U.S. Department of Labor Bureau of Labor Statistics

Occupational Requirements Survey



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

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 INDUSTRY (Work level and schedule)

Start Time/End Time:	
Address # 1. Physical Address Personal Vi	isit Address Mailing Address
Schedule Number(#):	
Company Name:	
Secondary Name (Doing Business As):	
Address:	
City/State/ZIP:	
Address # 2. Physical Address Personal Vi	isit 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, orCOCMail forms to
# 2: Authorizing Supplying	Title:
Telephone #: FAX #:	E-mail: Address:1,2, orCOCMail forms to
# 3: Authorizing Supplying	Title:
Telephone #: FAX #:	Email: Address:1,2, orCOCMail forms to
170011.	Address1,2, orcocwall forms to

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Central Office Clearance (Complete if clearance and/or data obtained from this source)

Clearance obtained:	Schedule (data) obtained:
Company Name:	
Address:	
City/State/ZIP:	
Damasi-	
Remarks	

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COMPANY DATA

Establishment Information (current data)	Schedule #:
State: S	Sample Number:
Assigned Employment: T	otal Employment:
NAICS:	
Establishment Description:	
Product Description:	
Collection Information	
Field Economist:	Method of Collection:
Collection Date:	Payroll Reference Date:
☐ 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 (IDC Wage) Establishment Status:	Remarks:
Usable	
Refusal	
Out of business	
Out of scope	
No matching jobs	
Duplicate	
SMG Notification	- Demonstrati
Reason: Ownership/NAICS change	Remarks:
☐ 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	

OCCUPATIONAL REQUIRE	MENTS SUF	RVEY - 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		
Remarks		

OCCUPATIONA	AL REQUIREMENTS SURVE	Y - Leveling Schedule Number:
Quote:	Occupation:	
Establishmen	t Grade:	SOC:
		Establishment Job Title:
Non-supervis	ory☐ Lead⊡ Supervisory☐	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AN COMPLEXITY	ND	
CONTACTS		
PHYSICAL ENVIRO	NMENT	

OCCUPATIONAL	REQUIREMENTS SU	RVEY - Leveling Schedule Number:
Quote:	Occupation:	
Establishment G	Grade:	SOC:
Establishment F	Rate Range:	
Non-supervisory	/☐ Lead⊡ Supervisory	
Factor	Level	Education, experience, other comments
KNOWLEDGE		
JOB CONTROLS AND COMPLEXITY		
CONTACTS		
PHYSICAL ENVIRONN	MENT	

Quote: Occupation	on:	
Establishment Grade:		SOC:
Establishment Rate Range	e:	Establishment Job Title:
Non-supervisory⊡ Lead⊡	☐ Supervisory☐	
actor	Level	Education, experience, other comments
NOWLEDGE		
DB CONTROLS AND OMPLEXITY		
ONTACTS		
HYSICAL ENVIRONMENT		

OCCUPATIONAL REQUIR	EMENTS SU	RVEY - Leveling Schedule Number	:
Quote: Occupation	on:		
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			

Quote: Occupat	ion:	
Establishment Grade:		
Establishment Rate Rang	e:	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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Quote:	Occupation:	
Establishme	ent Grade:	SOC:
Establishme	ent Rate Range:	Establishment Job Title:
Non-supervi	isory⊡ Lead⊡ Supervisory⊡	
actor	Level	Education, experience, other comments
NOWLEDGE		
OB CONTROLS A	AND	
ONTACTS		
HYSICAL ENVIR	ONMENT	

KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTRACTS	OCCUPATIONAL REQUIR		<u></u>
Establishment Rate Range: Establishment Job Title: Non-supervisory Lead Supervisory Factor Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTRACTS PHYSICAL ENVIRONMENT			
Factor Level Education, experience, other comments KNOWLEDGE JOB CONTROLS AND COMPLEXITY CONTRACTS PHYSICAL ENVIRONMENT			
JOB CONTROLS AND COMPLEXITY CONTRACTS PHYSICAL ENVIRONMENT	Non-supervisory⊡ Lead⊡] Supervisory[
JOB CONTROLS AND COMPLEXITY CONTRACTS PHYSICAL ENVIRONMENT	Factor	Level	Education, experience, other comments
COMPLEXITY CONTRACTS PHYSICAL ENVIRONMENT	KNOWLEDGE		
PHYSICAL ENVIRONMENT	JOB CONTROLS AND COMPLEXITY		
	CONTRACTS		
Remarks	PHYSICAL ENVIRONMENT		

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Base Leveling Supervisor	EMENTS SURVEY -	Schedule Number:			
Supervisor st	no Supervisor/Manager				
Quote: Occupatio	n:	-			
Establishment Grade:		SOC:			
Establishment Rate Range	: Establishm	ent Job Title:			
Highest Level Non-Supervisory Sub	ordinate Position				
Factor	Level Edu	cation, experience, other comments			
KNOWLEDGE					
JOB CONTROLS AND COMPLEXITY					
CONTACTS					
PHYSICAL ENVIRONMENT					
Remarks					

Schedule Number: OCCUPATIONAL REQUIREMENTS SURVEY -Leveling on Duties and Responsibilities of Supervisor Supervisor 1^{st} \square 2^{nd} \square 3^{rd} \square 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

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OCCUPATIONAL REQUIREMENTS SURVEY – Leveling Summary

August 2023

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	