Appendix B. Occupational Classifications

NOTE: The 4-digit code before each occupation title is used to classify it into one of three major groups. White-collar workers include those classified in Major groups A through D. Blue-collar workers include those classified in Major groups E through H. Service workers are classified in Major group K.

Major group A:

PROFESSIONAL SPECIALTY AND TECHNICAL OCCUPATIONS

PROFESSIONAL SPECIALTY OCCUPATIONS

ENGINEERS, ARCHITECTS, AND SURVEYORS

A043 Architects
A044 Aerospace Engineers
A045 Metallurgical and Materials Engineers
A046 Mining Engineers
A047 Petroleum Engineers
A048 Chemical Engineers
A049 Nuclear Engineers
A053 Civil Engineers
A054 Agricultural Engineers
A055 Electrical and Electronic Engineers
A056 Industrial Engineers
A057 Mechanical Engineers
A058 Marine Engineers and Naval Architects
A059 Engineers, n.e.c.¹
A063 Surveyors and Mapping Scientists

MATHEMATICAL AND COMPUTER SCIENTISTS

A064 Computer Systems Analysts and Scientists
A065 Operations and Systems Researchers and Analysts
A066 Actuaries
A067 Statisticians
A068 Mathematical Scientists, n.e.c.

NATURAL SCIENTISTS

A069 Physicists and Astronomers
A073 Chemists, Except Biochemists
A074 Atmospheric and Space Scientists
A075 Geologists and Geodesists
A076 Physical Scientists, n.e.c.
A077 Agricultural and Food Scientists
A078 Biological and Life Scientists
A079 Forestry and Conservation Scientists
A083 Medical Scientists

HEALTH RELATED OCCUPATIONS

A084 Physicians
A085 Dentists
A086 Veterinarians
A087 Optometrists
A088 Podiatrists
A089 Health Diagnosing Practitioners, n.e.c.
A095 Registered Nurses
A096 Pharmacists
A097 Dietitians
A098 Respiratory Therapists
A099 Occupational Therapists
A103 Physical Therapists
A104 Speech Therapists
A105 Therapists, n.e.c.
A106 Physicians’ Assistants

TEACHERS, COLLEGE AND UNIVERSITY

A113 Earth, Environmental and Marine Science Teachers

¹ n.e.c. in an occupation title means not elsewhere classified.
<table>
<thead>
<tr>
<th>A114</th>
<th>Biological Science Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A115</td>
<td>Chemistry Teachers</td>
</tr>
<tr>
<td>A116</td>
<td>Physics Teachers</td>
</tr>
<tr>
<td>A117</td>
<td>Natural Science Teachers, n.e.c.</td>
</tr>
<tr>
<td>A118</td>
<td>Psychology Teachers</td>
</tr>
<tr>
<td>A119</td>
<td>Economics Teachers</td>
</tr>
<tr>
<td>A123</td>
<td>History Teachers</td>
</tr>
<tr>
<td>A124</td>
<td>Political Science Teachers</td>
</tr>
<tr>
<td>A125</td>
<td>Sociology Teachers</td>
</tr>
<tr>
<td>A126</td>
<td>Social Science Teachers, n.e.c.</td>
</tr>
<tr>
<td>A127</td>
<td>Engineering Teachers</td>
</tr>
<tr>
<td>A128</td>
<td>Mathematical Science Teachers</td>
</tr>
<tr>
<td>A129</td>
<td>Computer Science Teachers</td>
</tr>
<tr>
<td>A133</td>
<td>Medical Science Teachers</td>
</tr>
<tr>
<td>A134</td>
<td>Health Specialties Teachers</td>
</tr>
<tr>
<td>A135</td>
<td>Business, Commerce and Marketing Teachers</td>
</tr>
<tr>
<td>A136</td>
<td>Agriculture and Forestry Teachers</td>
</tr>
<tr>
<td>A137</td>
<td>Art, Drama, and Music Teachers</td>
</tr>
<tr>
<td>A138</td>
<td>Physical Education Teachers</td>
</tr>
<tr>
<td>A139</td>
<td>Education Teachers</td>
</tr>
<tr>
<td>A143</td>
<td>English Teachers</td>
</tr>
<tr>
<td>A144</td>
<td>Foreign Language Teachers</td>
</tr>
<tr>
<td>A145</td>
<td>Law Teachers</td>
</tr>
<tr>
<td>A146</td>
<td>Social Work Teachers</td>
</tr>
<tr>
<td>A147</td>
<td>Theology Teachers</td>
</tr>
<tr>
<td>A148</td>
<td>Trade and Industrial Teachers</td>
</tr>
<tr>
<td>A149</td>
<td>Home Economics Teachers</td>
</tr>
<tr>
<td>A153, A154</td>
<td>Other Post-Secondary Teachers</td>
</tr>
</tbody>
</table>

**TEACHERS, EXCEPT COLLEGE AND UNIVERSITY**

<table>
<thead>
<tr>
<th>A155</th>
<th>Prekindergarten and Kindergarten Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A156</td>
<td>Elementary School Teachers</td>
</tr>
<tr>
<td>A157</td>
<td>Secondary School Teachers</td>
</tr>
<tr>
<td>A158</td>
<td>Teachers, Special Education</td>
</tr>
<tr>
<td>A159</td>
<td>Teachers, n.e.c.</td>
</tr>
<tr>
<td>A160</td>
<td>Substitute Teachers</td>
</tr>
<tr>
<td>A163</td>
<td>Vocational and Educational Counselors</td>
</tr>
</tbody>
</table>

**LIBRARIANS, ARCHIVISTS AND CURATORS**

<table>
<thead>
<tr>
<th>A164</th>
<th>Librarians</th>
</tr>
</thead>
<tbody>
<tr>
<td>A165</td>
<td>Archivists and Curators</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENTISTS AND URBAN PLANNERS**

<table>
<thead>
<tr>
<th>A166</th>
<th>Economists</th>
</tr>
</thead>
<tbody>
<tr>
<td>A167</td>
<td>Psychologists</td>
</tr>
<tr>
<td>A168</td>
<td>Sociologists</td>
</tr>
<tr>
<td>A169</td>
<td>Social Scientists, n.e.c.</td>
</tr>
<tr>
<td>A173</td>
<td>Urban Planners</td>
</tr>
</tbody>
</table>

**SOCIAL, RECREATION, AND RELIGIOUS WORKERS**

<table>
<thead>
<tr>
<th>A174</th>
<th>Social Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A175</td>
<td>Recreation Workers</td>
</tr>
<tr>
<td>A176</td>
<td>Clergy</td>
</tr>
<tr>
<td>A177</td>
<td>Religious Workers, n.e.c.</td>
</tr>
</tbody>
</table>

**LAWYERS AND JUDGES**

<table>
<thead>
<tr>
<th>A178</th>
<th>Lawyers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A179</td>
<td>Judges</td>
</tr>
</tbody>
</table>

**WRITERS, AUTHORS, ENTERTAINERS, ATHLETES AND PROFESSIONALS, N.E.C.**

<table>
<thead>
<tr>
<th>A183</th>
<th>Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>A184</td>
<td>Technical Writers</td>
</tr>
<tr>
<td>A185</td>
<td>Designers</td>
</tr>
<tr>
<td>A186</td>
<td>Musicians and Composers</td>
</tr>
<tr>
<td>A187</td>
<td>Actors and Directors</td>
</tr>
<tr>
<td>A188</td>
<td>Painters, Sculptors, Craft-Artists, and Artist Print-Makers</td>
</tr>
<tr>
<td>A189</td>
<td>Photographers</td>
</tr>
<tr>
<td>A193</td>
<td>Dancers</td>
</tr>
<tr>
<td>A194</td>
<td>Artists, Performers, and Related Workers, n.e.c.</td>
</tr>
<tr>
<td>A195</td>
<td>Editors and Reporters</td>
</tr>
<tr>
<td>A197</td>
<td>Public Relations Specialists</td>
</tr>
<tr>
<td>A198</td>
<td>Announcers</td>
</tr>
<tr>
<td>A199</td>
<td>Athletes</td>
</tr>
<tr>
<td>A999</td>
<td>Professional Occupations, n.e.c.</td>
</tr>
</tbody>
</table>

**TECHNICAL OCCUPATIONS**

**HEALTH TECHNOLOGISTS AND TECHNICIANS**

<table>
<thead>
<tr>
<th>A203</th>
<th>Clinical Laboratory Technologists and Technicians</th>
</tr>
</thead>
<tbody>
<tr>
<td>A204</td>
<td>Dental Hygienists</td>
</tr>
<tr>
<td>A205</td>
<td>Health Record Technologists and Technicians</td>
</tr>
<tr>
<td>A206</td>
<td>Radiologic Technicians</td>
</tr>
<tr>
<td>A207</td>
<td>Licensed Practical Nurses</td>
</tr>
<tr>
<td>A208</td>
<td>Health Technologists and Technicians, n.e.c.</td>
</tr>
</tbody>
</table>

**ENGINEERING AND RELATED TECHNOLOGISTS AND TECHNICIANS**

<table>
<thead>
<tr>
<th>A213</th>
<th>Electrical and Electronic Technicians</th>
</tr>
</thead>
<tbody>
<tr>
<td>A214</td>
<td>Industrial Engineering Technicians</td>
</tr>
<tr>
<td>A215</td>
<td>Mechanical Engineering Technicians</td>
</tr>
<tr>
<td>A216</td>
<td>Engineering Technicians, n.e.c.</td>
</tr>
<tr>
<td>A217</td>
<td>Drafters</td>
</tr>
<tr>
<td>A218</td>
<td>Surveying and Mapping Technicians</td>
</tr>
</tbody>
</table>
SCIENCE TECHNICIANS
A223  Biological Technicians
A224  Chemical Technicians
A225  Science Technicians, n.e.c.

MISCELLANEOUS TECHNICIANS
A226  Airplane Pilots and Navigators
A227  Air Traffic Controllers
A228  Broadcast Equipment Operators
A229  Computer Programmers
A233  Tool Programmers, Numerical Control
A234  Legal Assistants
A235  Technical and Related Occupations, n.e.c.

Major group B:
EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL OCCUPATIONS
EXECUTIVES, ADMINISTRATORS, AND MANAGERS
B003  Legislators
B004  Chief Executives and General Administrators, Public Administration
B005  Administrators and Officials, Public Administration
B007  Financial Managers
B008  Personnel and Labor Relations Managers
B009  Purchasing Managers
B013  Managers: Marketing, Advertising and Public Relations
B014  Administrators, Education and Related Fields
B015  Managers, Medicine and Health
B016  Postmasters and Mail Superintendents
B017  Managers, Food Serving and Lodging Establishments
B018  Managers, Properties and Real Estate
B019  Funeral Directors
B021  Managers, Service Organizations, n.e.c.
B022  Managers and Administrators, n.e.c.

MANAGEMENT RELATED OCCUPATIONS
B023  Accountants and Auditors
B024  Underwriters
B025  Other Financial Officers
B026  Management Analysts
B027  Personnel, Training, and Labor Relations Specialists

B028  Purchasing Agents and Buyers, Farm Products
B029  Buyers, Wholesale and Retail Trade, Except Farm Products
B033  Purchasing Agents and Buyers, n.e.c.
B034  Business and Promotion Agents
B035  Construction Inspectors
B036  Inspectors and Compliance Officers, Except Construction
B037  Management Related Occupations, n.e.c.

Major group C:
SALES OCCUPATIONS
C243  Supervisors: Sales Occupations

FINANCE AND BUSINESS SERVICES, SALES REPRESENTATIVES
C253  Insurance Sales Occupations
C254  Real Estate Sales Occupations
C255  Securities and Financial Services Sales Occupations
C256  Advertising and Related Sales Occupations
C257  Sales Occupations, Other Business Services

SALES REPRESENTATIVES, COMMODITIES EXCEPT RETAIL
C258  Sales Engineers
C259  Sales Representatives: Mining, Manufacturing, and Wholesale

RETAIL AND PERSONAL SERVICES SALES WORKERS
C263  Sales Workers, Motor Vehicles and Bats
C264  Sales Workers, Apparel
C265  Sales Workers, Shoes
C266  Sales Workers, Furniture and Home Furnishings
C267  Sales Workers, Radio, TV, Hi-Fi, and Appliances
C268  Sales Workers, Hardware and Building Supplies
C269  Sales Workers, Parts
C274  Sales Workers, Other Commodities
C275  Sales Counter Clerks
C276  Cashiers
C277  Street and Door-To-Door Sales Workers
C278  News Vendors
### SALES RELATED OCCUPATIONS

- C283 Demonstrators, Promoters, and Models, Sales
- C284 Auctioneers
- C285 Sales Support Occupations, n.e.c.

### Major group D:

**ADMINISTRATIVE SUPPORT OCCUPATIONS, INCLUDING CLERICAL**

**SUPERVISORS, CLERICAL AND ADMINISTRATIVE SUPPORT**

- D303 Supervisors: General Office
- D304 Supervisors: Computer Equipment Operators
- D305 Supervisors: Financial Records Processing
- D306 Chief Communications Operators
- D307 Supervisors: Distribution, Scheduling, and Adjusting Clerks

**COMPUTER EQUIPMENT OPERATORS**

- D308 Computer Operators
- D309 Peripheral Equipment Operators

**SECRETARIES, STENOGRAPHERS, AND TYPISTS**

- D313 Secretaries
- D314 Stenographers
- D315 Typists

**INFORMATION CLERKS**

- D316 Interviewers
- D317 Hotel Clerks
- D318 Transportation Ticket and Reservation Agents
- D319 Receptionists
- D323 Information Clerks, n.e.c.

**RECORDS PROCESSING CLERKS, EXCEPT FINANCIAL**

- D325 Classified-Ad Clerks
- D326 Correspondence Clerks
- D327 Order Clerks
- D328 Personnel Clerks, Except Payroll and Timekeeping
- D329 Library Clerks
- D335 File Clerks
- D336 Records Clerks, n.e.c.

**FINANCIAL RECORDS PROCESSING CLERKS**

- D337 Bookkeepers, Accounting and Auditing Clerks
- D338 Payroll and Timekeeping Clerks
- D339 Billing Clerks
- D343 Cost and Rate Clerks
- D344 Billing, Posting, and Calculating Machine Operators

**DUPLICATING, MAIL, AND OTHER OFFICE MACHINE OPERATORS**

- D345 Duplicating Machine Operators
- D346 Mail Preparing and Paper Handling Machine Operators
- D347 Office Machine Operators, n.e.c.

**COMMUNICATIONS EQUIPMENT OPERATORS**

- D348 Telephone Operators
- D353 Communications Equipment Operators, n.e.c.

**MAIL AND MESSAGE DISTRIBUTING OCCUPATIONS**

- D356 Mail Clerks, Except Postal Service
- D357 Messengers

**MATERIAL RECORDING, SCHEDULING, AND DISTRIBUTING CLERKS**

- D359 Dispatchers
- D363 Production Coordinators
- D364 Traffic, Shipping, and Receiving Clerks
- D365 Stock and Inventory Clerks
- D366 Meter Readers
- D368 Weighers, Measures, Checkers, and Samplers
- D373 Expeditors
- D374 Material Recording, Scheduling, and Distributing Clerks, n.e.c.

**ADJUSTERS AND INVESTIGATORS**

- D375 Insurance Adjusters, Examiners, and Investigators
- D376 Investigators and Adjusters, Except Insurance
- D377 Eligibility Clerks, Social Welfare
- D378 Bill and Account Collectors

**MISCELLANEOUS ADMINISTRATIVE SUPPORT OCCUPATIONS**

- D379 General Office Clerks
- D383 Bank Tellers
- D384 Proofreaders
- D385 Data Entry Keyers
- D386 Statistical Clerks
D387 Teachers' Aides
D389 Administrative Support Occupations, n.e.c.

**Major group E:**

**PRECISION PRODUCTION, CRAFT, AND REPAIR OCCUPATIONS**

**MECHANICS AND REPAIRERS**

- E503 Supervisors: Mechanics and Repairers
- E505 Automobile Mechanics
- E506 Automobile Mechanic Apprentices
- E507 Bus, Truck, and Stationary Engine Mechanics
- E508 Aircraft Engine Mechanics
- E509 Small Engine Repairers
- E514 Automobile Body and Related Repairers
- E515 Aircraft Mechanics, Except Engine
- E516 Heavy Equipment Mechanic
- E517 Farm Equipment Mechanics
- E518 Industrial Machinery Repairers
- E519 Machinery Maintenance Occupations
- E523 Electronic Repairers, Communications and Industrial Equipment
- E525 Data Processing Equipment Repairers
- E526 Household Appliance and Power Tool Repairers
- E527 Telephone Line Installers and Repairers
- E529 Telephone Installers and Repairers
- E534 Heating, Air Conditioning, and Refrigeration Mechanics
- E535 Camera, Watch, and Musical Instrument Repairers
- E536 Locksmiths and Safe Repairers
- E538 Office Machine Repairers
- E539 Mechanical Controls and Valve Repairers
- E543 Elevator Installers and Repairers
- E544 Millwrights
- E547 Mechanics and Repairers, n.e.c.

**SUPERVISORS, CONSTRUCTION TRades**

- E553 Supervisors: Brickmasons, Stonemasons, and Tilesetters
- E554 Supervisors: Carpenters and Related Workers
- E555 Supervisors: Electricians and Power Transmission Installers
- E556 Supervisors: Painters, Paperhangers, and Plasterers
- E557 Supervisors: Plumbers, Pipefitters, and Steamfitters
- E558 Supervisors: Construction Trades, n.e.c.

**CONSTRUCTION TRADES OCCUPATIONS**

- E563 Brickmasons and Stonemasons
- E564 Brickmason and Stonemason Apprentices
- E565 Tile Setters, Hard and Soft
- E566 Carpet Installers

- E567 Carpenters
- E569 Carpenter Apprentices
- E573 Drywall Installers
- E575 Electricians
- E576 Electrician Apprentices
- E577 Electrical Power Installers and Repairers
- E579 Painters, Construction and Maintenance
- E583 Paperhangers
- E584 Plasterers
- E585 Plumbers, Pipefitters, and Steamfitters
- E587 Plumber, Pipefitter, and Steamfitter Apprentices
- E588 Concrete and Terrazzo Finishers
- E589 Glaziers
- E593 Insulation Workers
- E594 Paving, Surfacing, and Tamping Equipment Operators
- E595 Roofers
- E596 Sheetmetal Duct Installers
- E597 Structural Metal Workers
- E598 Drillers, Earth
- E599 Construction Trades, n.e.c.

**EXTRACTIVE OCCUPATIONS**

- E613 Supervisors: Extractive Occupations
- E614 Drillers, Oil Well
- E615 Explosives Workers
- E616 Mining Machine Operators
- E617 Mining Occupations, n.e.c.

**PRECISION PRODUCTION OCCUPATIONS**

- E628 Supervisors: Production Occupations

**PRECISION METAL WORKING OCCUPATIONS**

- E634 Tool and Die Makers
- E635 Tool and Die Maker Apprentices
- E636 Precision Assemblers, Metal
- E637 Machinists
- E639 Machinist Apprentices
- E643 Boilermakers
- E644 Precision Grinders, Filers, and Tool Sharpeners
- E645 Patternmakers and Modelmakers, Metal
- E646 Layout Workers
- E647 Precious Stones and Metals Workers
- E649 Engravers, Metal
- E653 Sheet Metal Workers
- E654 Sheet Metal Worker Apprentices
PRECISION WOODWORKING OCCUPATIONS

E656 Patternmakers and Modelmakers, Wood
E657 Cabinet Makers and Bench Carpenters
E658 Furniture and Wood Finishers

PRECISION TEXTILE, APPAREL, AND FURNISHINGS MACHINE WORKERS

E666 Dressmakers
E667 Tailors
E668 Upholsterers
E669 Shoe Repairers

PRECISION WORKERS, ASSORTED MATERIALS

E675 Hand Molders and Shapers, Except Jewelers
E676 Pattermakers, Layout Workers, and Cutters
E677 Optical Goods Workers
E678 Dental Laboratory and Medical Appliance Technicians
E679 Bookbinders
E683 Electrical and Electronic Equipment Assemblers
E684 Miscellaneous Precision Workers, n.e.c.

PRECISION FOOD PRODUCTION OCCUPATIONS

E685 Precision Food Production Occupations, n.e.c.
E686 Butchers and Meat Cutters
E687 Bakers
E688 Food Batchmakers

PRECISION INSPECTORS, TESTERS, AND RELATED WORKERS

E689 Inspectors, Testers, and Graders
E690 Precision Inspectors, Testers, and Related Workers, n.e.c.
E693 Adjusters and Calibrators

PLANT AND SYSTEM OPERATORS

E694 Water and Sewage Treatment Plant Operators
E695 Power Plant Operators
E696 Stationary Engineers
E699 Miscellaneous Plant and System Operators, n.e.c.

WOODWORKING MACHINE OPERATORS

F703 Lathe and Turning-Machine Set-Up Operators
F704 Lathe and Turning-Machine Operators
F705 Milling and Planing Machine Operators
F706 Punching and Stamping Press Operators
F707 Rolling Machine Operators
F708 Drilling and Boring Machine Operators
F709 Grinding, Abrading, Buffing, and Polishing Machine Operators
F713 Forging Machine Operators
F714 Numerical Control Machine Operators
F717 Fabricating Machine Operators, n.e.c.
F719 Molding and Casting Machine Operators
F723 Metal Plating Machine Operators
F724 Heat Treating Equipment Operators

PRINTING MACHINE OPERATORS

F734 Printing Press Operators
F735 Photoengravers and Lithographers
F736 Typesetters and Compositors

TEXTILE, APPAREL, AND FURNISHINGS MACHINE OPERATORS

F738 Winding and Twisting Machine Operators
F739 Knitting, Looping, Taping, and Weaving Machine Operators
F743 Textile Cutting Machine Operators
F744 Textile Sewing Machine Operators
F745 Shoe Machine Operators
F747 Pressing Machine Operators
F748 Laundering and Dry Cleaning Machine Operators

MACHINE OPERATORS, ASSORTED MATERIALS

F753 Cementing and Gluing Machine Operators
F754 Packaging and Filling Machine Operators
F755 Extruding and Forming Machine Operators
F756 Mixing and Blending Machine Operators
F757 Separating, Filtering, and Clarifying Machine Operators
F758 Compressing and Compacting Machine Operators
F759 Painting and Paint Spraying Machine Operators
F763 Roasting and Baking Machine Operators, Food
F764 Washing, Cleaning, and Pickling Machine Operators
F765  Folding Machine Operators
F766  Furnace, Kiln, and Oven Operators, Except Food
F768  Crushing and Grinding Machine Operators
F769  Slicing and Cutting Machine Operators
F773  Motion Picture Projectionists
F774  Photographic Process Machine Operators
F777  Miscellaneous Machine Operators, n.e.c.

FABRICATORS, ASSEMBLERS, AND HAND WORKING OCCUPATIONS

F783  Welders and Cutters
F784  Solderers and Braziers
F785  Assemblers
F786  Hand Cutting and Trimming Occupations
F787  Hand Molding, Casting, and Forming Occupations
F789  Hand Painting, Coating, and Decorating Occupations
F793  Hand Engraving and Printing Occupations
F795  Miscellaneous Hand Working Occupations, n.e.c.

PRODUCTION INSPECTORS, TESTERS, SAMPLERS, AND WEIGHERS

F796  Production Inspectors, Checkers, and Examiners
F797  Production Testers
F798  Production Samplers and Weighers
F799  Graders and Sorters, Except Agricultural
F800  Hand Inspectors, n.e.c.

Major group G:
TRANSPORTATION AND MATERIAL MOVING OCCUPATIONS

MOTOR VEHICLE OPERATORS

G803  Supervisors: Motor Vehicle Operators
G804  Truck Drivers
G806  Driver-Sales Workers
G808  Bus Drivers
G809  Taxicab Drivers and Chauffeurs
G813  Parking Lot Attendants
G814  Motor Transportation Occupations, n.e.c.

RAILROAD TRANSPORTATION OCCUPATIONS

G823  Railroad Conductors and Yardmasters
G824  Locomotive Operating Occupations
G825  Railroad Brake, Signal, and Switch Operators
G826  Rail Vehicle Operators, n.e.c.

WATER TRANSPORTATION OCCUPATIONS

G828  Ship Captains and Mates, Except Fishing Boats
G829  Sailors and Deckhands
G833  Marine Engineers
G834  Bridge, Lock, and Lighthouse Tenders

MATERIAL MOVING EQUIPMENT OPERATORS

G843  Supervisors: Material Moving Equipment Operators
G844  Operating Engineers
G845  Longshore Equipment Operators
G848  Hoist and Winch Operators
G849  Crane and Tower Operators
G853  Excavating and Loading Machine Operators
G855  Grader, Dozer, and Scraper Operators
G856  Industrial Truck and Tractor Equipment Operators
G859  Miscellaneous Material Moving Equipment Operators, n.e.c.

Major group H:
HANDLERS, EQUIPMENT CLEANERS, HELPERS, AND LABORERS

FARM, FISHING AND FORESTRY OCCUPATIONS - NONFARM SECTOR

H483  Marine Life Cultivation Workers
H484  Nursery Workers
H485  Supervisors, Agriculture-Related Workers
H486  Groundskeepers and Gardeners, Except Farm
H487  Animal Caretakers, Except Farm
H489  Inspectors, Agricultural Products
H494  Supervisors, Forestry and Logging Workers
H495  Forestry Workers, Except Logging
H496  Timber Cutting and Logging Occupations
H497  Captains and Other Officers, Fishing Vessels
H498  Fishers, Hunters, and Trappers

HELPERS, HANDLERS, AND LABORERS

H864  Supervisors: Handlers, Equipment Cleaners, and Laborers, n.e.c.
H865  Helpers, Mechanics and Repairers
H866  Helpers, Construction Trades
H867  Helpers, Surveyor
H868  Helpers, Extractive Occupations
H869  Construction Laborers
H874 Production Helpers
H875 Garbage Collectors
H876 Stevedores
H877 Stock Handlers and Baggery
H878 Machine Feeders and Offbearers
H883 Freight, Stock, and Material Handlers, n.e.c.
H885 Garbage and Service Station Related Occupations
H887 Vehicle Washers and Equipment Cleaners
H888 Hand Packers and Packagers
H889 Laborers, Except Construction, n.e.c.

Major group K:

SERVICE OCCUPATIONS, EXCEPT PRIVATE HOUSEHOLD

PROTECTIVE SERVICE OCCUPATIONS

K413 Supervisors: Firefighting and Fire Prevention Occupations
K414 Supervisors: Police and Detectives
K415 Supervisors: Guards
K416 Fire Inspection and Fire Prevention Occupations
K417 Firefighting Occupations
K418 Police and Detectives, Public Service
K423 Sheriffs, Bailiffs, and Other Law Enforcement Officers
K424 Correctional Institution Officers
K425 Crossing Guards
K426 Guards and Police, Except Public Service
K427 Protective Service Occupations, n.e.c.

FOOD SERVICE OCCUPATIONS

WAITERS, WAITRESSES, AND BARTENDERS

K434 Bartenders
K435 Waiters and Waitresses
K443 Waiters’/Waitresses’ Assistants

OTHER FOOD SERVICE

K433 Supervisors: Food Preparation and Service Occupations
K436 Cooks
K438 Food Counter, Fountain, and Related Occupation
K439 Kitchen Workers, Food Preparation
K444 Food Preparation Occupations, n.e.c.

HEALTH SERVICE OCCUPATIONS

K445 Dental Assistants
K446 Health Aides, Except Nursing
K447 Nursing Aides, Orderlies, and Attendants

CLEANING AND BUILDING SERVICE OCCUPATIONS

K448 Supervisors: Cleaning and Building Service Workers
K449 Maids and Housemen
K453 Janitors and Cleaners
K454 Elevator Operators
K455 Pest Control Occupations

PERSONAL SERVICE OCCUPATIONS

K456 Supervisors: Personal Service Occupations
K457 Barbers
K458 Hairdressers and Cosmetologists
K459 Attendants, Amusement and Recreation Facilities
K461 Guides
K462 Ushers
K463 Public Transportation Attendants
K464 Baggage Porters and Bellhops
K465 Welfare Service Aides
K467 Early Childhood Teacher’s Assistants
K468 Child Care Workers, n.e.c.
K469 Service Occupations, n.e.c.
Appendix C. Occupational Leveling Criteria

Below are the 10 criteria for the occupational leveling of occupations. The description of each level within a factor is included. An example of using these criteria for leveling a job follows in appendix D.

**KNOWLEDGE** measures the nature and extent of information or facts which the workers must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply those knowledge's. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

1. Knowledge of simple, routine, or repetitive tasks or operations that typically includes following step-by-step instructions and requires little or no previous training or experience;
   OR
   Skill to operate simple equipment or equipment that operates repetitively, requiring little or no previous training or experience;
   OR
   Equivalent knowledge and skill.

2. Knowledge of basic or commonly-used rules, procedures, or operations that typically requires some previous training or experience;
   OR
   Basic skill to operate equipment requiring some previous training or experience, such as keyboard equipment;
   OR
   Equivalent knowledge and skill.

3. Knowledge of a body of standardized rules, procedures, operations, goods, services, tools, or equipment requiring considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems;
   OR
   Skill, acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations;
   OR
   Equivalent knowledge and skill.

4. Knowledge of an extensive body of rules, procedures, operations, products or services requiring extended training and experience to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide range of problems;
   OR
   Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as: adapting equipment when this requires considering the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources;
   OR
   Comprehensive knowledge of a blue-collar skill, usually acquired through a formal apprenticeship;
   OR
   Equivalent knowledge and skill.

5. Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methodology of a professional or administrative occupation, and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures;
   OR
   In addition to the practical knowledge of standard procedures in Level 4, practical knowledge of technical methods to perform assignments such as carrying out limited projects that involve use of specialized, complicated techniques;
   OR
   Advanced knowledge of a blue-collar skill to solve unusually complex problems;
   OR
   Equivalent knowledge and skill.

6. Knowledge of the principles, concepts, and methodology of a professional or administrative occupation as described at Level 5 that has been either: (a) supplemented by skill gained through job experience to permit independ-
ent performance of recurring assignments, or (b) supple-
mented by expanded professional or administrative knowledge gained through relevant graduate study or experience, that has provided skill in carrying out assignments, operations, and procedures in the occupation that are significantly more difficult and complex than those covered by Level 5;
OR Practical knowledge of a wide range of technical methods, principles, and practices similar to a narrow area of a professional field, and skill in applying this knowledge to such assignments as the design and planning of difficult, but well-precedented projects;
OR Equivalent knowledge and skill.

7. Knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience, and skill in applying this knowledge to difficult and complex work assignments;
OR A comprehensive, intensive, practical knowledge of a technical field and skill in applying this knowledge to the development of new methods, approaches, or procedures;
OR Equivalent knowledge and skill.

8. Mastery of a professional or administrative field to:

Apply experimental theories and new developments to problems not susceptible to treatment by accepted methods;
OR Make decisions or recommendations significantly changing, interpreting, or developing important policies or programs;
OR Equivalent knowledge and skill.

9. Mastery of a professional field to generate and develop new hypotheses and theories;
OR Equivalent knowledge and skill.

SUPERVISION RECEIVED covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review, e.g., close and detailed review of each phase of the assignment; detailed review of the finished assignment; spot-check of finished work for accuracy; or review only for adherence to policy.

1. For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions.

The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines.

For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

2. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work usually is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

4. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done.

At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that
arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

5. The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions.

The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or priorities.

GUIDELINES covers the nature of guidelines and the judgment needed to apply them. Guides used include, for example: desk manuals, established procedures and policies, traditional practices, and reference materials such as dictionaries, style manuals, engineering handbooks, and the pharmacopoeia.

Individual jobs in different occupations vary in the specificity, applicability and availability of the guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. For example, the existence of specific instructions, procedures, and policies may limit the opportunity of the employee to make or recommend decisions or actions. However, in the absence of procedures or under broadly stated objectives, employees in some occupations may use considerable judgment in researching literature and developing new methods.

Guidelines should not be confused with the knowledge’s described under Factor 1, Knowledge. Guidelines either provide reference data or impose certain constraints on the use of knowledge’s. For example, in the field of medical technology, for a particular diagnosis there may be three or four standardized tests set forth in a technical manual. A medical technologist is expected to know these diagnostic tests. However, in a given laboratory the policy may be to use only one of the tests; or the policy may state specifically under what conditions one or the other of these tests may be used.

1. Specific, detailed guidelines covering all important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

2. Procedures for doing the work have been established and a number of specific guidelines are available.

The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

3. Guidelines are available, but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use.

The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

5. Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation.

The employee must use judgment and ingenuity in interpreting the intent of the guidelines that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

COMPLEXITY covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

1. The work consists of tasks that are clear-cut and directly related. There is little or no choice to be made in deciding what needs to be done. Actions to be taken or responses to be made are readily discernible. The work is quickly mastered.
2. The work consists of duties that involve related steps, processes, or methods.

   The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations.

   Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

3. The work includes various duties involving different and unrelated processes and methods.

   The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

   The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

4. The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field.

   Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

   The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

5. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field.

   Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements.

   The work requires originating new techniques, establishing criteria, or developing new information.

6. The work consists of broad functions and processes of an administrative or professional field. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization.

   Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the problems.

   The work requires continuing efforts to establish concepts, theories, or programs, or to resolve unyielding problems.

**SCOPE AND EFFECT** covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization.

   Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluations. Only the effect of properly performed work is to be considered.

1. The work involves the performance of specific, routine operations that include a few separate tasks or procedures.

   The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

2. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

   The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

3. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

   The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well-being of persons.

4. The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing variety of unusual conditions, problems, or questions.

   The work product or service affects a wide range of establishment activities, major activities of industrial concerns, or the operation of other organizations.

5. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories.

   The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.

6. The work involves planning, developing, and carrying out vital administrative or scientific programs.

   The programs are essential to the missions of the overall organization or affect large numbers of people on a long-term or continuing basis.
PERSONAL CONTACTS includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under Factor 2, Supervision Received.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Above the lowest level, points should be credited under this factor only for contacts that are essential for successful performance of the work, and that have a demonstrable impact on the difficulty and responsibility of the work performed.

The relationship of Factors 6 (Personal Contacts) and 7 (Purpose of Contacts) presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contacts that serve as the basis for the level selected for Factor 7 as the basis for selecting a level for Factor 6.

1. The personal contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units;
AND/OR
The contacts are with members of the general public in very highly structured situations (e.g., the purpose of the contact and the question of with whom to deal are relatively clear). Typical of contacts at this level are purchases of admission tickets at a ticket window.

2. The personal contacts are with employees in the same overall organization, but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the overall organizations such as headquarters, district offices, or local offices, plants, stores, or other operating units in the immediate installation.
AND/OR
The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

3. The personal contacts are with individuals or groups from outside the employing establishment in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact). Typical of contacts at this level are those with persons in their capacities as attorneys; contractors; or representatives of professional organizations, the news media, or public action groups.

4. The personal contacts are with high-ranking officials from outside the employing establishment at national or international levels in highly unstructured settings (e.g., contacts are characterized by problems such as: the officials may be relatively inaccessible; arrangements may have to be made for accompanying staff members; appointments may have to be made well in advance; each party may be very unclear as to the role and authority of the other; and each contact may be conducted under different ground rules). Typical of contacts at this level are those with presidents of large national or international firms, nationally recognized representatives of the news media, presidents of national unions, members of Congress, leading representatives of foreign governments, State governors, or mayors of large cities.

PURPOSE OF CONTACTS ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives. The personal contacts that serve as the basis for the level selected for this factor must be the same as the contacts that are the basis for the level selected for Factor 6.

1. The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

2. The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

3. The purpose is to influence, motivate, convince, or question persons or groups. Those contacted may be hesitant or skeptical, so the employee must be skillful in approaching the individual or group in order to obtain the desired response.
OR
The purpose is to interrogate or control persons or groups who may be fearful, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

4. The purpose is to justify, defend, negotiate, or settle matters involving significant or controversial issues. Work at this level usually involves active participation in conferences, meetings, hearings, or presentations involv-
ing problems or issues of considerable consequence or import-
ance. The persons contacted typically have diverse
viewpoints, goals, or objectives requiring the employee to
achieve a common understanding of the problem and a
satisfactory solution by convincing them, arriving at a
compromise, or developing suitable alternatives.

**PHYSICAL DEMANDS** covers the requirements and
physical demands placed on the employee by the work as-
ignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements)
and the physical exertion involved in the work (e.g.,
climbing, lifting, pushing, balancing, stooping, kneeling,
crouching, crawling, or reaching). To some extent the
frequency or intensity of physical exertion must also be
considered, e.g., a job requiring prolonged standing in-
volves more physical exertion than a job requiring inter-
mittent standing.

1. The work is sedentary. Typically, the employee may sit
comfortably to do the work. However, there may be some
walking; standing; bending; carrying of light items such as
papers, books, or small parts; driving an automobile,
etc. No special physical demands are required to perform
the work.

2. The work requires some physical exertion such as long
periods of standing; walking over rough, uneven, or rocky
surfaces; recurring bending, crouching, stooping, stretch-
ing, reaching, or similar activities; recurring lifting of
moderately heavy items such as personal computers and
record boxes. The work may require specific, but com-
mon, physical characteristics and abilities such as above-
average agility and dexterity.

3. The work requires considerable and strenuous physical
exertion such as frequent climbing of tall ladders, lifting
heavy objects over 50 pounds, crouching or crawling in re-
stricted areas, and defending oneself or others against
physical attack.

**WORK ENVIRONMENT** considers the risks and dis-
comforts in the employee’s physical surroundings or the
nature of the work assignment and the safety regulations
required. Although the use of safety precautions can
practically eliminate a certain danger or discomfort, such
situations typically place additional demands upon the
employee in carrying out safety regulations and tech-
niques.

1. The work environment involves everyday risks or dis-
comforts that require normal safety precautions typi-
cal of such places as offices, meeting and training
rooms, libraries, and residences or commercial vehi-
cles, e.g.,

use of safe work practices with office equipment, avoid-
ance of trips and falls, observance of fire regulations and
traffic signals, etc. The work area is adequately lighted,
heated, and ventilated.

2. The work involves moderate risks or discomforts that
require special safety precautions, e.g., working around
moving parts, carts, or machines; with contagious diseases
or irritant chemicals; etc. Employees may be required to
use protective clothing or gear such as masks, gowns,
coats, boots, goggles, gloves, or shields.

3. The work environment involves high risks with expo-
sure to potentially dangerous situations or unusual envi-
ronmental stress that require a range of safety and other
precautions, e.g., working at great heights under extreme
outdoor weather conditions, subject to possible physical
attack or mob conditions, or similar situations where con-
ditions cannot be controlled.

**SUPERVISORY DUTIES** describes the level of supervi-
sory responsibility for a position.

1. No supervisory responsibility.

2. A nonsupervisory position. Incumbent sets the pace of
work for the group and shows other workers in the group
how to perform assigned tasks. Commonly performs the
same work as the group, in addition to lead duties. Can
also be called group leader, team leader, or lead worker.

3. Directs staff through face to face meetings. Organiza-
tional structure is not complex and internal and adminis-
trative procedures are simple. Performing the same work
as subordinates is not the principal duty. Typically, this is
the first supervisory level.

4. Directs staff through intermediate supervisors. Internal
procedures and administrative controls are formal. Or-
ganizational structure is complex and is divided into sub-
ordinate groups that may differ from each other as to sub-
ject matter and function

5. Directs staff through two or more subordinate supervi-
sory levels with several subdivisions at each level. Pro-
grams are usually inter-locked on a direct and continuing
basis with other organizational segments, requiring con-
stant attention to extensive formal coordination, clear-
ances, and procedural controls.
Appendix D. Evaluating Your Firm’s Jobs

To compare data on their firm’s jobs with statistics contained in this bulletin, data users need to be able to determine their jobs’ work levels. Using the example of a dental hygienist, this appendix will go through the procedure for determining the work level of a particular job.

To determine the work level of a job, it must be evaluated using the occupational leveling factors. With the information available, such as a written position description and other knowledge of the job, each factor must be reviewed. Comparing that information to the descriptions of each level within a factor as shown in Appendix C, the level best matching the job should be chosen and recorded. (Note that the number of levels varies by factor.)

Occupational leveling: an example

Knowledge
Hygienist must have a dental hygienist license, which requires 2 years of schooling and passage of a technical exam. This is a mid-level hygienist job, which means a worker must have at least 3 years of experience. The procedures are essentially the same every day, such as cleaning teeth, checking gums, and taking x-rays.

Level 4.

Supervision received
Most of the tasks are performed without supervision. For more complicated procedures, such as tooth filling, the dental hygienist assists the dentist.

Level 2.

Guidelines
A hygienist knows which procedure to use for different dental problems. Unusual situations are handled after checking with the supervisor.

Level 2.

Complexity
Each procedure performed leads to the next, for example, examining gums, scraping plaque, then cleaning teeth.

Level 2.

Scope and effect
In terms of process, the dentist’s work follows the hygienist’s. In terms of effect, the hygienist doing a thorough cleaning in preparation for the dentist’s work allows the dentist to do a complete exam and properly treat the patient.

Level 2.

Personal contacts
Patients come to the clinic or occasionally the hygienist will travel to perform work or give a talk at a school.

Level 2.

Purpose of contacts
Most of hygienist’s interaction is with patients; no planning or coordination work is involved.

Level 1.

Physical demands
The work is sedentary.

Level 1.

Work environment
Hygienist must take precautions not to be exposed to x-rays, punctures, etc.

Level 2.

Supervisory duties
A dental hygienist at this level does not supervise anyone.

Level 1.

Assigning points
Once the correct level has been identified within each factor, the points associated with each level are recorded.
Summing the points for all factors gives the total points for the job. Using the factors above and the table at the end of this section showing the points associated with each level within a factor, a sample worksheet was filled out for the dental hygienist position.

**Occupational leveling worksheet**

*Company job title:* Dental Hygienist

<table>
<thead>
<tr>
<th>Factor</th>
<th>Level</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>4</td>
<td>550</td>
</tr>
<tr>
<td>Supervision received</td>
<td>2</td>
<td>125</td>
</tr>
<tr>
<td>Guidelines</td>
<td>2</td>
<td>125</td>
</tr>
<tr>
<td>Complexity</td>
<td>2</td>
<td>75</td>
</tr>
<tr>
<td>Scope and effect</td>
<td>2</td>
<td>75</td>
</tr>
<tr>
<td>Personal contacts</td>
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<td>25</td>
</tr>
<tr>
<td>Purpose of contacts</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>Physical demands</td>
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<tr>
<td>Work environment</td>
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<td>20</td>
</tr>
<tr>
<td>Supervisory duties</td>
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<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
<td><strong>1,020</strong></td>
</tr>
</tbody>
</table>

**Determining the work level**

The following chart takes the point total determined using the worksheet and converts it to an overall work level for the job. There are 15 work levels, based on those used to rank Federal civil service white-collar jobs, each identified by a point range. The 1,020 total points for the dental hygienist job puts it in level 5.

**Point ranges by work level**

<table>
<thead>
<tr>
<th>Level</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>190</td>
<td>254</td>
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<td>4,054</td>
</tr>
<tr>
<td>15</td>
<td>4,055</td>
<td>and up</td>
</tr>
</tbody>
</table>

**Comparing wages**

Once the work level has been identified for a job, wages for that job can be compared to wages for similar jobs at the same work level. BLS publishes hourly wage rates by work level within nine major occupational groups, which are combinations of similar individual occupations. The groups and work levels available vary by area. Employers can also use the data on work levels to compare different jobs in their establishment.

**Points associated with each factor level**

<table>
<thead>
<tr>
<th>Factor</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>50</td>
<td>200</td>
<td>350</td>
<td>550</td>
<td>750</td>
<td>950</td>
<td>1,250</td>
<td>1,550</td>
<td>1,850</td>
</tr>
<tr>
<td>Supervision received</td>
<td>25</td>
<td>125</td>
<td>275</td>
<td>450</td>
<td>650</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Guidelines</td>
<td>25</td>
<td>125</td>
<td>275</td>
<td>450</td>
<td>650</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Complexity</td>
<td>25</td>
<td>75</td>
<td>150</td>
<td>225</td>
<td>325</td>
<td>450</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Scope and effect</td>
<td>25</td>
<td>75</td>
<td>150</td>
<td>225</td>
<td>325</td>
<td>450</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Personal contacts</td>
<td>10</td>
<td>25</td>
<td>60</td>
<td>110</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Purpose of contacts</td>
<td>20</td>
<td>50</td>
<td>120</td>
<td>220</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Physical demands</td>
<td>5</td>
<td>20</td>
<td>50</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Work environment</td>
<td>5</td>
<td>20</td>
<td>50</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supervisory duties</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Note: X indicates that a level is not associated with a given factor. For example, for physical demands, point levels 1, 2, and 3 are the only choices.