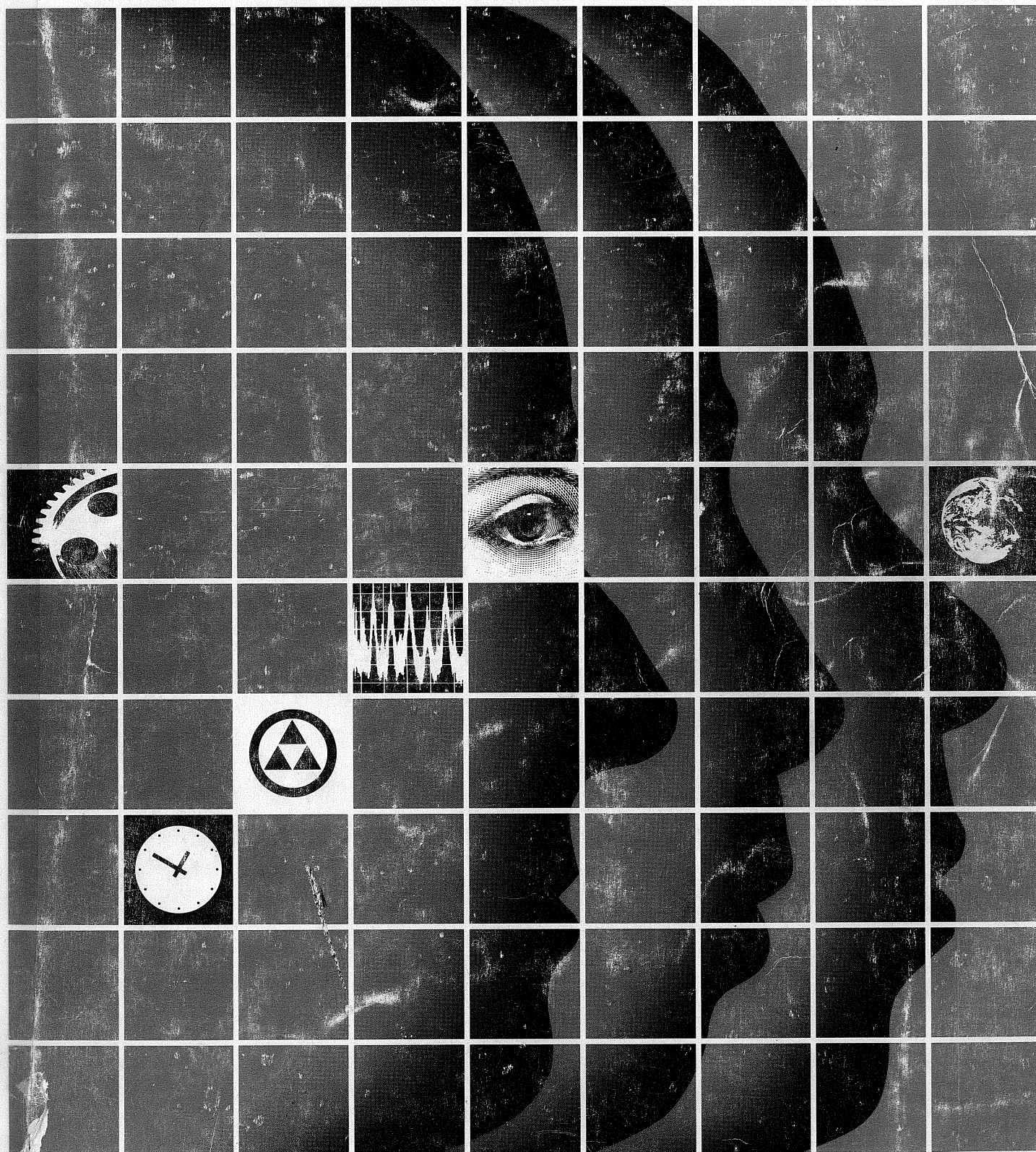


The Revised Handbook for Analyzing Jobs



U.S. Department of Labor
Employment and Training Administration
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INTRODUCTION

The *Handbook for Analyzing Jobs* (HAJ) contains the methodology and benchmarks used by the cooperative Federal-State Occupational Analysis Program in gathering and recording information about jobs. Major Occupational Analysis products include the *Dictionary of Occupational Titles* which contains occupational definitions of some 13,000 occupations, *Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles*, and the *Guide for Occupational Exploration*. All of these publications are available from the U.S. Government Printing Office.

Since the first edition of the *Handbook* was published in 1944, changes and improvement in occupational analysis methodology have resulted in periodic revisions. This, the fourth revision, has been used by staff of State Occupational Analysis Field Centers since 1984. During this time, analysts have continued to refine the *Handbook* in order to reduce ambiguities and further refine procedures to facilitate accurate and consistent gathering, synthesis, interpretation, and reporting of occupational information. The methodology documented here was used in the *Dictionary of Occupational Titles, 4th Edition (Revised)* published in 1991.

Although many individuals made invaluable contributions, the lead Occupational Analysis Field Center in North Carolina is primarily responsible for formulating and refining this edition of the *Handbook for Analyzing Jobs*.