# 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 08/31/2024

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:

٩d	dress # 1.
	Schedule Number(#):
	Company Name:
	Secondary Name (Doing Business As):
	Address:
	City/State/ZIP:

Address # 2.

Physical Address	Personal Visit Address	Mailing Address
Company Name:		
Secondary Name (Doing Bus	siness As):	
Address:		
City/State/ZIP:		

#### Establishment Officials (Contact List)

# 1: Authorizing Supplying	Title:
Telephone #: FAX #:	E-mail: Address: 1, 2, or COC. Mail forms to
# 2: Authorizing Supplying	Title:
Telephone #:	E-mail:
FAX #:	Address: 1, 2, or COC. Mail forms to
# 3: Authorizing Supplying	Title:
Telephone #:	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:


#### COMPANY DATA

Establishment Information (current data)	Schedule #:	
State:	Sample Number:	
Assigned Employment:	Total Employment:	PSO Employment:
NAICS:		
Establishment Description:		
Product Description:		

#### **Collection Information**

Field Economist:	Method of Collection:
Collection Date:	Payroll Reference Date:

Data obtained electronically

Document obtained (Secondary data source)

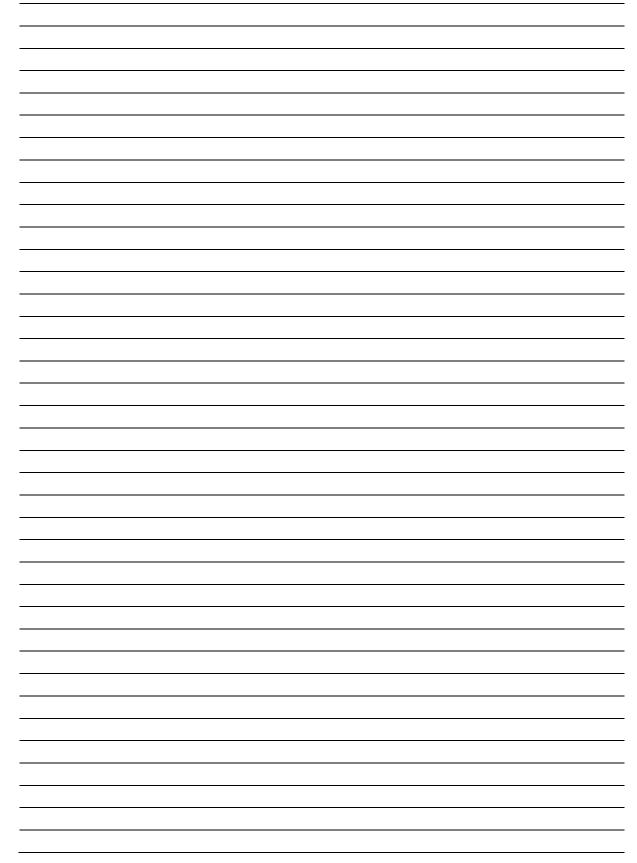
Written Permission: 🗌 Yes, 🗌 No	Name and Title of Official:
Date of Permission:	Permission on file at RO: 🗌 Yes, 🗌 No

#### Status

Establishment Status:	Remarks:
Usable	
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	
Employment up – business fluctuations	
Sampled employment wrong	
SMG chose establishment subsample	
Overlap (set by system)	
Other discrepancy	



OCCUPATIONAL REQU	IREMENTS SUR	VEY - Leveling Schedule Number:
Quote: Occup	pation:	
Establishment Grade:		SOC:
Establishment Rate Ra	nge:	Establishment Job Title:
Non-supervisory Lea	d Supervisory	]
· · ·	d Supervisory	Education, experience, other comments
Non-supervisory⊡ Lea Factor KNOWLEDGE		-
Factor		-

PHYSICAL ENVIRONMENT

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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			

PHYSICAL ENVIRONMENT

JOB CONTROLS AND COMPLEXITY

CONTACTS

OCCUPATIONAL REQUIRE	EMENTS SURVEY - Leveling	Schedule Number:
Quote: Occupatio	on:	
Establishment Grade:		SOC:
Establishment Rate Range	: Establishme	ent Job Title:
Non-supervisory Lead	] Supervisory	
Factor	Level Educ	cation, experience, other comments
Factor KNOWLEDGE	Level Educ	cation, experience, other comments
	Level Educ	cation, experience, other comments
KNOWLEDGE JOB CONTROLS AND	Level Educ	cation, experience, other comments


OCCUPATIONAL REQUIRE	MENTS SURVEY - Leveling Schedule N	lumber:
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		

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OCCUPATIONAL REQUI	REMENTS SU	RVEY - Leveling Schedule Number:
Quote: Occupa	ation:	
Establishment Grade:		SOC:
Establishment Rate Ran	ge:	Establishment Job Title:
Non-supervisory Lead	I Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		


OCCUPATIONAL REQUIR	EMENTS SURVEY - Leveling	Schedule Number:
Quote: Occupati	on:	
Establishment Grade:		SOC:
Establishment Rate Range	e: Establishm	ent Job Title:
Non-supervisory Lead		
·····		
Factor		cation, experience, other comments
· · ·		cation, experience, other comments
Factor		ication, experience, other comments
Factor KNOWLEDGE JOB CONTROLS AND		cation, experience, other comments


OCCUPATIONAL REQUIRE	EMENTS SURVEY	- Leveling Schedule Numb	er:
Quote: Occupatio	on:		
Establishment Grade:		SOC:	
Establishment Rate Range	: Е	stablishment Job Title:	
Non-supervisory Lead	] Supervisory		
Factor	Level	Education, experience, othe	r comments
Factor KNOWLEDGE	Level	Education, experience, othe	r comments
	Level	Education, experience, othe	r comments
KNOWLEDGE JOB CONTROLS AND	Level	Education, experience, othe	r comments

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OCCUPATIONAL REQUIR	EMENTS SURVE	EY - Leveling	Schedule Numbe	er:
Quote: Occupati	on:			
Establishment Grade:		S0	C:	
Establishment Rate Range	e:	Establishment	Job Title:	
Non-supervisory Lead	] Supervisory			
Factor	Level	Educatio	on, experience, other	comments
Factor KNOWLEDGE	Level	Educatio	on, experience, other	comments
	Level	Educatio	on, experience, other	comments
KNOWLEDGE JOB CONTROLS AND	Level	Educatio	on, experience, other	comments


#### OCCUPATIONAL REQUIREMENTS SURVEY – Base Leveling Supervisor

Schedule Number:

# 

Highest Level Non-Supervisory Subordinate Position

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



# **OCCUPATIONAL REQUIREMENTS SURVEY** – Leveling on Duties and Responsibilities of Supervisor

Schedule Number:

Supe	ervisor				
1 <sup>st</sup> 🗌	2 <sup>nd</sup>	3 <sup>rd</sup>	Line Supervisor/Manager		
	Quote:	Occup	ation:		
	Establishment	Grade:		SOC:	
	Establishment	Rate Rar	nge: Es	tablishment Job Title:	

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



#### OCCUPATIONAL REQUIREMENTS SURVEY – Leveling Summary

Schedule Number:

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								


# OCCUPATIONAL REQUIREMENTS SURVEY - Work Schedule

Schedule Number:

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)

