# **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.

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 8/31/2021

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 PRIVATE INDUSTRY (Work level and schedule)

S	tart Time/End Time:	
ddr	ess # 1.	
_		onal Visit Address Mailing Address
	schedule Number(#):	
С	Company Name:	
S	secondary Name (Doing Business As):	
А	ddress:	
С	city/State/ZIP:	
- ddr	ess # 2.	
luur		onal Visit Address Mailing Address
C	Company Name:	
S	Secondary Name (Doing Business As):	
Α	Address:	
C	City/State/ZIP:	
stak	blishment Officials (Contact List)	
	# 1: Authorizing Supplying	Title:
	Telephone #: =AX #:	E-mail: Address:1,2, orCOCMail forms to
_	# 2: Authorizing Supplying	Title:
	Telephone #: FAX #:	E-mail: Address:1,2, orCOCMail forms to
#	# 3: Authorizing Supplying	Title:
	Telephone #: =AX #:	Email: 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:
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	Remarks
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#### **COMPANY DATA**

Establishment Information (current data)	Schedule #:
	ample Number:
	otal Employment:
NAICS:	
Establishment Description:	
Product Description:	
Collection Information	
Field Economist:	Method of Collection:
Collection Date:	Payroll Reference Date:
☐ Respondent waived confidentiality ☐ Document obtained (Secondary data source)	Data obtained electronically  ce)
Written Permission: Yes, No	Name and Title of Official:
Date of Permission:	Permission on file at RO: Yes, No
Status (IDC Wage) 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	

Remarks	

OCCUPATIONAL REQUIREM	MENTS SUR	RVEY - Leveling Schedule Number:
Quote: Occupation:		
Establishment Grade:		SOC:
Establishment Rate Range:		Establishment Job Title:
Non-supervisory Lead S	Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONMENT		
Remarks		

OCCUPATIONAL REQUIREN	IENTS SURV	/EY - Leveling Schedule Number:	
Quote: Occupation:			
Establishment Grade:		SOC:	
Establishment Rate Range:		Establishment Job Title:	
Non-supervisory Lead S	Supervisory		
Factor	Level	Education, experience, other comments	
KNOWLEDGE		·	
JOB CONTROLS AND COMPLEXITY			
CONTACTS			
PHYSICAL ENVIRONMENT			
Remarks			

OCCUPATIONAL REQUIRE	MENIS 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			
JOB CONTROLS AND COMPLEXITY			
CONTACTS			
PHYSICAL ENVIRONMENT			

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OCCUPATIONAL REQUIREN	IENTS SUR\	/EY - Leveling	Schedule Nu	mber:	
Quote: Occupation:			_		
Establishment Grade:		5	SOC:		
Establishment Rate Range:		Establishment	Job Title:		
Non-supervisory Lead S	Supervisory				
Factor	Level	Educa	ation, experience,	other comments	
KNOWLEDGE			•		
JOB CONTROLS AND COMPLEXITY					
CONTACTS					
PHYSICAL ENVIRONMENT					

OCCUPATION	AL REQUIREMEN	TS SURVEY - Leveling Schedule Number:	
Quote:	Occupation:		
Establishmer	nt Grade:	SOC:	
Establishmer	nt Rate Range:	Establishment Job Title:	
Non-supervis	sory Lead Supe	rvisory	
Factor	L	evel Education, experience, other comments	٦
KNOWLEDGE			
JOB CONTROLS / COMPLEXITY	AND		
CONTACTS			
PHYSICAL ENVIR	ONMENT		_

OCCUPATIONAL REQUIR	EMENTS SUR	VEY - Leveling Schedule Number:
Quote: Occupati	on:	
Establishment Grade:		SOC:
Establishment Rate Rang	e:	Establishment Job Title:
Non-supervisory Lead	Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTRACTS		
PHYSICAL ENVIRONMENT		
Remarks		

## **OCCUPATIONAL REQUIREMENTS SURVEY -**Schedule Number: **Base Leveling Supervisor Supervisor** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Line Supervisor/Manager Quote: \_\_\_\_ Occupation: \_\_\_\_ Establishment Grade: \_\_\_\_\_ SOC: \_\_\_\_ Establishment Rate Range: Establishment Job Title: Highest Level Non-Supervisory Subordinate Position **Factor** Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT **Remarks**

### OCCUPATIONAL REQUIREMENTS SURVEY -Schedule Number: Leveling on Duties and Responsibilities of Supervisor **Supervisor** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Line Supervisor/Manager Quote: Occupation: Establishment Grade: \_\_\_\_\_ SOC: \_\_\_\_ Establishment Rate Range: Establishment Job Title: Factor Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTACTS PHYSICAL ENVIRONMENT Remarks

## OCCUPATIONAL REQUIREMENTS SURVEY – Leveling Summary

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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 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)

Remarks