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| **U.S. Department of Labor****Bureau of Labor Statistics**  | **Occupational Requirements Survey** | dol_seal_bw |

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| The BLS publishes statistical tabulations from this survey that may reveal the information reported by individual State and local governments. Upon your request, however, the BLS will hold the information provided on this survey form in confidence. | ***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. #1220-0189Expires 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 GOVERNMENT**

**(Work level and scheduling)**

|  |
| --- |
| Start Time/End Time: |

**Address # 1.**

[ ]  Physical Address [ ]  Personal Visit Address [ ]  Mailing Address

|  |
| --- |
| Schedule Number(#): |
| Company Name: |
| Secondary Name (Doing Business As): |
| Address: |
| City/State/ZIP: |

**Address # 2.**

[ ]  Physical Address [ ]  Personal Visit Address [ ]  Mailing Address

|  |
| --- |
| Company Name: |
| Secondary Name (Doing Business As): |
| Address: |
| City/State/ZIP: |

**Establishment Officials** (Contact List)

|  |  |
| --- | --- |
| # 1: [ ] Authorizing [ ] Supplying | Title: |
| Telephone #:FAX #: | E-mail:Address: [ ] 1, [ ] 2, or [ ] COC. [ ] Mail forms to |
| # 2: [ ] Authorizing [ ] Supplying | Title: |
| Telephone #:FAX #: | E-mail:Address: [ ] 1, [ ] 2, or [ ] COC. [ ] Mail forms to |
| # 3: [ ] Authorizing [ ] Supplying | Title: |
| Telephone #:FAX #: | 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 #:**

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| **State:** | **Sample Number:** |
| **Assigned Employment:** | **Total Employment:** | **PSO Employment:** |
| **NAICS:** |  |
| **Establishment Description:** |
| **Product Description:** |

**Collection Information**

|  |  |
| --- | --- |
| Field Economist: | Method of Collection: |
| Collection Date: | Payroll Reference Date: |

**[ ]  Respondent waived confidentiality [ ]  Data obtained electronically**

**[ ] Document obtained** (Secondary data source)

|  |  |
| --- | --- |
| Written Permission: [ ]  Yes, [ ]  No | Name and Title of Official: |
| Date of Permission: | Permission on file at RO: [ ]  Yes, [ ]  No |

**Status**

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| --- | --- | --- |
| **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 |  |

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| **Remarks** |
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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]   | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **Remarks** |
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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]  | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **Remarks** |
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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]  | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]  | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS ANDCOMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]  | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]  | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]  | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **OCCUPATIONAL REQUIREMENTS SURVEY - Leveling** | Schedule Number: |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range:Non-supervisory[ ]  Lead[ ]  Supervisory[ ]  | Establishment Job Title: |

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS ANDCOMPLEXITY |  |  |
| CONTRACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **OCCUPATIONAL REQUIREMENTS SURVEY – Base Leveling Supervisor** | Schedule Number: |  |

**Supervisor**

1st [ ]  2nd [ ]  3rd [ ]  Line Supervisor/Manager

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range: | Establishment Job Title: |
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Highest Level Non-Supervisory Subordinate Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **Remarks** |
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| **OCCUPATIONAL REQUIREMENTS SURVEY – Leveling on Duties and Responsibilities of Supervisor** | Schedule Number: |  |

**Supervisor**

1st [ ]  2nd [ ]  3rd [ ]  Line Supervisor/Manager

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|  | Quote: |  | Occupation: |  |  |  |

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|  | Establishment Grade: |  | SOC: |  |

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|  | Establishment Rate Range: | Establishment Job Title: |
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|  **Factor** | **Level** | **Education, experience, other comments** |
| KNOWLEDGE |  |  |
| JOB CONTROLS AND COMPLEXITY |  |  |
| CONTACTS |  |  |
| PHYSICAL ENVIRONMENT |  |  |

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| **Remarks** |
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| **OCCUPATIONAL REQUIREMENTS SURVEY – Leveling Summary** | Schedule Number: |  |

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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 ANDCOMPLEXITY |  |  |  |  |  |  |  |  |
| CONTACTS |  |  |  |  |  |  |  |  |
| PHYSICAL ENVIRONMENT |  |  |  |  |  |  |  |  |

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| **OCCUPATIONAL REQUIREMENTS SURVEY - Work Schedule** |
|   | Schedule Number: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Quote # | Work Schedule # | Description/occupation | Hours/day | Hours/week | Weeks/year | Type |
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For “Work Schedule #” note also if Alternate work schedule (Only needed for index schedules)

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| **Remarks** |
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