Excerpted from "Revising the Standard Occupational Classification."
Full text available at www.bls.gov/soc

General timeline for the SOC revision. Revising the SOC is a multi-year process -- the 2010 revision took about 5 years. For the 2018 revision, the SOC Policy Committee began planning in early 2012, and expects to solicit public input through the first *Federal Register* notice in spring 2014. This process is expected to lead to publication of the proposed revision for public comment through the second *Federal Register* notice in spring 2015 and publication of the final 2018 SOC structure in spring 2017.

Input Requested by the SOC Policy Committee

In considering recommendations for the 2018 revision – especially recommendations for new occupations – the SOC Policy Committee needs information to help it evaluate the recommendation in light of the Classification Principles and the Coding Guidelines.

The following types of information are particularly important:

1. Nature of the work performed. What duties do the workers in the occupation perform? Which duties are common to all jobs in the occupation and would therefore appear in the "required duties" statement in the occupation definition (as illustrated in Figure 1). What duties are frequent but not performed by all workers and might be identified in "may" statements in the occupation definition. Are there supervisory or management duties? If so, what types of workers are supervised and what types of management activities are performed? For revisions to existing occupations, is the work described in the SOC definition accurate and up to date?

2. How the work performed is distinct from other detailed occupations in the SOC. Does the same or similar work appear in other SOC occupations? If so, how is the proposed occupation distinct? What changes should be made to existing SOC occupations that have the same or similar work?

3. Job titles. What job titles are commonly used by workers in this occupation? Are these titles unique to the proposed occupation? Are titles listed in the Direct Match Title File actually in use? Are there other titles that should be included in the file?

4. Indications of the number of jobs or workers in the occupation. Information on employment size and expected growth is helpful in evaluating the proposed occupation against Classification Principle 9 concerning collectability.

5. Types of employers. In what industries does this occupation occur? This information is useful in understanding the nature of the work performed as well as evaluating collectability.

6. Education and training. What education and training are typically required for workers to be able to perform this occupation? What types of schools or training providers offer this education or training? How long does the education or training take? What degrees or other credentials are generally required, if any? Identification of specific education and training programs and institutions is helpful.

7. Licensing. Are licenses usually required? Identification of specific licenses and licensing agencies is helpful.

8. Tools and technologies. What tools and technologies are generally used by workers in performing the occupation? Are the tools and technologies mentioned in existing SOC occupation definitions accurate and up to date?

9. <u>Professional or trade associations and unions</u>. Are there professional or trade associations or labor unions related to the proposed occupation? Identification of specific associations or unions is helpful.

How to provide input to the 2018 SOC revision

The comments and recommendations from organizations and individuals who respond to the *Federal Register* notices are likely to comprise the bulk of the information the SOC Policy Committee will use in developing recommendations to OMB. Thus, the SOC Policy Committee encourages potential commenters to consider the following activities:

1. Carefully review the Classification Principles and Coding Guidelines. As these provide benchmarks for the SOC Policy Committee's reference in developing its recommendations. Comments that reflect these principles and guidelines are more relevant.

2. Carefully review the elements of a detailed SOC occupation, shown in Figure 1 of "Revising the Standard Occupational Classification" available at www.bls.gov/soc.

3. Review the "***Input Requested by the SOC Policy Committee***" section above. Provide specific and detailed information and documentation that addresses — as much as possible — the types of information described in that section.

4. Provide information on the nature of the work performed, including specific activities and tasks. This is the most important type of information. Indications of activities that are required of all workers and those that "may" be performed by the worker are also helpful.

5. Prepare well-organized and concise comments. Remember that the SOC Policy Committee will likely be reviewing hundreds of comments.

<u>All comments should be submitted as responses to the *Federal Register* notices,</u> using the submittal procedures described in the notices. This will ensure comments and recommendations are included on the dockets that the SOC Policy Committee will review.

The SOC Policy Committee encourages those interested in commenting, as well as others, to monitor the SOC revision process on the SOC website at www.bls.gov/SOC. On this site, you can subscribe to receive e-mail updates. You can also review SOC materials, including the 2010 SOC, the Direct Match Title File, the 2010 SOC Classification Principles and Coding Guidelines, the *Federal Register* notices for the 2010 revision, and more.