



The Revised Handbook for Analyzing Jobs



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CHAPTER 14

THE JOB ANALYSIS REPORT

The Job Analysis Report (JAR) serves a dual purpose as the basic tool for: 1) structuring the analysis and 2) recording data. All items on the report should be completed. When information is not available for a specific item, enter "none" by the item. Reference should not be made to another JAR for information, such as the definition of a term, a description of a machine, or a comment. All attachments, such as drawings and diagrams, should be attached with pages numbered in sequence. All establishment job titles mentioned in any section of the JAR should begin with initial capital letters, except where otherwise specified. Additionally, all codes, estimates, and ratings should be internally consistent and supported by narrative information where required. When it is necessary to present additional information, Continuation Sheets will be used and interspersed in such a manner so as not to interrupt the flow of reading the report.

PROCEDURE FOR PREPARING THE JAR

ID NO.

The identification number of the JAR consists of the Establishment Number appearing on the Staffing Table Face Sheet (Chapter 16) plus a sequential number, starting with number 1, identifying the JAR. For example, the first of 20 JAR's for establishment number 362-99-1145 would be 362-99-1145-1 and the last, 362-99-1145-20. This ID NO. is recorded at the top, left-hand corner of each page of the report to identify each page in a document.

Item 1. Establishment Job Title

Record all job titles by which the job is known in the establishment. Enter the most commonly used title in initial capital letters and all other titles in lower case letters. Separate the job titles with semicolons. When an establishment job title is ambiguous, enter a descriptive title in parentheses and discuss the title under Item 18. General Comments. For example, a descriptive title of "drill press operator" recorded in parenthesis provides more information than a non-specific establishment job title of "machine operator".

Item 2. DOT Title, Industry Designation, and Code

When appropriate, all three blanks in this item will be completed; however, as noted in case 3 below, there are times when some of the blanks will not contain an entry.

Code the job according to the occupational classification structure used in the DOT. The Work Field and MPSMS components represent the primary basis for classifying the job according to the Occupational Group Arrangement (the first three digits of the code) in the DOT. Other considerations include generic occupational relationships and industry (*Standard Industrial Classification Manual*).

OCCUPATIONAL GROUP (first three digits): Three steps are necessary to determine the first three digits. 1) Read the definition of the occupational categories to locate the proper one. 2) Read the definitions of the divisions within the category selected and choose the appropriate one. 3) Finally, read the definitions of the groups within the specific division.

WORKER FUNCTIONS (second three digits): In the code, these digits reflect the relationships of the job to Data, People, and Things, respectively.

DOT TITLE and INDUSTRY DESIGNATION: Review definitions listed in the Fourth Edition DOT under the code selected for the first three digits. This review may reveal three situations which are described below.

1. When the description of duties for the job analyzed is identical in all significant aspects to a published definition, record the Title, Industry Designation, and 9-digit code shown in the DOT.
2. When the job is identical in all significant aspects to a published definition but the code assigned varies from the published DOT code, enter the DOT Title and Industry Designation as indicated above. Enter the 9-digit code from the DOT followed by the analyst's assigned 6-digit code in parentheses. Discuss the reasons for any variance in Item 18. General Comments.
3. When the job is not identifiable to a definition within the Occupational Group Arrangement, record the six-digit code. No entries are made in the DOT Title and Industry Designation spaces.

When a job is studied to obtain detailed information to support an Occupational Code Request (OCR), enter information in the blanks for DOT Title, Code, and Industry Designation as follows:

1. When the description of duties for the job analyzed is identical in all significant aspects to the OCR definition, record the Title, Industry Designation, and nine-digit code of the OCR in the appropriate spaces.
2. When the job is identical in all significant aspects to the OCR definition but the code assigned by the analyst varies from the OCR code, enter the OCR Title and the Industry Designation as indicated above. Enter the nine-digit code of the OCR followed in parentheses by the analyst's assigned six-digit code. Discuss the reasons for the code variance in Item 18. General Comments.
3. When the job is not identifiable to a definition within the Occupational Group Arrangement or to the OCR, record the six-digit code in the appropriate space and leave the DOT Title and Industry Designation spaces blank.

Item 3. DOT Industry Assignment

Enter the code and abbreviated title of the DOT Industry assigned for study. For those instances where the JAR is not generated from a DOT Industry study assignment, enter the DOT Industry for the job studied.

Item 4. SIC Code and Title

Enter the four-digit code and short title from the *Standard Industrial Classification Manual* (SIC) for the four-digit classification of the major activity of the establishment. The major activity is based upon the principal final product or service of the establishment and not upon a product or service that is consumed or used during the process(es) of obtaining the final product or service. The primary four-digit SIC Code and Title entered on the JAR must match the four-digit SIC Code and Title used on the Staffing Table Face Sheet. The short SIC Titles are listed in Part II of the SIC Manual.

Item 5. SOC Code and Title

Enter the four-digit code and title of the unit group definition from the *Standard Occupational Classification* (SOC) Manual that best describes the job. When the SOC classification structure is not defined to unit groups, enter the major or minor group code as a four-digit number by using trailing zeros. For example, when the establishment job is best represented by the major group of Registered Nurses, enter 2900 rather than 29.

Item 6. GOE Code and Title

Enter the six-digit code and title of the occupational subgroup that fits the job. See Chapter 11, Guide for Occupational Exploration.

Item 7. Job Summary

Enter a brief, yet comprehensive, statement to provide the reader with the purpose and nature of the job. The sentence must reflect the significant Worker Function(s); Work Field(s); MPSMS; and when applicable, must reflect MTEWA. See Chapter 13, Writing Job Summaries and Descriptions of Tasks.

Item 8. Work Performed Estimates

During the observation/interview, the analyst should relate all of the worker's activities to the definitions of the Work Performed factors. This process will facilitate further analysis and evaluation of the information about the worker's activities so that the subsequent analysis of a job fits the accepted structure. After determining those factors important for job performance, record the data in the appropriate spaces for this item. Compare these selections and ratings with the data presented in Item 16, Description of Tasks, to ensure that each reflects the other and that no essential information is omitted.

WORKER FUNCTIONS: Select the Data, People, and Things Worker Functions that best characterize the job as a whole, and enter the appropriate code in each space provided. Circle the captions, Data, People, or Things, to indicate those which are significant in the job. Worker Functions are fully discussed in Chapter 3.

WORK FIELDS: Enter one or more of the Work Fields (Chapter 4) that most adequately encompasses the specific methodology(ies) that reflect the major objective of the job-worker situation. Although it is possible to select more than one Work Field, this is not necessary when one is adequately comprehensive.

MPSMS: Enter the code and title of one or more MPSMS classifications (Chapter 5) that reflect the major areas of worker involvement. Use the exact titles of MPSMS categories rather than the specific examples presented in the Alphabetical Listing of MPSMS. Group titles and codes (ending in zero) should be used when three or more categories of a group apply.

Item 9. Worker Characteristics Estimates

During the observation or interview, the analyst should identify the worker characteristics important in job performance. These estimates are expressed in terms of job characteristics or preferences, not worker qualifications. These selections should then be compared with the data presented in Item 16, Description of Tasks, to ensure that each reflects the other and that no essential information is omitted.

Enter in the spaces provided for the Worker Characteristic components of GED (Reasoning, Math, and Language), SVP, Temperaments, and Aptitudes the level or factor that the job requires of the worker. Transcribe from the PD and EC sections: 1) codes N, O, F, or C which represent the frequency (Not Present, Occasionally, Frequently, or Constantly) of each factor in the job; and 2) the noise intensity level which best represents the job setting.

Item 10. Formal Education

This is education of an academic nature required by the employer that is obtained in elementary school, high school, or college. Using the table below, enter the single-digit code that corresponds to the highest level of schooling required by the employer for the job.

Code	Level of Formal Education
1	less than high school
2	high school diploma/GED
3	one year certificate from college or technical school
4	associate's degree (A.A.) or equivalent obtained at a two-year college or technical school
5	bachelor's degree (B.A.) or equivalent obtained at a four-year college or university
6	fifth year teaching certificate from a college or university
7	master's degree (M.A.) or equivalent
8	Ph.D or equivalent

Item 11. Vocational Preparation

There are six modes of vocational preparation. Each item should be completed with the employer's requirements as follows:

College: Record the degree, major field of study, and subjects required and the number of years of college training. Include graduate and undergraduate work. Enter the amount of time typically required to obtain the degree.

Vocational Education: Enter the number of years and courses that are oriented towards a specific vocational objective. Include both public and private secondary and post-secondary vocational training offered in schools outside the traditional college setting.

Apprenticeship: Enter the length, name, and type of apprenticeship.

Inplant Training: Enter the length of the training time and the nature and content of such courses given by the employer in organized classroom study. (The classroom may or may not be physically located at the establishment.) Do not include orientation or break-in time required for a worker to become familiar with the work place.

On-The-Job Training: Enter the length of time spent training an inexperienced worker to become fully qualified. Again, do not include orientation time.

Performance on Other Jobs: Identify the job(s) in this or other establishments in which the worker acquires knowledge and training to qualify for the job being studied; specify the length of time required for this training. (If the employer has experience requirements that in the analyst's judgment are not related to vocational preparation, these requirements, including job title and length of experience, should be explained in the General Comments section.) Make sure that any experience requirements are reflected on the Staffing Table.

Enter "none" for items not applicable. See Chapter 8 Specific Vocational Preparation for instructions for calculating SVP.

Item 12. Certification

List licenses, certification, or registration which indicate attainment of a recognized level of competence and which meet Federal, State, or local requirements and are required for employment in the job.

Item 13. Relation to Other Jobs and Workers

Promotions: Through interviews with company officials and interviews with and observations of employees, ascertain the promotional policies of the establishment.

Promotion From: Record one of the following four entries:

1. When there is an accepted policy, enter establishment job title(s) from which workers are promoted into the job studied.
2. Enter "bid system" when the establishment uses a bid system for the job studied.
3. Enter "entry job" when no experience is necessary in another job in that establishment. (When a worker is not required to have any experience in that establishment but is required to have occupational experience in another establishment or to have specific training, enter that information in Item 11, Vocational Preparation with an explanation in Item 18, General Comments.)
4. Enter "none" when there is no establishment promotional policy.

When "bid system" or "none" is entered and the analyst can determine the promotional path most establishment workers follow to reach the studied job, also enter "see comments" and record explanatory information in the General Comments section.

Promotion To: Record one of the following three entries:

1. When there is an accepted policy, enter establishment job title(s) to which workers are promoted from the job studied.
2. Enter "bid system" when the establishment uses a bid system.
3. Enter "none" when there is no establishment promotional policy.

When "bid system" or "none" is entered and the analyst can determine the path most establishment workers follow when promoted from the studied job, also enter "see comments" and record explanatory information in the General Comments section.

Supervision and Direction Received: Enter the establishment job title of the worker from whom supervision or direction is received. This title identifies the worker who has authority to issue specific, detailed instructions or is responsible for workers during job performance. When appropriate, also enter the title of the intermediary, such as group leaders or senior employees, from whom directions are received. (An entry for this item does not automatically require a Worker Function rating of Level 3 (Supervising) for the job of the worker who gives supervision or direction.)

Supervision or Direction Given: Enter the establishment job title(s) of the worker(s) to whom supervision or direction is given.

Item 14. Machines, Tools, Equipment, and Work Aids

Describe all machines, tools, equipment, and work aids used by the worker. Include the size, approximate weight, and identifying information. Those which are commonly known to the lay person must be listed, separated by a semicolon; but need not be described. For a sample Item 14 see Appendix C.

Item 15. Materials and Products

List the raw material(s) or finished product(s) with which the worker is involved. Define any of these which are not common or have a unique application as used in the job.

Item 16. Description of Tasks

Describe in concise form the tasks performed, following the concepts and procedures outlined in Chapter 13. Each description must designate the worker's actions and the results accomplished; the machines, tools, equipment, or work aids used; materials, products, subject matter, or services involved; and the requirements made of the worker. This description must provide a basis for and be compatible with the assignment of Work Performed and Worker Characteristics estimates.

Item 17. Definition of Terms

Define all terms which are not readily understood by the lay person who is not familiar with the job.

Item 18. General Comments

Enter any comments or explanations necessary to expand upon the information presented in any of the previous items. The analyst should keep in mind the following:

1. All comments should bear a cross-reference to the section to which they relate.
2. Statements of opinion as opposed to statements of fact must be stated as such. The reasoning on which such opinion is formulated must be explained.
3. The General Comments section should be reserved for pertinent information for which there is no specific space allotted; information which can appear under other items should appear there.

PROCEDURE FOR RECORDING ESTABLISHMENT JOB TITLES AND DOT TITLES

1. Unless specified to be in all lower case letters, Establishment Job Titles should be recorded in initial capital letters. This includes the JAR, Staffing Table, and Narrative Report. Initial capital letters should also be used in Narratives when referring to departments by name.
2. DOT Titles are always recorded in all capital letters wherever they are used.
3. Unless stated otherwise in the instructions for completing a specific item, wherever DOT titles are used, they are to include the Title; DOT Industry in parenthesis; and nine-digit Code. They also are to be entered in that order when used in Item 16, Description of Tasks.

The five next pages contain a sample Job Analysis Report

1. Estab. Job Title(s) _____

2. DOT Title _____
Ind. Desig. _____ Code _____
3. DOT Ind. Assign. _____
4. SIC Code & Title _____

5. SOC Code & Title _____
6. GOE Code & Title _____
7. JOB SUMMARY:

8. WORK PERFORMED ESTIMATES

Worker Functions Data _____ People _____ Things _____

Work Fields _____

MPSMS _____

9. WORKER CHARACTERISTICS ESTIMATES

GED: R _____ M _____ L _____ SVP _____ Temperaments _____

Aptitudes	G	V	N	S	P	Q	K	F	M	E	C
Level											

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
PD																				
EC																				

10. Formal Education _____

11. Vocational Preparation

a. College Courses _____

b. Vocational Education Courses _____

c. Apprenticeship _____

d. Inplant Training _____

e. On-the-job Training _____

f. Performance on Other Jobs _____

Length

12. Certification:

Licenses, etc. _____

13. Relation to Other Jobs and Workers

Promotion: From _____ to _____

Supervision or Direction Received (title) _____

Supervision or Direction Given (titles) _____

14. Machines, Tools, Equipment, and Work Aids

15. Materials and Products

16. Description of Tasks

17. Definition of Terms

18. General Comments

