U.S. Department of Labor Bureau of Labor Statistics

Occupational Requirements Survey



The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

This report is authorized by law, 29 U.S.C. 9. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.

1, 2, or COC. Mail forms to

O.M.B. #1220-0189 Expires 8/31/2018

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.

	ON FORM FOR PRIVATE INDUSTRY
Start Time/End Time:	
Address # 1.	
	al Visit Address Mailing Address
Schedule Number(#):	
Company Name:	
Secondary Name (Doing Business As):	
Address:	
City/State/ZIP:	
Address # 2. Physical Address Persona	al Visit Address Mailing Address
Company Name:	
Secondary Name (Doing Business 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 #: FAX #:	E-mail: Address: 1, 2, or COC. Mail forms to
# 3: Authorizing Supplying	Title:
Telephone #:	Email:

FAX #:

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	
_	
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COMPANY DATA

Establishment Information (current data)	Schedule #:	
State:	Collection Panel:	Sample Number:
Assigned Employment:	Total Employment:	PSO Employment:
NAICS:		•
Establishment Description:		
Product Description:		
Collection Information		
Field Economist:	Method of Collecti	on:
Collection Date:	Payroll Reference	Date:
	.,	
Respondent waived confidentiality		d electronically
Document obtained (Secondary data sour	,	
Written Permission: Yes, No	Name and Title of	Official:
Date of Permission:	Permission on file	at RO: Yes, No
Status (IDC Wage) Establishment Status: Usable On strike Vacant Temporary non response	Remarks:	
☐ Refusal ☐ Out of business ☐ Out of scope ☐ Abolished		
☐ No matching jobs		
Duplicate		
SMG Notification		
Reason: Ownership/NAICS change	Remarks:	
☐ 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		

Remarks	

Quote:	Occupation:	<u> </u>
Establishme	ent Grade:	SOC:
Establishme	ent Rate Range:	Establishment Job Title:
Non-superv	isory⊡ Lead⊡ Super	rvisory□
Factor	Lev	rel Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS A	AND	
CONTACTS		
PHYSICAL ENVIR	ONMENT	
Remark	S	

	n:		
Establishment Grade:			
Establishment Rate Range	:	Establishment Job Title:	
Non-supervisory☐ Lead☐	Supervisory]	
Factor	Level	Education, experience, other comments	
KNOWLEDGE			
JOB CONTROLS AND COMPLEXITY			
CONTACTS			
PHYSICAL ENVIRONMENT			

OCCUPATIONAL	REQUIREMENTS SU	JRVEY - Leveling Schedule Number:
Quote:	Occupation:	
Establishment (Grade:	SOC:
Establishment F		Establishment Job Title:
Non-supervisory	y∐ Lead∐ Supervisory	√ □
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRON	MENT	
Remarks		

	AL REQUIREMENTS SUR\ Occupation:	
	nt Grade:	
	nt Rate Range:	Establishment Job Title:
Non-supervi	sory Lead Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS A	ND	
CONTACTS		
PHYSICAL ENVIR	ONMENT	
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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
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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COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT Remarks
PHYSICAL ENVIRONMENT Remarks
Remarks
Remarks

Quote:	Occupation:	
Establishme	nt Grade:	SOC:
Establishme	nt Rate Range:	Establishment Job Title:
Non-supervi	sory Lead Supervisory	
Factor	Level	Education, experience, other comments
NOWLEDGE		
OB CONTROLS A	ND	
CONTACTS		
PHYSICAL ENVIR	ONMENT	
Remark		

OCCUPATIONAL REQUIR	EMENTS SUI	RVEY - Leveling Schedule Number:
Quote: Occupat	ion:	
Establishment Grade:		SOC:
Establishment Rate Rang		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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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		
CONTRACTS		
PHYSICAL ENVIRONM	MENT	

OCCUPATIONAL REQUIREMENTS SURVEY – Schedule Number: Base Leveling Supervisor Supervisor

Supervisor		
1 st 2 nd 3 rd Li	ne Supervisor/Manager	
Quote: Occupatio	n:	
Establishment Grade:		SOC:
Establishment Rate Range	: Esta	ablishment Job Title:
Highest Level Non-Supervisory Sub	ordinate Position	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		
Remarks	-	
-		

OCCUPATIONAL REQUIREMENTS SURVEY -

OCCUPATIONAL REQUIREME Leveling on Duties and Responsibili		Schedule Number:	
Supervisor			
1 st 2 nd 3 rd Line S	upervisor/Manager		
Quote: Occupation:		<u> </u>	
Establishment Grade:		SOC:	
Establishment Rate Range:	Establish	ment Job Title:	
Factor	Level E	ducation, experience, other comments	
KNOWLEDGE		adodnon, experience, euror commente	
JOB CONTROLS AND COMPLEXITY			
CONTACTS			
PHYSICAL ENVIRONMENT			
Remarks			_
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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								

Remarks

OCCUPATIONAL REQUIREMENTS SURVEY - Work Schedule

Schedule Numl	oer.	
Ochicadic Nami	JCI.	

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	