## **U.S. Department of Labor Bureau of Labor Statistics**

## **Occupational Requirements Survey**



## State and local government

The Bureau of Labor Statistics publishes statistical tabulations from this survey that may reveal the information reported by individual State and local governments. Upon your request, however, the BLS will hold the information provided on this survey form in confidence.

This report is authorized by law, 31 United States Code §§ 1535/FAR 17.5 of the Economy Act. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.

O.M.B. #1220-0189 Expires 8/31/2021

We estimate that it will take an average of 66 minutes to complete this form, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding this estimate or any other aspect of this survey including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions (1220-0189), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.

ESTABLISHMENT INFORMATION		
Establishment Name		
Schedule Number	Quote Number	
JOB INFORMATION & REQUIREMENTS		Job Description:   Yes   No
Job Title		
# Full-time Employees  # Part-time Employees  Minimum Education	Full-time Work Schedule Part-time Work Schedule	
Experience		
Non-Degree Credentials		
On-the-Job-Training		
CRITICAL JOB FUNCTION & TASKS		
Critical Job Function		
Critical Tasks		
Citted Tasks		

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SUPERVISORY INFORMATI	ON				
<b>Supervisory Duties:</b>	□ None	☐ Lead Worl	ker 🗆 Sup	ervisor	Manager
Frequency of Work Being	Checked: Less than once pe	☐ More than r day, but at leas	1	☐ Once per☐ Less ofter	day n than weekly
Supervisor Present:	Yes □ No	0			
COMMUNICATION & HEAR	ING				
Work Related Comm Speaking: ☐ Up to 2% ☐ 2% up to		o 2/3	more □ Not Pr	`	ntion – % of time) Duration Unknown
Verbal Interactions: ☐ C				ly, but more than one or day  \text{Once per}	-
<b>People Skills:</b> □ Basic	☐ More than	Basic	Working with	the General Public:	□ Yes □ No
Working Around Crowds	: ☐ Yes ☐ No	O	Telework:	☐ Yes ☐ N	0
Hearing In-person Speech:	□ Yes □ No	)	Telephone:	□ Yes □ N	0
Other Remote Speech:	□ Yes □ No	0	Other Sounds:	□ Yes □ N	0
Noise Intensity Level: Personal Protective Ed			□ Loud □ No	□ Very Loud	
COGNITIVE DEMANDS					
Control of Workload:  ☐ Machinery, equipme ☐ People (such as customatical description)			merical performan	nce targets (company	determined)
Work Pace:   Consiste	nt – Fast 🔲 Co	onsistent – Slow	□ Varie	es	
Pause Control (ability to st	tep away): 🗆 Yo	es 🗆 No			
Problem Solving:  ☐ More than once per of ☐ Not every week, but	•	nce per day month	•	y, but at least once p an monthly, includir	

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PHYSICAL DEMA	NDS							
Sitting vs. Standing/Walking  Sit/Stand at Will:   Yes  No								
Sitting (hours or percent)  Standing/Walking (hours or percent)								
						-		
Lifting/Carryin	ng							
Most Weight Ev	er Lifted	lbs.	Items lifted					
					ant			
(Up to 2% of the	Seldom Occasional 2% of the time) (2% up to 1/3 of the time)					Constant (2/3 or more or the time)		
□ None		None		□ None		□ None	or the time;	
☐ Negligible		Negligible		☐ Negligible		□ Negligible		
$\square$ 1 to 10 lbs.		1 to 10 lbs.		☐ 1 to 10 lbs.		☐ 1 to 10 lbs.		
☐ 11 to 25 lbs.		11 to 25 lbs.		☐ 11 to 25 lbs.		☐ 11 to 25 lbs.		
☐ 26 to 50 lbs.		26 to 50 lbs.		☐ 26 to 50 lbs.		□ >25 lbs.		
☐ 51 to 75 lbs.		51 to 75 lbs.	[	□ >50 lbs.				
□ 76 to 100 lbs.		76 to 100 lbs.				1		
□ >100 lbs.		>100 lbs.		Note: Duration	n % = percenta	age of the worke	r's time	
Pushing/Pulli	ng							
	Up to 2%	2% up to 1/3	1/3 up to 2/3	2/3 or More	Not Present	Present, Duration Unknown	One / Both	
Hands/Arms:	Up to 2%	-		2/3 or More	Not Present	Duration	One / Both	
Hands/Arms: Feet/Legs:	•	1/3	2/3			Duration Unknown		
Feet/Legs:		1/3	2/3			Duration Unknown		
Feet/Legs: Reaching/Ma Overhead Reaching:	□ □ anipulation	1/3	2/3			Duration Unknown  Present, Duration		
Feet/Legs: Reaching/Ma	unipulation	1/3	2/3	2/3 or More	Not Present	Present, Duration Unknown  Unknown	One / Both	
Feet/Legs:  Reaching/Ma  Overhead Reaching:  At/Below Shoulder	nnipulation Up to 2%	1/3	2/3	2/3 or More	Not Present	Present, Duration Unknown   Present, Duration Unknown	One / Both	
Feet/Legs:  Reaching/Ma  Overhead Reaching: At/Below Shoulder Reaching: Gross	anipulation Up to 2%	1/3	2/3  1/3 up to 2/3	2/3 or More	Not Present	Present, Duration Unknown  Present, Duration Unknown	One / Both	
Overhead Reaching: At/Below Shoulder Reaching: Gross Manipulation: Fine	anipulation Up to 2%	1/3	2/3  1/3 up to 2/3	2/3 or More	Not Present	Present, Duration Unknown  Present, Duration Unknown	One / Both	

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Postural
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		Up to 29	2% up to 1/3	1/3 up to 2/3	2/3 or More	Procent	Present, Duration Unknown	
Work At/Belo	w Knee Lev	el:						
Stoop Knee Crou Craw	ling: ching:	☐ Yes-Requ ☐ Yes-Requ ☐ Yes-Requ ☐ Yes-Requ	ired □	Yes-Choice Yes-Choice Yes-Choice Yes-Choice	<ul><li>□ No</li><li>□ No</li><li>□ No</li><li>□ No</li></ul>	☐ Unknov ☐ Unknov ☐ Unknov ☐ Unknov	vn vn	
Climbing								
Ramps or Stairs	, Structural:	□ Y	es 🗆 No					
	Up to 2%	2% up to 1/3	1/3 up to 2/3	2/3 or More	Not Present	Present, Duration Unknown	Personal Protective Equipment	
Ramps/Stairs, Work- Related:								
Ladders/ Ropes, or Scaffolds:								
High, Exposed Places:								
Vision  Near Visual Acuity:								
ENVIRONMENTA	ENVIRONMENTAL CONDITIONS							
	Up to 2%	2% up to 1/3	1/3 up to 2/3	2/3 or More	Not Present	Present, t Duration Unknown	Personal Protective Equipment	
Outdoors:								
<b>Extreme Heat</b>								
Extreme Cold:								
Wetness:								
Humidity: Heavy Vibration:								
Hazardous Contaminants:						<u> </u>		
Proximity to Moving Mechanical								

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