U.S. Department of Labor Bureau of Labor Statistics

Occupational Requirements Survey



State and local government

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. #1220-0189 Expires X/XX/XXXX

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.

ESTABLISHMENT INFORMATION		
Establishment Name		
Schedule Number	Quote Number	
JOB INFORMATION & REQUIREMENT	TS Job Description: ☐ Yes ☐ No	Job Observed: ☐ Yes ☐ No
Job Title		
# Full-time Employees	Full-time Work Schedule	
# Part-time Employees Minimum Education	Part-time Work Schedule	
Experience		
Non-Degree Credentials		
On-the-Job-Training		
CRITICAL JOB FUNCTION & TASKS		
Critical Job Function		
C. C. C. A. D. C. C.		
Critical Tasks		
10% Tasks		

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SUPERVISORY INFORMATIO	ON				
Supervisory Duties:	□ None	☐ Lead Work	er 🗆 Supe	ervisor	☐ Manager
Frequency of Work Being		☐ More than of day, but at least			e per day s often than weekly
Supervisor Present: \square Y	es 🗆 No				
COMMUNICATION & HEARI	NG				
Work Related Common Speaking: ☐ Up to 2% ☐ 2% up to 1		o 2/3 □ 2/3 or 1	more □ Not Pr	esent \square Pres	(Duration – % of time) sent, Duration Unknown
Verbal Interactions: ☐ Co					an once per hour ee per day or less often
People Skills: □ Basic	☐ More than	Basic	Working with t	he General P	ublic: ☐ Yes ☐ No
Working Around Crowds:	□ Yes □ No		Telework:	□ Yes	□ No
Hearing In-person Speech:	□ Yes □ No		Telephone:	☐ Yes	□ No
Other Remote Speech:	□ Yes □ No		Other Sounds:	□ Yes	□ No
Noise Intensity Level: Personal Protective Eq	☐ Quiet uipment (PPE):		☐ Loud ☐	□ Very Loud	
COGNITIVE DEMANDS					
Control of Workload: ☐ Machinery, equipmen ☐ People (such as custo	mers, supervisor,	, etc.) \square Self	-paced by worker	C Othe	mpany determined) er (specify)
Work Pace: Consisten	t – Fast □ Co	nsistent – Slow	☐ Varie	S	
Pause Control (ability to ste	ep away): Ye	s 🗆 No			
Problem Solving: ☐ More than once per d. ☐ Not every week, but a	•	ce per day	☐ Not every day ☐ Less often that		-

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PHYSICAL DEMA								
Sitting vs. Sta	anding/W	/alking			Sit/Stand	at Will:	Yes □ No	
Sitting (hours or percent) S				anding/Walking (hours or percent)				
Lifting/Carryi	ng							
Most Weight Ev	er Lifted	lbs.	Items lifted					
Seldom		Occasio	nal	Frequ	ient	Const	ant	
	(Up to 2% of the time) (2% up to 1/3							
□ None		None		□ None		□ None	,	
☐ Negligible		Negligible		□ Negligible		□ Negligible		
☐ 1 to 10 lbs.		1 to 10 lbs.		☐ 1 to 10 lbs.		☐ 1 to 10 lbs.		
☐ 11 to 25 lbs.		11 to 25 lbs.		☐ 11 to 25 lbs.		☐ 11 to 25 lbs.		
☐ 26 to 50 lbs.		26 to 50 lbs.		☐ 26 to 50 lbs.		□ >25 lbs.		
\square 51 to 75 lbs.		51 to 75 lbs.		□ >25 lbs.		□ Unknown		
□ 76 to 100 lbs.		76 to 100 lbs.		□ Unknown				
□ >100 lbs.	L] >100 lbs.		M. D.	0/	0.1 1	•	
☐ Unknown		Unknown				ige of the worke		
				None =	Lift/Carry not	present for dura	ation	
Pushing/Pulli	ng							
		2% up to	1/3 up to	2/3 or		Present,		
	Up to 2%	_ / 0 0-10 00						
Hands/Arms:		1/3	2/3	More	Not Present	Duration Unknown	One / Both	
Esst/Lasss		1/3	-		Not Present	Duration	One / Both	
Feet/Legs:		1/3	2/3	More		Duration Unknown	ı	
Reaching/Ma			2/3	More		Duration Unknown		
		2% up to	2/3	More		Duration Unknown		
	□ nipulatio	1/3 □ □ □ □ 0 1 2% up to	2/3	More		Duration Unknown	One /	
Reaching/Ma	nnipulatic	2% up to 1/3	2/3 1/3 up to 2/3	More	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Duration Unknown Present, Duration Unknown	One / Both	
Overhead Reaching: At/Below Shoulder	□ anipulatio Up to 2%	2% up to 1/3	2/3 1/3 up to 2/3	More 2/3 or More	Not Present	Duration Unknown Present, Duration Unknown	One / Both	
Overhead Reaching: At/Below Shoulder Reaching: Gross Manipulation: Fine	unipulation Up to 2%	2% up to 1/3	2/3 1/3 up to 2/3	More 2/3 or More	Not Present	Duration Unknown Present, Duration Unknown	One / Both	
Overhead Reaching: At/Below Shoulder Reaching: Gross Manipulation:	unipulation Up to 2%	2% up to 1/3	2/3 1/3 up to 2/3	More 2/3 or More	Not Present	Duration Unknown Present, Duration Unknown	One / Both	

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		Up to 29	% 2% up	_	2/3 or More	Procont	Present, Duration Unknown
Work At/Belo	w Knee Lev	el:					
Stooping:		☐ Yes-Requ	Yes-Required Yes-Choice		□ No	☐ Unknown	
2 0		-	Yes-Required \(\subseteq \)		□ No	□ Unknown	
S .		☐ Yes-Requ	Yes-Required \(\square\)		□ No	□ Unknown	
		☐ Yes-Requ	•				wn
Crawling:							
	Up to 2%	2% up to 1/3	1/3 up to 2/3	2/3 or More	Not Present	Present, Duration Unknown	Personal Protective Equipment
Ramps/Stairs, Work- Related:							
Ladders/ Ropes, or Scaffolds:							
High, Exposed Places:							
Vision Near Visual Acuity:							
ENVIRONMENTAL CONDITIONS							
	Up to 2%	2% up to 1/3	1/3 up to 2/3	2/3 or More	Not Present	Present, t Duration Unknown	Personal Protective Equipment
Outdoors:							
Extreme Heat							
Extreme Cold:							
Wetness: Humidity:							
Heavy Vibration:							
Hazardous Contaminants:							
Proximity to Moving Mechanical							

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