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

# Occupational Requirements Survey



The BLS 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 54 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 COLLECTION FORM FOR GOVERNMENT (Work level and scheduling)

Start	Time/End Time:				
Address	# <b>1.</b> Physical A	ddress Person	al Visit Address Mailing Address		
Sche	dule Number(#):				
Com	Company Name:				
Seco	ndary Name (Doi	ng Business As):			
Addre	ess:				
City/S	State/ZIP:				
Address	# <b>2.</b> Physical A	ddress Person	al Visit Address Mailing Address		
Com	Company Name:				
Seco	ondary Name (Do	ing Business As):			
Addr	Address:				
City/	State/ZIP:				
Establis	hment Officials	(Contact List)			
# 1:	Authorizing	Supplying	Title:		
	Telephone #: FAX #:		E-mail: Address:1,2, orCOCMail forms to		
# 2:	Authorizing	Supplying	Title:		
Tele FAX	phone #: #:		E-mail: Address: 1, 2, or COC. Mail forms to		
# 3:	Authorizing	Supplying	Title:		
	phone #:		Email:		
FAX	#:		Address: 1 2 or COC Mail forms to		

#### Central Office Clearance (Complete if clearance and/or data obtained from this source)

Clearance obtained:	Schedule (data) obtained:
Company Name:	
Address:	
City/State/ZIP:	
Remarks	

#### **COMPANY DATA**

Establishment Information (current data)	Schedule #:	
	ample Number:	
Assigned Employment: To	otal Employment:	PSO Employment:
NAICS:		·
Establishment Description:		
Product Description:		
Collection Information		
Field Economist:	Method of Collection	n:
Collection Date:	Payroll Reference D	Pate:
☐ Respondent waived confidentiality ☐ Document obtained (Secondary data source		•
Written Permission: Yes, No	Name and Title of C	Official:
Date of Permission:	Permission on file a	t RO: 🗌 Yes, 🗌 No
Status Establishment Status:	Remarks:	
Usable	Nemarks.	
Refusal		
Out of business		
Out of scope		
☐ No matching jobs		
Duplicate		
SMG Notification		
Reason:	Remarks:	
Ownership/NAICS change		
Part of assigned unit		
Collected unit larger than assigned		
Employment +/- 20% of assigned		
<ul><li>Employment up – business fluctuations</li><li>Sampled employment wrong</li></ul>		
SMG chose establishment subsample		
Overlap (set by system)		
Other discrepancy		
■ □ Other discrepancy		

Remarks	

OCCUPATIONAL REQUIRE	MENTS SUR\	VEY - Leveling Schedule Number:
Quote: Occupation	n:	
Establishment Grade:		SOC:
Establishment Rate Range:		Establishment Job Title:
Non-supervisory☐ Lead☐	Supervisory□	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		
Remarks		

OCCUPATIONAL	REQUIREMENTS SUF	RVEY - Leveling Schedule Number:
Quote:	Occupation:	
Establishment G	Grade:	SOC:
Establishment R		Establishment Job Title:
Non-supervisory	/☐ Lead⊡ Supervisory[	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONM	1ENT	
Remarks		

JOB CONTROLS AND COMPLEXITY CONTACTS	00	CUPATIONA	L REQUIREM	MENTS SU	IRVEY - Leveling	Schedule Number	:	
Establishment Rate Range: Establishment Job Title:  Non-supervisory Lead Supervisory  Factor Level Education, experience, other comments  KNOWLEDGE  JOB CONTROLS AND COMPLEXITY  CONTACTS  PHYSICAL ENVIRONMENT  Remarks		Quote:	Occupation	:				
Establishment Rate Range: Establishment Job Title:  Non-supervisory Lead Supervisory  Factor Level Education, experience, other comments  KNOWLEDGE  JOB CONTROLS AND COMPLEXITY  CONTACTS  PHYSICAL ENVIRONMENT  Remarks		Establishmen	t Grade:			SOC:		
Factor Level Education, experience, other comments  KNOWLEDGE  JOB CONTROLS AND COMPLEXITY  CONTACTS  PHYSICAL ENVIRONMENT  Remarks								
KNOWLEDGE  JOB CONTROLS AND COMPLEXITY CONTACTS  PHYSICAL ENVIRONMENT  Remarks		Non-supervise	ory⊡ Lead⊡ S	Supervisory				
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COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT  Remarks	KNC	WLEDGE						
PHYSICAL ENVIRONMENT  Remarks			ID					
Remarks	CON	ITACTS						
Remarks	PHY	SICAL ENVIRO	NMENT					

Quote Occupati	on:	
Establishment Grade:		
Establishment Rate Rang	e:	Establishment Job Title:
Non-supervisory☐ Lead[	☐ Supervisory☐	
actor	Level	Education, experience, other comments
NOWLEDGE		
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ONTACTS		
HYSICAL ENVIRONMENT		

OCCUPATIONAL REQUIR	EMENIS SUR	RVEY - Leveling Schedule Number:	
Quote: Occupati	on:		
Establishment Grade:		SOC:	
Establishment Rate Range	e:	Establishment Job Title:	
Non-supervisory☐ Lead☐	☐ Supervisory[		
Factor	Level	Education, experience, other comments	_
KNOWLEDGE			
JOB CONTROLS AND COMPLEXITY			
CONTACTS			
PHYSICAL ENVIRONMENT			
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OCCUPATIONAL REQUIR	EMENTS SUF	RVEY - Leveling Schedule Number:	
Quote: Occupat	ion:		
Establishment Grade:		SOC:	
Establishment Rate Rang	e:	Establishment Job Title:	
Non-supervisory☐ Lead[	☐ Supervisory[		
Factor	Level	Education, experience, other comments	
KNOWLEDGE		· •	
JOB CONTROLS AND COMPLEXITY			
CONTACTS			
PHYSICAL ENVIRONMENT			

OCCUPATIONAL REQUIR	EMENTS SURV	EY - Leveling Sch	nedule Number:	
Quote: Occupat	ion:			
Establishment Grade:	_	SOC: _		
Establishment Rate Rang	e:	Establishment Job T	itle:	
Non-supervisory⊡ Lead[	☐ Supervisory☐			
Factor	Level	Education, exp	perience, other comments	
KNOWLEDGE		<u> </u>		
JOB CONTROLS AND COMPLEXITY				
CONTACTS				
PHYSICAL ENVIRONMENT				
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OCCUPATION	IAL REQUIREMENTS SUF	RVEY - Leveling Schedule Number:
Quote:	Occupation:	
Establishme	ent Grade:	SOC:
Establishme	ent Rate Range:	Establishment Job Title:
Non-superv	isory⊡ Lead⊡ Supervisory[	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS A	AND	
CONTRACTS		
PHYSICAL ENVIR	ONMENT	
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### OCCUPATIONAL REQUIREMENTS SURVEY -Schedule Number: **Base Leveling Supervisor Supervisor** 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ Line Supervisor/Manager 1<sup>st</sup> Quote: \_\_\_\_ Occupation: \_\_\_\_ Establishment Grade: SOC: Establishment Rate Range: Establishment Job Title: Highest Level Non-Supervisory Subordinate Position Education, experience, other comments Level **Factor** KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT Remarks

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Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		

Establishment Rate Range: Establishment Job Title:

-	
-	

Remarks

# OCCUPATIONAL REQUIREMENTS SURVEY – Leveling Summary

Leveling Factors	QUOTE 1	QUOTE 2	QUOTE 3	QUOTE 4	QUOTE 5	QUOTE 6	QUOTE 7	QUOTE 8
KNOWLEDGE								
JOB CONTROLS AND COMPLEXITY								
CONTACTS								
PHYSICAL ENVIRONMENT								

Remarks	

### OCCUPATIONAL REQUIREMENTS SURVEY - Work Schedule

Schedule	Number		
Ochicadic	Nullibol.		

Quote #	Work Schedule #	Description/occupation	Hours/day	Hours/week	Weeks/year	Туре

For "Work Schedule #" note also if Alternate work schedule (Only needed for index schedules)

Remarks	