U.S. Department of Labor Bureau of Labor Statistics

Occupational Requirements Survey



Private	Industry

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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 #/##/####

We estimate that it will take an average of 66 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.

Schedule number:	Start:	End:
Total Employment:		

	Selected Occupations	Occ. Emp.	FT/PT	U/N	T/I	SOC
1						
2						
3						
4						
5						
6						
7						
8						

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Schedule/Quote:	Work Schedule:
Overte Deteile	

Quote Details			
Job Title:		Job Description: (Y/I	N)
Job Observation (circle):	Yes - requested	Yes - offered	No
Critical Job Function:			

Job Tasks/Notes

COGNITIVE ELEMENTS - Supervision

1.	How frequently is work checked in this job by a supervisor or lead worker?
	(A) More than once per day
	(B) Once per day
	(C) Less often than once per day, but at least once per week
	(D) Less often than weekly
	Enter the appropriate letter answer for each quote.
	Quote Number 1 2 3 4 5 6 7 8
	Work Rev Freq
2.	Are Supervisors or lead workers generally present in the same physical work area as workers?
	Quote Number 1 2 3 4 5 6 7 8
	Yes
	No
COG	NITIVE ELEMENTS - Pace
1.	What <u>most</u> controls the work load for this job during the normal workday or work week?
	(A) Machinery, Equipment, or Software
	(B) (Company determined) numerical performance targets
	(C) People (such as customers, supervisor, etc.)
	(D) Self-paced by Worker
	(E) Other (specify)
	Enter the appropriate letter answer for each quote.
	Quote Number 1 2 3 4 5 6 7 8
	Work Load
2.	How would you describe the pace of work for this job? Would you say that in a typical day or week
	(A) The pace is consistent, and generally fast
	(B) The pace is consistent, and generally slow
	(C) The pace varies
	Enter the appropriate letter answer for each quote.
	Quote Number 1 2 3 4 5 6 7 8
	Work Pace

				•		f schedule			
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
COG	NITIVE ELEMEN	TS - Inter	action						
1.	How often does this	occupation	n require v	verbal, wo	rk-related	interactio	ns?		
	(A) Constantly,	every few	minutes						
	(B) Not constant	tly, but mo	re than on	ice per hoi	ır				
	(C) Not every ho	our, but m	ore than o	nce per da	y				
	(D) Once per da	y, or less o	ften						
	Enter the appropriate	e letter ansv	wer for eac	h quote.					
	Quote Number	1	2	3	4	5	6	7	8
	Verbal Interact								
2.	The next question is	about "pe	ople skills	." We defi	ne people :	skills as th	e ability to	listen, co	mmunicat
	relate to others. In a	i job where	e basic peo	ple skills a	re require	ed, worker	s often wo	rk alone, o	or usually
	only expected to eng this job require basi					mication a	nd to treat	t other wit	h respect.
	Quote Number	1	2	3	4	5	6	7	8
	Basic								
	More than Basic								
COG	NITIVE ELEMEN	TS – Prot	olem Solv	ing					
1.	The next question is	about "pr	oblem solv	ving" tasks	s that the v	vorker do	es in his/he	er iob? Thi	ink of "pro
1.	The next question is solving" as what hap	ppens whe	n workers	are faced	with a nev	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while ab	ppens wher out what to	n workers o do next. 1	are faced How often	with a nev	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes	ppens when out what to s to think o	n workers o do next. I of a good s	are faced How often	with a nev	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes (A) More than o	ppens when out what to s to think once per da	n workers o do next. I of a good s	are faced How often	with a nev	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes (A) More than o (B) Once per da	ppens when out what to s to think o once per da	n workers o do next. I of a good s	are faced How often olution?	with a nev	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes (A) More than o	ppens when out what to s to think o once per da	n workers o do next. I of a good s	are faced How often olution?	with a nev	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes (A) More than o (B) Once per da	ppens when out what to s to think o once per da y ny, but at lo	n workers o do next. I of a good s y east once p	are faced How often olution? Der week	with a new is the wor	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes (A) More than o (B) Once per da (C) Not every da	ppens where out what to s to think of once per da y ny, but at lo eek, but at	n workers o do next. l of a good s y east once p least once	are faced How often olution? Der week	with a new is the wor	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes (A) More than o (B) Once per da (C) Not every da (D) Not every we	ppens where out what to s to think of once per da y ay, but at lo eek, but at	n workers o do next. I of a good s ay east once p least once	are faced How often olution? Der week per montling never	with a new is the wor	v or difficu	ılt situatio	n which re	quires the
1.	solving" as what hap think for a while abo more than 5 minutes (A) More than o (B) Once per da (C) Not every da (D) Not every wo (E) Less often the	ppens where out what to s to think of once per da y ay, but at lo eek, but at	n workers o do next. I of a good s ay east once p least once	are faced How often olution? Der week per montling never	with a new is the wor	v or difficu	ılt situatio	n which re	quires the

1. Are workers in this job required to work with the general public?

Quote Number	1	2	3	4	5	6	7	8
Yes								
No								
Are workers in this (We define a crowd available, movemen	as a situat	ion in whic	h a lot of t	unfamiliar	people ar	e present o	onsiderin	
Quote Number	1	2	3	4	5	6	7	8
Yes								
No								
Are workers in this	job permi	tted to <u>wor</u>	k from ho	me or tele	work?			
Quote Number	1	2	3	4	5	6	7	8
Yes								
No								

2.

3.

Exertion – Sit/Stand/Walk 1. How many hours a day does an employee in this job usually ...? (Enter the appropriate number of <u>hours</u> for each quote.) **Quote Number** 3 4 5 6 Sit Stand/Walk Unknown Does this job offer the typical employee the choice to alternate between sitting and standing at will throughout the day? **Quote Number** 2 3 5 1 4 6 8 Yes No Unknown Exertion – Lifting/Carrying Enter the appropriate number of <u>pounds</u> for each quote. (Breaks at 1/10/25/50/75/100) 1. What is the most weight an employee would ever lift or carry? **Quote Number** 2 3 4 5 6 8 **Pounds** Unknown 2. What is the most weight an employee would generally lift or carry for more than 2/3 of the time? (More than 5 ½ hours of an 8-hour workday) **Quote Number** 3 7 5 6 8 **Pounds** Unknown 3. What is the most weight an employee would generally lift or carry from 1/3 up to 2/3 of the time? (From 2 ½ hours to 5 ½ hours of an 8-hour workday) **Quote Number** 8 **Pounds** Unknown What is the most weight an employee would generally lift or carry up to 1/3 of the time? (From 10 minutes up to 2 ½ hours of an 8-hour workday)

Quote Number	1	2	3	4	5	6	7	8
Pounds								
Unknown								

5.	What is the most weigh (Up to 10 minutes of an			enerally l	ift or car	ry <u>up to</u>	2% of the	time?		
	Quote Number	1	2	3	B	4	5	6	7	8
	Pounds									
	Unknown									
						_				
10	xertion – Pushing/Pull	ing								
	Pushing/Pulling is preson or more of the workday	7.								
1.	How much of their day					_				
	Quote Number	1	2	3		4	5	6	7	8
	Duration	_	┦┞──	$\exists igdash$	<u> </u>					
	Unknown									
	1A. Does the <u>pushing/p</u>				both?					_
	Quote Number	1	2	3	4	5	6	7	8	
	One	<u> </u>					_	_	_	_
	Both	<u> </u>							_	
	Unknown									
2.	How much of their day	do employees	s in this jo	b genera	lly <u>push</u>	or pull a	ın object w	ith their <u>fe</u>	et/legs?	
	Quote Number	1	2	3	В	4	5	6	7	8
	Duration									
	Unknown									
	2A. Does the <u>pushing/pr</u>	ulling require	one foot/	leg or bo	<u>th?</u>				_,	_
	Quote Number	1	2	3	4	5	6	7	8	
	One									
	Both									
	Unknown									

Reaching/Manipulation 1. How much of their day do employees in this job generally reach overhead? (Reaching overhead is present when the hand goes higher than the head AND a) elbow is bent and the angle at the shoulder is 90 degrees or more, or b) elbow is extended and the angle at the shoulder is 120 degrees or more.) 2 3 **Quote Number** 1 4 5 6 8 Duration Unknown 1A. Does the overhead reaching require one hand/arm or both? 1 2 5 **Quote Number** 6 8 One **Both** Unknown How much of their day do employees in this job generally reach at or below shoulder level? (At/Below the Shoulder Reaching is present when there is Reaching, but it does not meet the threshold for **Overhead Reaching.) Quote Number** 6 8 **Duration** Unknown 2A. Does the reaching at or below shoulder level require one hand/arm or both? 3 **Quote Number** One **Both** Unknown How much of their day do employees in this job generally hold, grasp, turn, or otherwise work with their hand(s) (gross manipulation)? (Note: Do not include time spent keyboarding.) **Quote Number** 3 8 **Duration** Unknown 3A. Does this require one hand or both? 1 2 **Quote Number** 3 8 One

4. How much of their day do employees in this job generally <u>pick</u>, <u>pinch</u>, <u>or work primarily with the fingers</u> (fine manipulation)?

(Note: Do not include time spent with traditional keyboarding.)

Both

Unknown

Quote Number	1	2	3	4	5	6	7	8
Duration								
Unknown								
4A. Does this require one	hand or bot	<u>h</u> ?						
Quote Number	1 2	3	4	5	6	7	8	
One								
Both								
Unknown		Ti	1				i i	<u> </u>
How much of their day do e legs to move controls on ma			erally operat	te <u>foot/leg</u>	<u>controls</u> (u	ise of one	or both fe	et or
Quote Number	1	2	3	4	5	6	7	8
Duration								
Unknown								
5A. Does this require one	foot/leg or b	 ooth?						
Quote Number	1 2	3	4	5	6	7	8	П
One								
Roth	一一	=======================================	7				i	Ī

6. How much of their day do employees in this job generally keyboard (enter text or data into a computer or

5

6

5.

Unknown

Quote Number

Traditional

other machine) using a traditional keyboard?

near the ground (stooping, l Quote Number	1	2	3	4	5	6	7	8
Yes (enter duration)								
No								
Unknown								
A. If yes, select how the fol	llowing typ	es of low po	stures are	used:				
(A) Yes, required (empl environment, or con	-	_	sture becau	ise of natur	re of task(s)	, physical s	setting of wo	rk
(B) Yes, workers choice	(employee	s not requir	ed to use p	osture, but	typically d	0)		
(C) No (posture not used	d)							
(D) Unknown								
Enter the appropriate lett	ter answer f	for each quo	te.					
Quote Number	1	2	3	4	5	6	7	8
Stooping								
Crouching								
Crawling								
Kneeling				一一百		一一一		
stural – Climbing								
-	nerally clin	nb ramps or	stairs?					
	nerally <u>clin</u>	nb ramps or	stairs?					
Oo employees in this job gen	nerally <u>clin</u>	nb ramps or	stairs?	4	5	6	7	8
Oo employees in this job gen				4	5	6	7	8
Oo employees in this job gen				4	5	6	7	8
Oo employees in this job gen Quote Number Yes - Structure				4	5	6	7	8
Quote Number Yes - Structure Yes - Work-related					5	6	7	8
Quote Number Yes - Structure Yes - Work-related No Unknown A. How much of their day	1 to employe	2	3 Climb ra			6	7	8
Quote Number Yes - Structure Yes - Work-related No Unknown A. How much of their day Note: Only collect duration	to employe	2 ees in this job is work relative	b climb ra	mps or stai	<u></u>			8
Quote Number Yes - Structure Yes - Work-related No Unknown A. How much of their day Note: Only collect duration Quote Number	1 to employe	2	b climb ra	mps or stai		6	7	8
Quote Number Yes - Structure Yes - Work-related No Unknown A. How much of their day Note: Only collect duration Quote Number Duration	to employe	2 ees in this job is work relative	b climb ra	mps or stai	<u></u>			8
Quote Number Yes - Structure Yes - Work-related No Unknown I.A. How much of their day (Note: Only collect duration Quote Number Duration Unknown	to employed if climbing	ees in this jo	b climb ra	mps or stai	rs?	7	8	8
Yes - Work-related No Unknown 1A. How much of their day (Note: Only collect duration Quote Number Duration	to employed if climbing	ees in this jo	b climb ra	mps or stai	rs?	7	8	
Quote Number Yes - Structure Yes - Work-related No Unknown A. How much of their day Note: Only collect duration Quote Number Duration Unknown	to employed if climbing	ees in this jo	b climb ra	mps or stai	rs?	7	8	8

1.	How much of their day do o spoken word)?	employees ii	n this job s _l	pend on wo	ork related	speaking (express or	exchange id	leas by
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
2.	Does this job require emplo	yees to <u>hea</u>	r and unde	rstand in p	erson spea	king?			
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
	Unknown								
3.	Does this job require emplo	yees to <u>hea</u>	r and unde	rstand con	ımunicatio	n over the	<u>telephone</u> ?		
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
	Unknown								
4.	Does this job require emplo								
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
	Unknown								
5.	Does this job require emplo	yees to <u>hea</u>			er sounds?				
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
	Unknown								

Auditory

V	ision								
1.	Does this job require emplo computers) (near visual acu		details of o	bjects <u>20 ir</u>	iches or les	ss away clea	arly (includ	ling the use	e of
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
	Unknown								
2.	Does this job require emplo	yees to see o	letails of o	bjects <u>grea</u>	ter than 20	<u>) feet</u> away	clearly (fai	r visual act	ıity)?
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
	Unknown								
3.	Does this job require emplo	yees to have	e a <u>broad f</u>	ield of visio	on (exclude	general av	vareness) (j	peripheral	vision)?
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No No								
	Unknown								
E	nvironmental Conditions								
1.	How much of their day do e	mployees in	this job g	enerally w	ork <u>outdoo</u>	<u>rs?</u>			
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
2.	How much of their day do e above in a dry environment					weather re	lated <u>extre</u>	me heat (9	0° or
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
3.	How much of their day do e more than 2/3 of the day, 32				ork in non-	weather re	lated <u>extre</u>	<u>me cold</u> (40	0° for

Quote Number

Duration Unknown

	other nquius:								
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
5.	How much of their day do	employees ii	n this job g	enerally w	ork in non-	weather re	lated <u>humi</u>	dity?	
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
6.	How much of their day do e object or surface that cause					avy vibrati	on (exposu	ire to a sha	king
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
7.	How much of their day do e (substances that may have a ingestion, or contact)?			-					
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
	PPE* (Y/N)								
8.	*Document the use of Personal Prof How much of their day do e mechanical parts of equipm	employees in	n this job g	enerally w	ork in cond	itions when	re bodily in	ijury from	moving,
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
	PPE * (Y/N)								
	* Document the use of Personal Pro	otective Equipm	nent (PPE) if t	he element is	present.				
9.	How much of their day do	employees ii	n this job g	enerally w	ork in <u>high</u>	<u>, exposed p</u>	<u>laces</u> ?		
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
	PPE * (Y/N)								
10	* Document the use of Personal Pro		` ,		•	i caller a sas-3	-2	_	
10.	How would you describe the	e <u>noise leve</u> l	<u>I</u> where em	ployees in	tnıs job typ	ically work	(

4. Excluding weather, how much of their day do employees in this job generally come in contact with water or

Quote Number		2	3	4	5	6	7	8
Quiet - Library, Golf Course								
Moderate - Office, Retail Store, Light Traffic								
Loud - Heavy Traffic, Manufacturing								
Very Loud - Jack Hammer, Front Row at a Rock Concer								
Unknown								
PPE* (Y/N)								

^{*} Document the use of Personal Protective Equipment (PPE) if the element is present.