager - 6337**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, develops and conducts complex market analysis studies to assess and analyze present and potential marketing conditions for a specific product. Gathers information and data to measure the effectiveness of product, impact of advertising, customer attitude, need and satisfaction and similar activities. Determines project goals and objectives. Identifies and develops potential information sources. Conducts advanced studies to determine the potential profitability of new product. Provides recommendations in the development planning for new product. May provide guidance and leadership to lower level staff members. Manages execution of brand marketing plan including advertising, merchandising, promotion, research and product development, including packaging. Ensures consistent messaging, imagery and quality standards.

QUALIFICATIONS: Bachelor degree in Marketing, Communications, a related field or equivalent experience. Advanced knowledge and skill in the application and use of statistics and research practices. Understanding and knowledge of company product and service applications as would normally be obtained from five years of increasingly complex and responsible related marketing experience.

JOB FUNCTION AND JOB CODE(S): **Senior Brand Manager - 6339**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for strategy and marketing plan development for the brand(s). Specifically, this individual will lead development of brand positioning, growth strategy and marketing plans/programs to drive the business ahead (annual brand planning and 5 year strategy/plans) behind strong business analysis. The role will also provide support and leadership management of critical marketing and channel initiatives that support and enhance brand health and volume growth, such as: Develop, implement, evaluate and evolve fiscal year brand strategy and marketing plans. Consistently collaborate with and leverage internal and external support groups during this process. Steward the equity of the brand. Develop, maintain and consistently communicate a compelling brand position. Define key channel growth opportunities and plans. Develops in-market responses to competitive activity and launches. Analyze and develop plans against new and important consumer target opportunities. Work with content team to deliver communication strategy and media strategy. Align on key long term brand measures that drive brand health and volume/profit objectives; recommend and launch tracking tools against these measures. Elevate and optimize pricing strategy and execution to best capture value. Support the development of an innovation pipeline for the brand. Oversee and help manage the delivery of key strategic initiatives for the brand. Increase productivity from the brand team and internal and external partners. Maintains positive, constructive relationships with internal team members and outside agency partners. Help resolve field sales issues related to brand marketing plan elements. Develops persuasive selling presentations using consumer research tools/data to increase/protect distribution, space, and display efforts. May be responsible for Premium Brands product line.

QUALIFICATIONS: Bachelor degree in Marketing, Communications, a related field or equivalent experience. Advanced knowledge and skill in the application and use of statistics and research practices. Understanding and knowledge of company product and service applications as would normally be obtained from eight years of increasingly complex and responsible related marketing experience.

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JOB FUNCTION AND JOB CODE(S): **Direct to Consumer Marketing Support Specialist – 6404**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for maintaining company website. Responsible for the quality, format, content and structure of all documents posted on the website. Coordinates the process of adding and updating information, monitors, analyze and verify data to ensure data integrity. Collaborates with colleagues in regards to database content. Performs database maintenance tasks. Works with graphic designers to develop graphics that are web friendly. Promotes the site to internal and external audiences by developing contacts with other Webmaster, establishing links form other relevant sites. Assists in creating content on social networking websites and related media. May engage in creative, marketing, and monetization endeavors involving the use of social networking. May assist in development and design of social networking media features and campaigns that attract and sustain interest, and present a prominent, positive and compelling brand identity.

QUALIFICATIONS: Bachelor degree with three years related experience. One to two years website development experience

JOB FUNCTION AND JOB CODE(S): **Direct to Consumer Marketing Manager – 6407**

PRIMARY DUTIES AND RESPONSIBILITIES: Develops Relationship Marketing brand strategies and plans, both on-line and off-line; executes plans, monitor progress and analyze performance against goals. Manages and grows the Clubs membership and sales by increasing membership and sales, increase value to members and develop new clubs. Integrate and enhance all brand-building activities across Visitor Center, Clubs and Brand marketing initiatives. Acquire new customers and prospective customers via web, strategic partnerships, events, Internet, email and direct mail. Responsible for Club planning, including long-term plans for written material and club shipments, coordination with warehouse and shipper, and growth estimations.. Manages strategic plan development for the company as it relates to relationship marketing. Responsible for creative development, media planning, Internet site, and channel programming development. Maintain up to date knowledge of state regulations on marketing activities, varying and changing regional economic trends, broad consumer cultural spectrum and fragmented trade business model. Plans, creates and/or produces content on social networking websites and related media. Engages in creative, marketing, and monetization endeavors involving the use of social networking. Develops and enhances the design of social networking media features and campaigns that attract and sustain interest, and present a prominent, positive and compelling brand identity. Manage all social media related communications, deliverables, project timelines and reporting. Ensure all Social media strategies and tactics support company objectives.

QUALIFICATIONS: Bachelor degree Marketing or Business Administration with three to five years related experience.

JOB FUNCTION AND JOB CODE(S): **Direct to Consumer Marketing Director - 6409**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible to drive vision, strategy and tactical execution of company direct to consumer marketing. Develop short and long-term goals, target markets, competitive positioning, marketing strategies and supporting products/programs to increase consumer business and increase retention of current consumers. Research and direct consumer input to identify current and future market opportunities and ensure that opportunities are defined, understood and successfully integrated into the company's products, programs and service offerings. Direct consumer branding programs, including strategy and deployment of consumer advertising. Represent the voice of the consumer segments for internal decision making and planning sessions. Work with business partners to integrate consumer activities into strong external programs aligned to support the company's short and long-term marketing and branding strategies. Lead Market Intelligence in conducting market research and monitoring competitive landscape. Use market insights to identify strategic opportunities for the company. Coach and manage staff to ensure skills and knowledge are continually developed to meet future marketing and business needs. Provide oversight of department activities such as planning, hiring, performance reviews and budgeting.

QUALIFICATIONS: Bachelor degree Marketing or Business Administration with five to eight years related experience.

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JOB FUNCTION AND JOB CODE(S): **Category Management Analyst - 6503**

PRIMARY DUTIES AND RESPONSIBILITIES: Analyzes trends in sales, finance, general business conditions and other related areas. Administers programs, projects, and processes specific to assigned customer development team. Participates in preparing new item presentations, customer marketing presentations and annual business reviews. Develops a deeper understanding of consumption trends and learning about target consumers and their emerging needs. Understand and synthesize marketplace and sales information based on secondary, syndicated industry data and primary research findings. Runs primary market research projects with customer panel, tasting room visitors and other consumer and trade groups. Develops persuasive selling presentations using consumer research tools/data to increase/protect distribution, space, and display efforts. Develops strong partnerships with account managers and customers to effectively communicate insights that translate into measureable results. Visit customers as needed and assist in conducting store audits. Conducts post-promotion analysis; quantifying impact to brand(s) and category. Assesses trends and identify key customer opportunities consistent with overall company strategies and brand marketing plans. Develops fact based presentations for field sales to support new items, address competitive situations, enhance merchandising effectiveness, and improve shelving.

QUALIFICATIONS: Bachelor degree. Requires four to six years of directly related experience.

JOB FUNCTION AND JOB CODE(S): **Senior Category Management Analyst – 6504**

PRIMARY DUTIES AND RESPONSIBILITIES: Engages in advanced comprehensive data analysis for all aspects of the product category for an assigned account's location. Provides advanced analysis encompassing the full scope of category management functions including the research of financial and business strategies that impact various sales projects, programs and systems for chain accounts in an assigned geography. Builds new item presentations, customer marketing presentations and annual business reviews for assigned account management team. Schedules, communicates and coordinates the reset process for all stores in area of responsibility. Provides analytical support for customer development sales teams with market analysis, sales data and forecasting reports. Develops a deeper understanding of consumption trends and learning about target consumers and their emerging needs. Understand and synthesize marketplace and sales information based on secondary, syndicated industry data and primary research findings. Runs primary market research projects with customer panel, tasting room visitors and other consumer and trade groups. Develops persuasive selling presentations using consumer research tools/data to increase/protect distribution, space, and display efforts. Develops strong partnerships with account managers and customers to effectively communicate insights that translate into measureable results. Visits customers as needed and assist in conducting store audits. Conducts post-promotion analysis; quantifying impact to brand(s) and category. Assesses trends and identify key customer opportunities consistent with overall company strategies and brand marketing plans. Develops fact based presentations for field sales to support new items, address competitive situations, enhance merchandising effectiveness, and improve shelving.

QUALIFICATIONS: Bachelor degree. Requires six to eight years of directly related experience.

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JOB FUNCTION AND JOB CODE(S): **Graphic Design Specialist - 6603**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for a variety of tasks in the support of planning, layout and preparation of commercial art work for inclusion in product brochures, displays, presentations, labels and similar graphics applications requiring a creative graphics treatment. Works from general guidelines using considerable creative judgment regarding composition, media selection and the like. May provide technical guidance to other illustrators. Designs, develops, produces and prepares creative graphics, commercial art and technical illustrative materials from sketches, written and verbal requests. Selects techniques best suited to produce desired visual effects in conformance with specified quality standards. Utilizes a wide variety of graphics production equipment and supplies including drafting machine, light table, lettering sets, various media and graphics art supplies and equipment. Utilizes a wide variety of graphic techniques including line illustrations, perspectives, orthographics, renderings, graphs and the like. Plans complete layouts for finished graphics. Coordinates with Marketing and Promotions to determine illustrative objectives, translating into graphics terms. Coordinates graphic production efforts from preparation through production and publication. May utilize computer based graphics and/or desktop publishing software.

QUALIFICATIONS: Two years of commercial art, trade school, graphics arts training or equivalent experience. Five years of related illustration and publications experience is required.

JOB FUNCTION AND JOB CODE(S): **Graphic Design Manager/Director - 6607**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for defining design parameters that capture and project corporate identity and maximize style, brand identification and visually translates desired impact. Develops initial web design concepts. Responsible for the conception and development of new advertising/promotion campaigns for print, broadcast, e-commerce and related media. Develops creative solutions and overall strategies to address marketing goals. Strong experience with design, copy, media and production activities with ability to manage creative projects from conception through implementation. Directly manages exempt level employees.

QUALIFICATIONS: Bachelor degree in graphics design from AIGA accredited school or equivalent experience and 8-10 years related experience. Extensive and advanced knowledge of a wide variety of graphics design presentation tools, techniques and applications, including animation, interaction and other developing capabilities.

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SALES JOB FAMILIES

JOB FUNCTION AND JOB CODE(S): **Customer Service Representative – 7010, 7020, 7030 (may be organizationally located in sales, marketing, administration, accounting or purchasing)**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs a wide variety of tasks involving the coordination of distributor customer service inquiries and problems. May provide any or a combination of the following: researches and responds to customer inquiries either in person, by telephone or by correspondence. Analyzes individual accounts, assists in solving customer problems and initiates action for repair, replacement return or field service as guided by customer service policies, completes forms and obtains signatures and documentation when necessary, or refers highly unusual situations to higher authority for review and reconciliation. Performs activities associated with the receipt, booking and processing of sales orders. Receives sales orders from customers, sales staff or distributors via phone, mail or direct contact. Reviews orders for correct price, number and descriptions per standard catalog listings. Ascertains related data such as ship to, bill to and quantity. Prepares entries to associated records, documents and logs such as sales order log, booking records and customer log. May prepare initial recommendations for review, also discusses and recommends types of account information and services. Maintains associated records and logs of activity. Requires excellent verbal and written communication skills and good organizational skills; word processing, 10-key experience and may require familiarity with CRT.

At the highest level, provides support to lower level staff on non-standard cases where policy and practice are not formalized or documented and individual case determination may be required. May provide work leadership and assist in training lower level staff members, excludes those with full supervisory responsibilities.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
7010	Entry	Under close supervision, handles a variety of customer service inquiries and problems on the telephone. Calls are routine and cover basic situations. Company practices and service/return policies are well-established and documented requiring minimal interpretation or deviation. Reviews and troubleshoots customer problems and initiates standard action for replacement or return as guided by customer service policies. Performs routine tasks related to the receipt and processing of sales orders. Refers complex or difficult customer inquiries to seniors. Assigned products are usually well established requiring minimal judgment or discretion. Entry level position into job family.	0 - 2	Basic reading, writing and math skills.

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JOB FUNCTION AND JOB CODE(S): **Customer Service Representative – 7010, 7020, 7030 – (continued)**

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
7020	Intermediate	Under general supervision, handles a variety of customer service inquiries and problems on the telephone. Calls are generally routine but may require departure from standard scripts or procedures. Provides support to lower level staff on non-standard cases where policy and practice are not formalized or documented and individual case determination may be required. Reviews and troubleshoots customer problems and initiates action for replacement or return; or refers highly unusual situations to higher authority for review and reconciliation. May promote alternative products. Performs standard activities associated with the receipt and processing of sales orders. Refers complex or difficult customer relations problems to seniors. Operates within defined limits of discretion and initiative.	2 - 3	Basic reading, writing and math skills.
7030	Career	Under general supervision, handles a variety of customer service inquiries and problems on the telephone. Calls are generally not routine and require departure from standard scripts or procedures. Handles situations that may require alteration of responses or extensive research. May perform activities within product service, consumer relations, and similar areas. Resolves problems escalated through lower staff levels. Coordinates with a wide variety of functions within the company and provides liaison with customers during post delivery times. Resolves problems and discrepancies regarding shortages, over shipments, defective products, and the like. Resolves return credit problems. May assess customer needs and suggest or promote alternative products or services. May provide work leadership to lower level customer service staff. Performs complex administrative coordination activities associated with the receipt, booking and processing of sales orders. Prepares various sales reports and recaps of shipments, bookings, backlogs and related sales activities. Additional experience involving considerable customer contact requiring the exposure to equivalent order processing activities, resolution of customer order irregularities, and related product knowledge is highly desirable.	3+	Basic reading, writing and math skills.

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JOB FUNCTION AND JOB CODE(S): **Customer Service Supervisor – 7035**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the day-to-day direction and coordination of activities of staff required to provide service and support of company products to customers. Directs and coordinates staff involved in a combination of activities such as order processing, consumer relations, sales support, and problems, processing customer returns and exchanges and expediting service. Responds to customer inquiries regarding status of orders, service; investigates and resolves critical production, shipping and scheduling problems; provides special pricing for non-standard items; and interfaces with key customers to resolve problems and discrepancies. Provides liaison with key customers. Coordinates information with staff such as changes in product availability, delivery schedules and the like. Supervises the staff involved in receipt, booking and processing of customer orders. Monitors the receipt and booking of sales orders from customers, sales staff or distributors via phone, mail or direct contact. Resolves pricing, delivery schedules, routing, billing, backlog and related questions within prescribed limits of authority. Investigates customer order difficulties as required. Provides for efficient, timely and accurate entry of sales orders into sales order system. Analyzes order processing system and develops recommendations to improve methods and procedures related to the receipt, booking and processing of customer orders. Provides for the maintenance and compilation of various sales reports, recaps and summaries of sales activities. Responsible for the employment, promotion, employee performance evaluation, training, motivation, counseling and discipline of assigned employees. Typically manages the day-to-day workflow of subordinate nonexempt workers.

QUALIFICATIONS: Experience involving customer contact, resolution of customer problems, wide knowledge of directly related customer service needs and product knowledge as would normally be obtained through 4 - 5 years of increasingly responsible customer service activities. Ability to supervise and direct subordinate staff.

JOB FUNCTION AND JOB CODE(S): **Customer Service Manager – 7037**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, organizes, directs, and controls the activities and staff required to provide product service, customer orders and support of company products. Establishes, implements, and maintains administrative and technical procedures to provide responsive after-sales service to customers. Develops and coordinates training activities for company service personnel and/or customers. Develops and recommends manpower plans, operational budgets, inventory requirements and the like in order to manage and control the customer service organization in an independent manner. Ensures that departmental operating costs and profit goals are attained. May manage order-processing activities through subordinate supervisory levels. Develops schedules, procedures and methods. Provides for the maintenance and review of service records to determine product reliability, service costs, and the like. Develops systems and methods used to receive and book sales orders from customers, sales staff or distributors via phone, mail or direct contact. Reviews material, product inventory and manpower requirements and prepares necessary reports to ensure timely processing of sales orders. Provides for production of sales reporting to meet needs of marketing and production management. Coordinates booking problems and special circumstances with other departments. Normally manages through subordinate supervisors.

QUALIFICATIONS: Advanced technical training and experience which would provide a broad exposure to a wide variety of customer service activities and product knowledge as would normally be obtained through 5 - 6 years of customer service experience, with 2 - 3 years in a supervisory or management position

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JOB FUNCTION AND JOB CODE(S): **eCommerce Associate – 7101, 7102**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs order processing, fulfillment, packing, and some customer service for company direct businesses for domestic and International shipments. Maintains quality control of incoming and outgoing product and merchandise, according to procedures and policies. Accepts replenishments and deliveries: checking-in, unpacking, storing, updating inventories in system.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
7101	Entry	Under close supervision organize and maintain merchandise storage facilities and fulfillment area. Accept incoming returned shipments, unpack and contact customer to arrange for refund or reshipment. Maintain product and merchandise inventories by updating the online tools working with the Distribution Center and by taking monthly inventory counts and reconciling monthly inventory. May include use of forklift.	0 - 2	High School diploma/GED or equivalent work related experience.
7102	Career	Oversee day-to-day operations of the Online Stores. Answer phones and respond quickly and accurately to emails with the goal of increasing sales and customer loyalty. Have intimate knowledge of all products in the store and be able to communicate about them effectively with our customers. Merchandise the online catalog, including but not limited to managing and updating the category organization, product order, product descriptions, accolades, and related products. Create new products for the online store as needed ensuring that the information is complete and accurate, including but not limited to data, product descriptions, price, cost, weight and photos.	2 - 4	High School diploma/GED or equivalent work related experience.

JOB FUNCTION AND JOB CODE(S): **eCommerce Associate Outbound/Telesales - 7103**

PRIMARY DUTIES AND RESPONSIBILITIES: Performs outbound telephone sales operations selling product and merchandise to our customer database. Updates internal customer databases with new information gathered during calls. Responds quickly and accurately to customer inquiries via telephone and email. Suggests and maintains customer service best practices to Manager, based on customer interaction experience. May act as backup for eCommerce Associate position when necessary, answering incoming calls and emails, assisting customers with orders, providing customer service, and troubleshooting customer concerns. Generates leads and manage relationship(s) with outside sales partners and vendors.

QUALIFICATIONS: High school diploma or equivalent experience. Requires one to three years of directly related experience.

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JOB FUNCTION AND JOB CODE(S): **Retail Merchandising Specialist – 7112**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for covering resets in all chains in assigned area. Will maintain one hundred percent distribution, and complete administrative responsibilities. Responsible for maintaining one hundred percent shelf distribution of all authorized items for each chain. Set shelves according to store schematics. Cut-in new item distribution and DSD items. Rotate vintages, fill shelves, fill cold boxes. Responsible for establishing and maintaining rapport with other vendors, liquor department managers, and other store personnel. Complete paperwork as needed. May attend and contribute at department meetings and be able to give presentations.

QUALIFICATIONS: Bachelor degree in related area or combination of education and experience. Must possess a current driver's license and maintain current auto insurance coverage.

JOB FUNCTION AND JOB CODE(S): **Retail Merchandising Manager – 7127**

PRIMARY DUTIES AND RESPONSIBILITIES: Assigns account specialist to cover resets in assigned area. Maintain one hundred percent shelf distribution of all authorized items. Set shelves according to store schematics. Cut-in new item distribution and DSD items. Establish and maintain rapport with other vendors, liquor department managers, and other store personnel. Responsible for work coverage schedule for region of responsibility. Complete quarterly distribution reports. Attend and contribute to meetings.

QUALIFICATIONS: Bachelor degree in related area or combination of education and experience. Two to four year's experience in retail merchandising. Must possess a current driver's license and maintain current auto insurance coverage.

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JOB FUNCTION AND JOB CODE(S): **Direct Sales Representative (Individual Contributor) – 7131, 7132**

PRIMARY DUTIES AND RESPONSIBILITIES: Under limited supervision, performs direct sales and customer service activities. Helps develop sales forecast for territory. Provides education to retailers on products and merchandising. Attends tradeshow and travels to service customers. Identifies potential sources of new business. Sells products to meet or exceed sales quota. Sells product DIRECTLY from company to on premise, off premise accounts, and corporate accounts. Only applicable to states where this is legally allowed. For those with true merchandising responsibilities please go to job 61120 or Manager 61210.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
7131	Entry	Under close direction manages assigned territory of all Accounts. Sells displays, maintain distribution, and complete administrative responsibilities including daily preplans, recaps, and distribution reports for the territory. Responsible for accounting duties as they apply to specific accounts as well as aging reports. May maintain shelf distribution of all authorized items for each account/chain. May rotate vintages, fill shelves, fill cold box, build displays, and maintain Company housekeeping standards.	0 - 2	Bachelor degree.
7132	Career	Under general direction, manages assigned territory of all Accounts. Sells displays, maintain distribution, and complete administrative responsibilities including daily preplans, recaps, and distribution reports for the territory. Responsible for accounting duties as they apply to specific accounts as well as aging reports. May maintain shelf distribution of all authorized items for each account/chain. May rotate vintages, fill shelves, fill cold box, build displays, and maintain company housekeeping standards.	2 - 4	Bachelor degree. Master degree may be required.

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JOB FUNCTION AND JOB CODE(S): **Distributor Sales Relationship Manager -7150, 7160, 7170**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for accounts in assigned markets /geographical areas. Single or multiple Distributors. Develops and manages positive relationships with the Distributor(s) in assigned area. Set quotas for Distributor(s); monitors performance and recommends corrective action. Coordinates programming, promotion and pricing execution with Distributor(s). May negotiate pricing and promotional allowances. May assist in formulating short-term marketing strategies. Responsible for pricing, programs and Profit and Loss statements. Executes assigned multiple level programs. Communicates objectives and priorities to Distributor. Gathers market information and reports data via weekly survey and maintains accurate records. Educates Distributor's Sales Representatives. Monitors Distributor performance versus goals. Monitors inventory/depletion levels. Troubleshoots specific problems.. Accumulates competitive pricing information and track competitive ads. Coordinates and conducts tasting, fund raisers, and other events for customers. Conducts regular performance review and sales meetings with distributors. Product goes to the distributor for delivery to retailer. Works with and thru distributor- may include some direct sales to retailers where duties are blended (default for combo jobs).

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
7150	Entry	Under close direction primary focus is on maintaining and developing accounts and developing strong working relationship with all levels of distributor sales management and key account personnel. Responsible for developing direct business relationships with decision-makers of assigned retail chains for the purpose of enhancing business through the development of branded goods.	4 - 6	Bachelor degree. Master degree may be required.
7160	Intermediate	Under limited direction primary focus is on maintaining and developing accounts and developing strong working relationship with all levels of distributor sales management and key account personnel. Responsible for pricing, programs and Profit and Loss (P&L) statements. Responsible for developing direct business relationships with decision-makers of assigned retail chains for the purpose of enhancing business through the development of branded goods. Manages long term strategic business relationships with distributors. May manage Distributor Reps.	6 - 10	Bachelor degree. Master degree may be required.
7170	Career	Under general direction primary focus is on maintaining and developing accounts and developing strong working relationship with all levels of distributor sales management and key account personnel. Responsible for pricing, programs and Profit and Loss (P&L) statements. Manages long term business relationships with Distributors. Responsible for developing direct business relationships with decision-makers of assigned retail chains for the purpose of enhancing business through the development of branded goods. Manages long term strategic business relationships with distributors. May manage Distributor Reps.	10+	Bachelor degree preferred. May require a Masters degree.

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JOB FUNCTION AND JOB CODE(S): **Regional Sales Manager (Must Have Direct Reports 65xxx or 66xxx) – 7225**

PRIMARY DUTIES AND RESPONSIBILITIES: Plans, directs, coordinates and leads the activities of the sales staff in a multi-state geography. Recruits, trains, and develops subordinate staff; organizes and employs personnel. Interacts with Principals at Distributors in the assigned geography; negotiates annual plans, goals and terms of distribution. Ensures geography's volume and profit goals are achieved. Selects/terminates distributor relationships consistent with Company goals. Identifies business opportunities and pinpoints problems areas. Sets and communicates objectives to team and/or distributors. Actively calls on key accounts and assists sales force where applicable. Often has P&L responsibilities. Typical job titles include: Division Sales Manager and Division Vice President. Can have multiple incumbents.

QUALIFICATIONS: Bachelor degree or equivalent experience required. Ten plus years experience.

JOB FUNCTION AND JOB CODE(S): **Major Account Manager (May or May Not Have Direct Reports) - 7226**

PRIMARY DUTIES AND RESPONSIBILITIES: Position could either be On-Premise, Club, and/or Major Chain such as Safeway, Walmart or Target. Plans and implements sales to specific major accounts where cultivating relationships, identifying opportunities, and account manage skills are critical. Plans how to establish and maintain major account relationships. Develops sales strategies for national accounts; identifies target accounts and opportunities within the framework of the organizational strategy. Monitors chain performance (depletions, shipments, pricing, promotional materials). Monitors competitor activity in each account and ensures that appropriate response strategies are formulated, communicated, and executed. Coordinates national account pricing and programming with appropriate local sales staff and Distributor(s). Negotiates suggested pricing with national accounts. Educates on-premise wait staff in product knowledge and/or develops special programs (product lists, cause & effects, etc.). Typical job titles are National Accounts Manager, Regional Sales Manager, Zone Manager, Regional Chain Manager, National Account Director On/Off Premises, National Chain Director, Division Manager, Market Manager and Category Manager.

QUALIFICATIONS: Bachelor degree in Business Administration or Marketing, equivalent or related experience. Seven to ten years direct experience in account management.

JOB FUNCTION AND JOB CODE(S): **National Sales Manager (Must Have Direct Reports) - 7227**

PRIMARY DUTIES AND RESPONSIBILITIES: Oversees the wholesale sales to all distributors across the United States, distributor relationships, meeting case volume and profitability. Responsible for a single/distributor account of national scope, or a limited few such accounts. Manage, motivate and support the distribution network including distributor management and sales representatives. Responsible for a broad range of product/categories, not exclusively focused on a particular product or category. Creates budgets, manages expenses and provides sales and marketing reports. Responsible for management of direct and indirect reports.

QUALIFICATIONS: Bachelor degree in Business Administration or Marketing, equivalent or related experience. Seven to ten years direct experience in national account management.

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JOB FUNCTION AND JOB CODE(S): **International Sales Manager – 7228**

PRIMARY DUTIES AND RESPONSIBILITIES: Accountable for designing, establishing and developing the company's international sales and marketing strategy. Responsible for negotiating pricing for each market. Finalizes monthly sales and all appropriate paperwork. May work in other countries to develop sales network and collect market information. Organizes formal presentations and seminars to promote products. Provides management with up-to-date information regarding overseas operations. Manages the international sales activities for the company. Develops new sales, manages and expands existing sales, coordinates activities with agents and distributors. Oversees and coordinates international sales in assigned geography. Develops new customers and markets. Assures customer satisfaction through problem identification and solving. Investigates new venture opportunities. Involved in supply chain, special labels, packs, multiple languages issues, inventory issues, and allocated products.

QUALIFICATIONS: Bachelor degree in related area or combination of education and experience. Typically requires 6-10 years international sales experience.

JOB FUNCTION AND JOB CODE(S): **Sales Business Analyst - 7311, 7312, 7313**

PRIMARY DUTIES AND RESPONSIBILITIES: Supports sales and assigned customers with consumer analysis/insights, though leadership, and innovative solutions. Develops persuasive selling presentations using consumer research tools/data to increase/protect distribution, space, and display efforts. Collaborates with Marketing and Finance to align goals, priorities and communications with field sales. Use analytics and insights to achieve sales goals with focus on product assortment, merchandising, shelving, promotion and pricing. Assess trends and identify key customer opportunities consistent with overall company strategies and brand marketing plans. Conducts post-promotion analysis; quantifying impact to brands and category. Responsible for visiting customers as needed and assist in conducting store audits.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
7311	Entry	Performs specialized sales analyses and planning activities following product/brand or departmental guidelines, procedures and precedents in support of various sales functions such as budgeting, auditing, financial planning, taxes and consolidations.	1 - 3	Bachelor degree.
7312	Intermediate	Performs specialized sales analyses and planning activities, investigations, coordination requiring competence and specialized knowledge of various sales/marketing functions such as financial planning, performance measured against sales quota, analyses business line of operation, product placement.	4 - 6	Bachelor degree.
7313	Career	Develops, interprets and implements highly complex sales analyses and planning activities, investigations, coordination requiring competence and specialized knowledge of various sales/marketing functions such as financial planning, performance measured against sales quota, analyses business line of operation, product placement.	6+	Bachelor degree.

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HOSPITALITY JOB FAMILIES

***JOB FUNCTION AND JOB CODE(S):* Club Representative - 8103**

PRIMARY DUTIES AND RESPONSIBILITIES: Primary responsibilities are customer service and sales. Responsible for in-bound telephone/email sales duties including up-sell of additional Club memberships and products, order reviewing and processing, maintain club schedules for shipments and orders, invoice preparation and verification. Coordinates product sample shipments and researches and resolves problems. Coordinates club operations with other departments. Represents the company at Club events. Monitors compliance with state regulations regarding shipments. Assists in preparation and implementation of membership benefits and promotions. Maintains the club and telemarketing databases and reports. Writes club marketing materials and assist with Internet coordination of information to be posted to site. May assist with development, plans and hosting of special events for the club.

QUALIFICATIONS: Minimum of three years experience in the industry that includes retail sales, customer service, merchandising and marketing.

***JOB FUNCTION AND JOB CODE(S):* Educator Local – 8113**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for all levels of field sales and distributing product training on all company brands. Develops and conducts consumer and trade group training and tours, and assists at special functions. Responsible for the development and production of seminar and tour materials. Develop and deliver informational tools and resources to be used by Sales Team to support sales objective. Develops and conducts product education seminars for the trade on and off site. Responsible for on-going product education at the distributor level and field sales personnel. Responsible for developing and planning food and product tasting activities for trade group visits. May present educational programs to key retailers and restaurateurs.

QUALIFICATIONS: Bachelor degree in Business or Hospitality-related field. Three to five years experience in the Hospitality/Food or Spirits/Beer business.

***JOB FUNCTION AND JOB CODE(S):* Educator National – 8114**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for all levels of field sales and distributing product training on all company brands nationwide. May have a set territory of responsibility. Develops and conducts consumer and trade group training and tours, and assists at special functions. Responsible for the development and production of company seminar and tour materials. Develop and deliver informational tools and resources to be used by Sales Team to support sales objective. Conducts meetings with Sales Team nationwide when new materials have been developed. Develops and conducts product education seminars for the trade on and off site. Responsible for on-going product education at the distributor level and field sales personnel. Responsible for developing and planning food and product tasting activities for trade group visits. May present educational programs to key retailers and restaurateurs.

QUALIFICATIONS: Bachelor degree in Business or Hospitality-related field. Three to five years experience in the Hospitality/Food or Spirits/Beer business.

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JOB FUNCTION AND JOB CODE(S): **Special Events Coordinator - 8203**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general supervision, coordinates the activities involved in the planning and implementation of all special events either Trade-related or consumer tours. Responsible for securing all necessary manpower, equipment, materials and financial requirements. Administrative tasks include the recording of all events, preparation of meal costs for departmental budget charges, maintaining monthly calendar of events and overseeing the maintenance of all special event equipment. Responsible for outreach program to area concierges and destination management companies to promote educational programs. May be responsible for Gift & Auction Certificates; will process requests and distribute certificates. Includes maintaining database/records for disbursement and redemption.

QUALIFICATIONS: Two years college level business training or equivalent experience. Two to four years of prior experience in the Hospitality or Culinary department is highly desired. Familiarity with general bookkeeping practices.

JOB FUNCTION AND JOB CODE(S): **Catering and Event Service Supervisor - 8205**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the supervision of all catering service staff. Works in alliance with Event Team on set-up and breakdown of events. Responsible for effective scheduling and training of catering staff, to meet established standards of service and budget. Coordinates with hospitality and food services to implement set-up and staffing for in-house catered meals for all functions. Responsible for ordering catering supplies, tabletop décor, coordination of rentals, and inventory management.

QUALIFICATIONS: May require food handling certification. Three to five years experience in a catering position, or independent food and beverage management.

JOB FUNCTION AND JOB CODE(S): **Club Manager – 8307**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for overall management of Club sales, inventory, availability and assists in product development to support consumer direct strategy. Oversees departmental capital and fiscal operating budgets. Accountable for Club membership growth, developing promotional materials, shipment schedules, monthly promotions, member events, transferring and tracking shipments and member services. Build relationships with production, marketing and PR to identify new and optimize existing consumer direct programs. Assist in determining viability of new consumer direct programs, and assessment of existing programs including special events and product education programs. Coordinates advertising. Develop, conduct and refine product education seminars for trade and off site.

QUALIFICATIONS: Bachelor degree in Marketing or business-related field or equivalent experience. Four years of progressive management experience in retail, special events.

JOB FUNCTION AND JOB CODE(S): **Events Manager - 8407**

PRIMARY DUTIES AND RESPONSIBILITIES: This position is responsible for coordinating, planning, and implementing all aspects of meetings, special events, consumer tours, trade shows, seminars and all other Industry events. Works with internal/external representatives on executing meetings and tradeshows. Administers and coordinates all related logistics including show services, marketing materials, accommodations, transportation, badges, on-site services, technical services, set up, and product placement. Oversee the shipping of all materials. Conduct pre-planning meetings to develop timelines, product lists, theme, and all logistical needs. Provides analysis and written summaries evaluating all events managed along with future opportunities for improvement. Budgetary responsibilities.

QUALIFICATIONS: Bachelor degree in Business or business related field or equivalent experience. Three to five years experience within the Events/Tradeshow arena.

**DISTILLERS AND BREWERS
COMPENSATION SURVEY 2018**



JOB FUNCTION AND JOB CODE(S): **Tasting Room Host/Hostess – 8421, 8422, 8423, 8424**

PRIMARY DUTIES AND RESPONSIBILITIES: Promotes the sale of product and merchandise sold in the Tasting Room. Greets all visitors and pours samples for tasting. Describes products, crafting of product techniques, company history and provides general tourist information. May also conduct guided tours. Handles routine purchasing transactions, which includes operating cash register and accounting of daily sales and bank deposits.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
8421	Intermediate	Under close supervision promotes the sale of product and merchandise sold in the Tasting Room. Greets visitors and pours samples for tasting. May assist with hospitality special events as needed.	1 - 3	High School diploma.
8422	Career	Under limited supervision, promotes the sale of products and merchandise sold in the Tasting Room. Greets visitors and pours samples for tasting. May assist with hospitality special events as needed.	4 - 6	May require higher education or specialized or certification.
8423	Premium Brands	Maintain in-depth knowledge about the products, the brand and the company. Become a knowledge resource for General Tasting Room Associates. Accurately handle routine purchasing transactions, which include operating cash register and accounting of daily sales; processes returns, and discounts. Provide general tourist information and, in some case, more concierge type service, calling restaurants for reservations, etc. Conduct guided tours as needed. Assist with hospitality special events as needed. Represents company at outside functions as needed.	4 - 6	May require higher education or specialized or certification.
8424	Lead	Maintain in-depth knowledge about the product, the brand and the company. Become a knowledge resource for General Tasting Room Associates. Accurately handle routine purchasing transactions, which include operating cash register and accounting of daily sales; processes returns, and discounts. Provide general tourist information and, in some case, more concierge type service, calling restaurants for reservations, etc.. Conduct guided tours as needed. Assist with hospitality special events as needed. Represents company at outside functions as needed. Provides work leadership to others through assignment of work, review of progress, monitoring of results and instruction. Excludes those with full supervisory responsibilities.	7 - 10	Requires higher education or specialized or certification

DISTILLERS AND BREWERS COMPENSATION SURVEY 2018



JOB FUNCTION AND JOB CODE(S): **Tour Guide - 8425**

PRIMARY DUTIES AND RESPONSIBILITIES: Conducts public and private tours of facilities. Greets visitors and answers questions regarding company and surrounding area. May conclude tours with tasting of featured products. Promotes sale of product and giftware from retail shop. May assist in retail shop when necessary. Responsible for clean-up of tasting room and preparation of room for next tour. May be required to serve alcohol to visitors and re-stock tasting room coolers between tours.

QUALIFICATIONS: College level courses in public speaking, a related field or equivalent experience. Must have thorough knowledge of company and its' operations, as would normally be obtained from a minimum of two years of experience in the Hospitality/Public Relations departments.

JOB FUNCTION AND JOB CODE(S): **Tasting Room Assistant Manager - 8426**

PRIMARY DUTIES AND RESPONSIBILITIES: Oversees daily activities of Tasting Room. Performs all duties associated with position Tasting Room Host/Hostess. Designs, arranges, and assembles gift packs. Conducts public tours and may conduct VIP tours. Acts as customer service representative handling customer complaints and returns. May be responsible for hiring, orientation, scheduling, training, supervising, and evaluating Tasting Room staff.

QUALIFICATIONS Two to five years experience in retail sales preferably in the hospitality industry.

JOB FUNCTION AND JOB CODE(S): **Tasting Room Manager - 8427**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general direction, manages and directs Tasting Room hospitality and retail operations. Hires, orients, schedules, trains, supervises and evaluates Tasting Room staff. Monitors cash flow, expenditures and revenues through budget preparation and monitoring. Responsible for tasting room inventory of product and non-alcoholic items. Works in conjunction with Public Relations and Marketing to develop and promote company image and products. May serve as a company representative during outside promotional functions.

QUALIFICATIONS: College level supervision and managerial courses, preferably with an emphasis on marketing or equivalent experience. One to two years of retail management experience.

JOB FUNCTION AND JOB CODE(S): **Retail Operations Director – 8428**

PRIMARY DUTIES AND RESPONSIBILITIES: Manages all aspects of Visitor Center, Tasting Room, or Direct Mail Shipments. Oversees the supervision of all retail personnel. Interviews, hires, trains, and reviews all retail staff. Oversees the continuing education and programs to tasting room staff. Images, promotes, and sells the product and programs through consistent visitor education. Communicates to staff and guests regarding product, assists with purchasing decisions. Set/Maintain goals for Sales areas. Directs/Assists with monthly inventories. Meet with Vendors/Purchase Merchandise.

QUALIFICATIONS: Bachelor degree in Business, Marketing, related field or equivalent experience required. Minimum five years experience working in the industry. Strong sales and leadership skills. Excellent organizational skills and attention to detail.

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JOB FUNCTION AND JOB CODE(S): **Hospitality Representative – 8501, 8502, 8503**

PRIMARY DUTIES AND RESPONSIBILITIES: Develops and implements special tasting events, VIP luncheons/ dinners, private tours and tastings. This may include hiring outside professionals, arranging staffing requirements, publicity materials and invitations/announcements. May represent company at outside functions. May be involved with special projects such as: working with distributors and VIP's, stocking shelves, food and beverage displays and donations. Assists with the hospitality special events.

Job Number	Job Level	Job Level Definition	Typical Years of Experience	Typical Education And Training
8501	Entry	Under close supervision promotes the sale of company products sold in the Tasting Room. Greets visitors and pours beverages for tasting. May assist with hospitality special events as needed.	0 - 1	High School diploma.
8502	Intermediate	Under limited supervision, promotes the sale of company products sold in the Tasting Room. Greets visitors and pours beverages for tasting. May assist with hospitality special events as needed.	1 - 3	High School diploma.
8503	Career	Maintain in-depth knowledge about the company products. Become a knowledge resource for General Tasting Room Associates. Accurately handle routine purchasing transactions, which include operating cash register and accounting of daily sales; processes returns, and discounts. Provide general tourist information and, in some case, more concierge type service, calling restaurants for reservations. Conduct guided tours as needed. Assist with hospitality special events as needed. Represents company at outside functions as needed.	4 - 6	High School diploma.

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JOB FUNCTION AND JOB CODE(S): **Hospitality Supervisor- 8505**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for the supervision of all hospitality staff. Assists with development and implementation of special tasting events, VIP luncheons/ dinners, private tours and tastings. May be responsible for hiring outside professionals (i.e., caterers, musicians, etc.) for special events, arranging staffing requirements, overseeing production of publicity materials and invitations/announcements. Coordinates calendar of company events and special meetings. May represent company at outside functions. May respond to requests for donations. Hires, orients, schedules, trains, supervises and evaluates Tasting Room staff.

QUALIFICATIONS: Associates degree in Business, Marketing, Public Relations, or equivalent work experience is preferred. May require food handling certification. Three to five years experience in a catering position in the industry, or independent food and beverage management

JOB FUNCTION AND JOB CODE(S): **Hospitality Manager - 8507**

PRIMARY DUTIES AND RESPONSIBILITIES: Under general direction, responsible for hospitality special events. Develops and implements special tasting, VIP luncheons/ dinners, private tours and tastings. This may include hiring outside professionals (i.e., caterers, musicians, etc.) for special events, arranging staffing requirements, overseeing production of publicity materials and invitations/announcements. Coordinates calendar of company events and special meetings. May represent company at outside functions. May respond to requests for donations. Hires, orients, schedules, trains, supervises and evaluates Tasting Room staff.

QUALIFICATIONS: Bachelor degree in Business, Marketing, Public Relations, or equivalent is preferred.

JOB FUNCTION AND JOB CODE(S): **Hospitality Director - 8509**

PRIMARY DUTIES AND RESPONSIBILITIES: Responsible for developing and monitoring the annual hospitality activities. Supervises the purchase and pricing of promotional materials. Supervises the creation of sales ideas and print advertising. Creates décor and display image. Develops special hospitality events for trade and key distributors. Makes field visits to chains, retailers, restaurants, and stores. Supervises the Tasting Room Operation including training and educating staff in the presentation, history, and brands.

QUALIFICATIONS: Bachelor degree in Business, Marketing, Public Relations, or equivalent is preferred. Four to six years experience or equivalent.