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 §§ 15. 17.5 of the Economy Act. Your voluntary cooperation is need the results of this survey comprehensive, accurate and timely.	led to make O.M.B. #1220-0189
and maintaining the data needed, and completing and reviewing survey including suggestions for reducing this burden, please so	ete this form, including time for reviewing instructions, searching this information. If you have any comments regarding this estimated them to the Bureau of Labor Statistics, Office of Compensation. You are not required to respond to the collection of information	mate or any other aspect of this ion and Working Conditions (1220-
Schedule number:	Start: E	nd:
Total Employment:	~ · · · · · · - · · · · - · · · · · ·	

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

PRINT ADDITIONAL COPIES OF PAGES 3-16, AS NEEDED.

Notes

Schedule/Quote:		Work Schedule:	
Quote Details			
Job Title:		Job Description: (Y/	N)
Job Observation (select):	Yes - requested		No
Critical Job Function:			
		<u> </u>	
	SVI	P	
Critical Tasks/Notes		Minimum Education	: 49 16
Driving: ☐Yes ☐No		Minimum formal education requinimum, must workers be able	
Vehicle Type (if yes):			
Critical Tasks			
1			
•			
2		Experience Prior work experience required?	How much?
		nor work experience required?	now mach:
3			
4			
4			
5			
		Credentials	
6		Professional certification, state o	r industry license,
7		ther pre-employment training re	equired? Type and
,	t	ime to obtain?	
8			
9			
10			
		On the job Training	
		Post-employment training (OJT,	mentoring, etc.)
		equired? Type and how much?	
Other Task List Remarks			

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		equired? Type and how much?	
Other Task List Remarks			



COGNITIVE ELEMENTS - Work Review

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 O								
CO	GNITIVE ELEMENTS - Pace								
	SNITIVE ELEVIENTS - Face								
1.	What <u>most</u> controls the work load of this job (Select one)?								
	(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								

3.	Can workers step awa	ly from the	ir work are	ea easny ou	tside of sch	eautea bre	aks:		
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
904		7.C - D							
COC	SNITIVE ELEMENT	l'S - Persoi	nal Conta	cts					
1.	How often does this oc	cupation r	equire verl	oal, work-r	elated inter	actions?			
	(A) Constantly, ev	ery few mi	nutes						
	(B) Not constantly	, but more	than once	per hour					
	(C) Not every hour	r, but more	than once	per day					
	(D) Once per day	or less ofter	n						
	Enter the appropriate le	etter answei	r for each q	uote.					
	Quote Number	1	2	3	4	5	6	7	8
	Verbal Interact								
2.	The next question is al relate to others. In a jo								
	only expected to engag	ge in simple	e, brief wor	k-related c	ommunicat				
	this job require basic o	or more tha	an basic pe 	ople skills? 	-	<u> </u>		<u>-</u>	<u>- </u>
	Quote Number	1	2	3	4	5	6	7	8
	Basic								
	More than Basic								
COC	SNITIVE ELEMENT	rs – Probl	em Solvin	σ					
COC				5					
1.	The next question is al	-	-	_			•	_	=
	solving" as what happens when workers are faced with a new or difficult situation which requires them to think for a while about what to do next. How often is the worker responsible for solving problems that take								
	more than 5 minutes t	o think of a	a good solu	tion?					
	(A) More than one	e per day							
	(B) Once per day								
	(C) Not every day,	but at leas	st once per	week					
	(D) Not every weel	k, but at lea	ast once pe	r month					
	(E) Less often than	n monthly,	including 1	never					
	Enter the appropriate le	etter answei	r for each q	uote.					-
	Quote Number	1	2	3	4	5	6	7	8
	Problem Solving								

COGNITIVE ELEMENTS – Public/Crowds/Telework

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								

2. Are workers in this job required to <u>work around crowds</u> in a way that restricts their movement? (We define a crowd as a situation in which a lot of unfamiliar people are present considering the space available, movement is restricted, and a certain level of disorganization is present.)

Quote Number	1	2	3	4	5	6	7	8
Yes								
No								

3. Are workers in this job permitted to work from home or telework?

Quote Number	1	2	3	4	5	6	7	8
Yes								
No								

Exertion – Sit/Stand/Walk

1. How many hours a day does a worker in this job usually ...? (Enter the appropriate number of <u>hours</u> for each quote.)

Quote Number	1	2	3	4	5	6	7	8
Sit								
Stand/Walk								
Unknown								

2. Does this job offer the typical employee the choice to <u>alternate between sitting and standing at will</u> throughout the day?

Quote Number	1	2	3	4	5	6	7	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	1	2	3	4	5	6	7	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 $5\frac{1}{2}$ hours of an 8-hour workday)

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

3. What is the most weight an employee would generally lift or carry from $\underline{1/3}$ up to $\underline{2/3}$ of the time? (From $2\frac{1}{2}$ hours to $5\frac{1}{2}$ hours of an 8-hour workday)

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

4.	What is the most weight (From 10 minutes up to 2			r workday)		to 1/3 of th	· ·		
	Quote Number	1	. 2	3	4	5	6	7	8
	Pounds								
	Unknown								
5.	What is the most weight (Up to 10 minutes of an 8			enerally lift	or carry <u>up</u>	to 2% of th	<u>ne time</u> ?		
	Quote Number	1	. 2	3	4	5	6	7	8
	Pounds								
	Unknown								
	Exertion – Pushing/Pulli Pushing/Pulling is present or more of the workday.	nt when a							For 2/3
1.	How much of their day d								
	Quote Number	1	. 2	3	4	5	6	7	8
	Duration								
	Unknown] [
	1A. Does the <u>pushing/pul</u>	<u>lling</u> requ	ire <u>one hand</u>	/arm or bo	<u>th</u> ?				
	Quote Number	1	2	3	4	5	6	7	8
	One								
	Both								
	Both Unknown								
2.	Unknown	o employ		b generally	push or pul	an object	with their fe	eet/legs?	8
2.	Unknown How much of their day d		<u>_</u>						8
2.	Unknown How much of their day d Quote Number		<u>_</u>						8
2.	Unknown How much of their day d Quote Number Duration	1	2	3	4				8
2.	Unknown How much of their day d Quote Number Duration Unknown	1	2	3	4				8
2.	Unknown How much of their day d Quote Number Duration Unknown 2A. Does the pushing/pul	ling requ	ire one foot/	3 leg or both?	4	5	6	7	
2.	Unknown How much of their day d Quote Number Duration Unknown 2A. Does the pushing/pul Quote Number	ling requ	ire one foot/	3 leg or both?	4	5	6	7	
2.	Unknown How much of their day d Quote Number Duration Unknown 2A. Does the pushing/pul Quote Number One	ling requ	ire one foot/	3 leg or both?	4	5	6	7	

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.) **Quote Number** 1 2 3 6 8 **Duration** Unknown 1A. Does the overhead reaching require one hand/arm or both? **Quote Number** 4 8 One **Both** Unknown 2. 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** 3 6 8 **Duration** Unknown 2A. Does the reaching at or below shoulder level require one hand/arm or both? **Quote Number** 5 6 7 8 One Both Unknown 3. How much of their day do employees in this job generally seize, hold, grasp, turn, or otherwise work with their hand(s) (gross manipulation)? (Note: Do not include time spent keyboarding.) 3 **Quote Number** 8 **Duration**

Unknown

One Both

Quote Number

Unknown

3A. Does this require one hand or both?

4.	How much of their day do <u>fingers</u> (fine manipulation	- •	generally <u>tou</u>	ıch, pick, pinch, o	work primari	ly with the
	(Note: Do not include time		l keyboarding.)		
	Quote Number	1 2	3	4 5	6	7 8
	Duration					
	Unknown					
	4A. Does this require on	e hand or both?			<u> </u>	
	Quote Number	1 2	3	4 5	6	7 8
	One					
	Both					
	Unknown					
5.	How much of their day do legs to move controls on m			erate <u>foot/leg cont</u>	rols (use of one	or both feet or
	Quote Number	1 2	3	4 5	6	7 8
	Duration					
	Unknown					
	5A. Does this require on	e foot/leg or both?				
	Quote Number	1 2	3	4 5	6	7 8
	One					
	Both					
	Unknown					
6.	How much of their day do other machine) using a tra) generally <u>ke</u> v	yboard (enter text	or data into a	computer or
	Quote Number	1 2	3	4 5	6	7 8
	Traditional					

Ī	D	30	4	ษก
ı		1		

1. Do any critical tasks require lowering to, or positioning over, something at or below knee level, including on or near the ground (stooping, kneeling, crouching, crawling)?

Quote Number	1	2	3	4	5	6	7	8
Yes (enter duration)								
No								
Unknown								

- 1A. If yes, select how the following types of low postures are used:
 - (A) Yes, required (employees must use this posture because of nature of task(s), physical setting of work environment, or company training specifics)
 - (B) Yes, worker's choice (employees not required to use posture, but typically do)
 - (C) No (posture not used)
 - (D) Unknown

Enter the appropriate letter answer for each quote.

Quote Number	1	2	3	4	5	6	7	8
Stooping								
Crouching								
Crawling								
Kneeling								

Postural – Climbing

1. Do employees in this job generally climb ramps or stairs?

Quote Number	1	2	3	4	5	6	7	8
Yes - Structure								
Yes - Work-related								
No								
Unknown								

1A. How much of their day to employees in this job climb ramps or stairs?

(Note: Only collect duration if climbing is work related.)

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

2. How much of their day do employees in this job generally climb ladders, ropes, or scaffolding?

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

A	Auditory								
1.	How much of their day do en ideas by spoken word)?	mployees in	this job sp	oend on wo	rk related	speaking (e	xpressing o	or exchangi	ng
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
2.	Does this job require employ	yees to <u>hear</u>	and under	stand in p	erson speed	<u>ch</u> ?			
	Quote Number	1	2	3	4	5	6	7	8
	Yes								
	No								
	Unknown								
3.	Does this job require employ	yees to <u>hear</u>	and under	rstand com	munication	n over the to	elephone?		
3.	Does this job require employ Quote Number	yees to <u>hear</u>	and under	rstand com	munication 4	over the to	elephone?	7	8
3.								7	8
3.	Quote Number							7	8
3.	Quote Number Yes							7	8
 4. 	Quote Number Yes No	1	2	3	4	5		7	8
	Quote Number Yes No Unknown	1	2	3	4	5		7	8
	Quote Number Yes No Unknown Does this job require employ	1 vees to hear	and under	3 rstand other	4 er remote s	5 peech?	6		
	Quote Number Yes No Unknown Does this job require employ Quote Number	1 vees to hear	and under	3 rstand other	4 er remote s	5 peech?	6		
	Quote Number Yes No Unknown Does this job require employ Quote Number Yes	1 vees to hear	and under	3 rstand other	4 er remote s	5 peech?	6		

Quote Number	1	2	3	4	5	6	7	8
Yes								
No								
Unknown								

?	2 etails of ob	3	4 4 er than 201	away clear	6	7	8
s to see d	etails of ob			5	6	7	8
		jects great	er than 20 1				
		jects great	er than 20 f				
		jects great	er than 20 f				
		jects <u>great</u>	er than 20 f				
1	2			<u>čeet</u> away c	learly (far	visual acuit	y)?
		3	4	5	6	7	8
s to have	a <u>broad fi</u>	eld of vision	<u>n (</u> exclude g	general awa	areness) (pe	eripheral vi	sion)?
1	2	3	4	5	6	7	8
loyees in	this job ge	nerally wo	rk <u>outdoors</u>	<u>s</u> ?			
1	2	3	4	5	6	7	8
				eather rela	ated <u>extrem</u>	<u>e heat</u> (90°	or
1	2	3	4	5	6	7	8
	loyees in or above	s to have a broad fide 1 2	1 2 3 s to have a broad field of vision 1 2 3 loyees in this job generally wo 1 2 3 loyees in this job generally wo or above in a humid environ	1 2 3 4 s to have a broad field of vision (exclude generally work outdoors) loyees in this job generally work outdoors 1 2 3 4 loyees in this job generally work in non-we' or above in a humid environment)?	1 2 3 4 5 s to have a broad field of vision (exclude general away) 1 2 3 4 5 loyees in this job generally work outdoors? 1 2 3 4 5 oversight of the state of	1 2 3 4 5 6 s to have a broad field of vision (exclude general awareness) (position of the property of the pr	1 2 3 4 5 6 7 So to have a broad field of vision (exclude general awareness) (peripheral vision 1 2 3 4 5 6 7 Solvees in this job generally work outdoors? 1 2 3 4 5 6 7 Solvees in this job generally work outdoors? 1 2 3 4 5 6 7 Solvees in this job generally work in non-weather related extreme heat (90° or above in a humid environment)?

How much of their day do en more than 2/3 of the day, 32				rk in non-w	veather rela	ited <u>extren</u>	ne cold (40°	for
Quote Number	1	2	3	4	5	6	7	8
Duration								
Unknown								

4.	Excluding weather, how muother liquids?	ich of their o	day do emp	oloyees in t	his job gen	erally come	in <u>contact</u>	with water	or
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
5.	How much of their day do e	mployees in	this job ge	enerally wo	ork in non-	weather rel	ated <u>humid</u>	lity?	
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
6.	How much of their day do e object or surface that causes					avy vibratio	on (exposur	e to a shak	ing
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
	(substances that may have a ingestion, or contact)? Quote Number	negative in	pact upon	respiratio	n, eyes, ski	in, or other	living tissu	e via inhala	tion,
	Duration								
	Unknown								
	PPE * (Y / N)								
8.	*Document the use of Personal Prot How much of their day do e mechanical parts of equipm	mployees in	this job ge r machiner	enerally wo	ork in cond		e bodily inj		
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
	PPE* (Y/N) * Document the use of Personal Pro	tective Equipm	ent (DDE) if th	ne element is i	present	<u> </u>			
9.	How much of their day do e					, exposed pl	aces?		
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
	PPE* (Y/N)		(DDE) :0:3						
	* Document the use of Personal Pro	tective Equipm	ent (PPE) if th	ne element is j	present.				

10. How would you describe the <u>noise level</u> where employees in this job typically work?

Quote Number	1	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 Concert								
Unknown								
PPE* (Y/N)								

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