



# SkillTRAN

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## **POCKET GUIDE**

to

### **The Dictionary of Occupational Titles (DOT) and the Characteristics of Occupations**

#### **Use This Pocket Guide To:**

- Prepare a case for internet processing
- Interpret vocational reports
- Reference during expert testimony

For detailed definitions and examples, consult these resource publications:

- **Dictionary of Occupational Titles (DOT)**  
U.S. Dept. of Labor, 1991 + 1998 Changes
- **Revised Handbook for Analyzing Jobs (RHAI)**  
U.S. Dept. of Labor, 1991

#### **Click a section for more information:**

##### [Strength](#)

Definition & Distribution vs. SVP

##### [Physical Demands](#)

##### [Environmental Conditions](#)

##### [General Educational Development & SVP](#)

GED – Reasoning—R, Math—M, Language—L

SVP— Specific Vocational Preparation

##### [Aptitudes](#)

##### [Temperaments](#)

Click a section for more information:

**Strength**

Strength Definition  
Distribution vs. SVP

**Physical Demands**

**Environmental Conditions**

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M—Math  
L—Language  
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**Aptitudes**

**Temperaments**

# STRENGTH

See *RHAJ* (Chapter 12) - [www.skilltran.com/rhaj/chapter12.htm](http://www.skilltran.com/rhaj/chapter12.htm)

**STRENGTH** is determined by evaluating a combination of factors such as lifting, carrying, pushing, pulling, moving objects, standing, walking, sitting, and using arm or leg controls.

**For a job to be rated sedentary, both weight/force and position criteria must be satisfied.**

## WEIGHT / FORCE Exerted to lift/carry/push/pull/move objects

Work Day	Occasional (up to 1/3 day)	Frequent (1/3 to 2/3 day)	Constant ( > 2/3 day)
Negligible	S	S	L
10 lbs. max	S	L	M
20 lbs. max	L	M	H
25 lbs. max	M	M	V
50 lbs. max	M	H	V
100 lbs. max	H	V	V
> 100 lbs.	V	V	V

## POSITION

Work Day	Occasional (up to 1/3 day)	Frequent (1/3 to 2/3 day)	Constant ( > 2/3 day)
Stand	S	L	L
Walk	S	L	L
Sit	L	L	S S
Use Arm/Leg Controls	L	L	L

	Unskilled		Semi-Skilled		Skilled			Highly Skilled		Total
SVP	1	2	3	4	5	6	7	8	9	
Sed.	6	131	144	136	140	161	302	357	28	<b>1,405</b> 11.0%
Light	107	1,465	1,068	737	540	675	1,089	627	18	<b>6,326</b> 49.6%
Med	50	918	724	586	398	414	542	141	0	<b>3,773</b> 29.6%
Heavy	25	400	247	168	111	73	118	23	0	<b>1,165</b> 9.1%
Very Heavy	3	22	17	10	18	10	9	3	0	<b>92</b> 0.7%
TOTALS	191	2,936	2,200	1,637	1,207	1,333	2,060	1,151	46	<b>12,761</b>
	<b>3,127</b> 24.5 %		<b>3,837</b> 30.1 %		<b>4,600</b> 36.0 %			<b>1,197</b> 9.4 %		

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[Strength](#)

Strength Definition  
Distribution vs. SVP

[Physical Demands](#)

[Environmental Conditions](#)

[General Educational Development & SVP](#)

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M—Math  
L—Language  
SVP— Specific Vocational Preparation

[Aptitudes](#)

[Temperaments](#)

# PHYSICAL DEMANDS

See *RHAJ* (Chapter 12) - [www.skilltran.com/rhaj/chapter12.htm](http://www.skilltran.com/rhaj/chapter12.htm)

**PHYSICAL DEMANDS** describe the physical activities required to perform jobs. These factors are assigned on the basis of frequency of required performance during a normal work day.

**PHYSICAL DEMANDS - Frequency Counts**

Below is the frequency with which each factor is rated in the *DOT*

- 1 **STRENGTH** - (See adjacent panel)
- 2 **CL CLIMBING** ladders, stairs, scaffolding, ramps, poles, etc.
- 3 **BA BALANCING** to prevent fall from hazardous places
- 4 **ST STOOPING** (Bending) spine at the waist
- 5 **KN KNEELING** to come to rest on the knees
- 6 **CR CROUCHING** (Bending the legs and spine)
- 7 **CW CRAWLING** by moving about on hands and knees
- 8 **RE REACHING** with hand(s)/arms(s) in any direction
- 9 **HA HANDLING** by seizing, holding, grasping or turning
- 10 **FI FINGERING** by picking or pinching with finger(s)
- 11 **FE FEELING** for size, shape, temperature or texture
- 12 **TA TALKING** to exchange ideas or information with others
- 13 **HE HEARING** sounds by ear
- 14 **TS TASTING/SMELLING** variations in flavors or odors
- 15 **NE NEAR ACUITY** vision at 20 inches or less
- 16 **FA FAR ACUITY** vision at 20 feet or more
- 17 **DE DEPTH PERCEPTION** to judge distances
- 18 **AC ACCOMMODATION** quick near-point visual refocus
- 19 **CV COLOR VISION** to identify and distinguish colors
- 20 **FV FIELD OF VISION** around the periphery of a fixed point

## PHYSICAL DEMANDS Frequency Counts

Work Day	N Not Present	O Occasional (up to 1/3 day)	F Frequent (1/3 to 2/3 day)	C Constant ( > 2/3 day)
2 <b>CL</b>	11,063	1,295	399	4
3 <b>BA</b>	11,845	683	223	10
4 <b>ST</b>	8,278	3,000	1,467	16
5 <b>KN</b>	10,924	1,366	470	1
6 <b>CR</b>	9,988	1,994	774	5
7 <b>CW</b>	12,372	322	67	0
8 <b>RE</b>	111	957	<b>10,337</b>	1,356
9 <b>HA</b>	98	895	<b>10,352</b>	1,416
10 <b>FI</b>	2,046	3,693	<b>6,438</b>	584
11 <b>FE</b>	10,733	1,373	606	49
12 <b>TA</b>	8,171	1,214	3,263	113
13 <b>HE</b>	7,656	1,602	3,377	126
14 <b>TS</b>	12,656	72	33	0
15 <b>NE</b>	1,742	1,730	<b>8,537</b>	752
16 <b>FA</b>	11,245	675	784	57
17 <b>DE</b>	6,819	1,874	3,909	159
18 <b>AC</b>	7,862	2,571	2,114	214
19 <b>CV</b>	7,926	3,439	1,313	83
20 <b>FV</b>	11,816	413	483	49

## ENVIRONMENTAL CONDITIONS

See *RHAJ* (Chapter 12) - [www.skilltran.com/rhaj/chapter12.htm](http://www.skilltran.com/rhaj/chapter12.htm)

**ENVIRONMENTAL CONDITIONS** are the surroundings in which a job is performed. An environmental condition is present when it is specific and job related.

- 1 **WE** Exposure to **WEATHER** (outside atmosphere)
- 2 **CO** Extreme non-weather **COLD** temperatures
- 3 **HO** Extreme non-weather **HOT** temperatures
- 4 **WT** Exposure to **WETNESS** and non-weather **HUMIDITY**
- 5 **NO** **NOISE** intensity level

Very Quiet <b>1</b> .05%	Quiet <b>2</b> 6.15%	Moderate <b>3</b> 46.24%	Loud <b>4</b> 46.41%	Very Loud <b>5</b> 1.15%
n = 6	785	5,901	5,922	147

- 6 **VI** **VIBRATION** of shaking objects or surfaces
- 7 **AT** **ATMOSPHERIC** conditions (fumes, noxious odors, dust, gas, poor ventilation affecting respiratory system, eyes or skin)
- 8 **MV** **MOVING** mechanical parts hazard
- 9 **EL** **ELECTRIC** shock hazard
- 10 **HI** **HIGH**, exposed places hazard
- 11 **RA** **RADIATION** exposure hazard
- 12 **EX** **EXPLOSION** hazard
- 13 **TX** **TOXIC/CAUSTIC** chemical hazard
- 14 **OT** **OTHER** significant hazards

Click a section for more information:

### Strength

Strength Definition  
Distribution vs. SVP

### Physical Demands

### Environmental Conditions

### General Educational Development & SVP

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M—Math

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### Aptitudes

### Temperaments

### ENVIRONMENTAL CONDITIONS Frequency Counts

Work Day	<b>N</b> Not Present	<b>O</b> Occasional (up to 1/3)	<b>F</b> Frequent (1/3 to 2/3)	<b>C</b> Constant (over 2/3)
1 <b>WE</b>	10,893	805	751	312
2 <b>CO</b>	12,652	70	34	5
3 <b>HO</b>	11,935	364	406	56
4 <b>WT</b>	11,613	543	509	96
5 <b>NO</b>		<i>See Statistics Above</i>		
6 <b>VI</b>	12,695	36	22	8
7 <b>AT</b>	11,012	821	765	163
8 <b>MV</b>	12,035	565	140	21
9 <b>EL</b>	12,610	101	50	0
10 <b>HI</b>	12,596	120	45	0
11 <b>RA</b>	12,690	51	16	4
12 <b>EX</b>	12,665	60	15	21
13 <b>TX</b>	12,388	315	45	13
14 <b>OT</b>	11,047	789	844	81

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**Strength**

Strength Definition  
Distribution vs. SVP

**Physical Demands**

**Environmental Conditions**

**General Educational Development & SVP**

R—Reasoning  
M—Math  
L—Language  
SVP— Specific Vocational Preparation

**Aptitudes**

**Temperaments**

## ACADEMIC DEVELOPMENT - TRAINING TIME

**TRAINING TIME** is the amount of **GED** and **SVP** required to acquire the knowledge and abilities needed for average performance in a job-worker situation.

### GENERAL EDUCATIONAL DEVELOPMENT (GED)

See **RHAJ** (Chapter 7) - [www.skilltran.com/rhaj/chapter7.htm](http://www.skilltran.com/rhaj/chapter7.htm)

**GED** depicts formal and informal education that develops basic reasoning / direction following skill and language / math skills. Experience or self-study can develop GED.

**Grade levels below are only guidelines.**

GED	Reasoning	Math	Language
<b>High</b> 6 5	Intellectual Scientific	Adv. Calc. Statistics	Graduate College
<b>Avg</b> 4 3	High School 7-8	Algebra 7-8	High School 7-8
<b>Low</b> 2 1	4-6 1-3	4-6 1-3	4-6 1-3

### GED LEVEL FREQUENCY COUNTS

GED	Reasoning	Math	Language
<b>6</b>	245 ( 1.9%)	109 ( .8%)	167 ( 1.3%)
<b>5</b>	1,005 ( 7.9%)	417 ( 3.3%)	764 ( 6.0%)
<b>4</b>	2,970 (23.3%)	1,010 ( 7.9%)	1,350 (10.6%)
<b>3</b>	3,620 (28.4%)	2,767 (21.7%)	2,828 (22.2%)
<b>2</b>	4,100 (32.1%)	3,559 (27.9%)	3,716 (29.1%)
<b>1</b>	821 ( 6.4%)	4,899 (38.4%)	3,936 (30.8%)

### SPECIFIC VOCATIONAL PREPARATION (SVP)

See **RHAJ** (Chapter 8) - [www.skilltran.com/rhaj/chapter8.htm](http://www.skilltran.com/rhaj/chapter8.htm)

**SVP** is the amount of time needed to learn the techniques, acquire the information, and develop the facility for average performance in a specific job-worker situation. **SVP** comes from vocational education, civilian, military, and institutional work experience, apprenticeship, and from in-plant and on-the-job training.

*Suggestion:* SVP may also derive from *significant* hobby/volunteer work.

	n		Sedentary
<b>Unskilled</b>	<b>1</b> 191 ( 1.5%)	Short Demo Only Up to 30 Days	6
	<b>2</b> 2,936 (23.0%)		131 >137
<b>Semi-Skilled</b>	<b>3</b> 2,200 (17.2%)	30 Days-3 Months 3-6 Months	144
	<b>4</b> 1,637 (12.8%)		136 >280
<b>Skilled</b>	<b>5</b> 1,207 ( 9.5%)	6 Months-1 Year 1-2 Yrs. (Cert/AA) 2-4 Yrs. (AA/BA/BS)	140
	<b>6</b> 1,333 (10.5%)		161 >603
	<b>7</b> 2,060 (16.1%)		302
<b>Highly Skilled</b>	<b>8</b> 1,151 ( 9.0%)	4-10 Yrs. (MS/PhD) Over 10 Years	357
	<b>9</b> 46 ( .4%)		28 >385

**n =1,405**

# APTITUDES

See *RHAJ* (Chapter 9) - [www.skilltran.com/rhaj/chapter9.htm](http://www.skilltran.com/rhaj/chapter9.htm)

Click a section for more information:

[Strength](#)

Strength Definition  
Distribution vs. SVP

[Physical Demands](#)

[Environmental Conditions](#)

[General Educational Development & SVP](#)

R—Reasoning  
M—Math  
L—Language  
SVP— Specific Vocational Preparation

[Aptitudes](#)

[Temperaments](#)

**APTITUDES** are the capacities or specific abilities that an individual should have in order to learn to perform a given work activity. Some tests estimate aptitude levels. Use the functional task examples in the *RHAJ* to most closely estimate the functional aptitudes of the worker.

**G - GENERAL LEARNING ABILITY**

General ability to learn, reason, make judgments

**V - VERBAL**

Ability to understand and use words effectively

**N - NUMERICAL**

Ability to understand and perform mathematical functions

**S - SPATIAL**

Ability to visualize three dimensional objects from two

**P - FORM PERCEPTION**

Ability to perceive and distinguish graphic detail

**Q - CLERICAL PERCEPTION**

Ability to see and distinguish verbal detail

**K - MOTOR COORDINATION**

Ability to coordinate eyes, hands, fingers

**F - FINGER DEXTERITY**

Ability to finger and manipulate small objects

**M - MANUAL DEXTERITY**

Ability to handle placing and turning motions

**E - EYE / HAND / FOOT COORDINATION**

Motor responsiveness to visual stimuli

**C - COLOR DISCRIMINATION**

Ability to match/discriminate colors

APTITUDE LEVEL	TEST SCORE CONVERSION GUIDE		
	% ile	Interpretation	GATB Score
<b>1</b>	90-99	Superior	>125
<b>2</b>	68-89	Above Average	108-125
<b>3</b>	34-65	Average	92-107
<b>4</b>	1-33	Below Average	56-91
<b>5</b>	Minimal Ability/Unable to Perform		

APTITUDE LEVEL FREQUENCY COUNTS					
	1	2	3	4	5
<b>G</b>	337	1,573	6,093	4,758	<b>0</b>
<b>V</b>	328	1,300	3,850	7,202	81
<b>N</b>	149	783	4,061	6,476	1,292
<b>S</b>	138	1,123	4,347	6,863	290
<b>P</b>	66	1,234	5,770	5,549	142
<b>Q</b>	27	702	3,013	6,494	2,525
<b>K</b>	0	406	6,143	6,140	72
<b>F</b>	51	583	4,593	7,426	108
<b>M</b>	18	554	8,667	3,442	80
<b>E</b>	16	71	631	2,678	9,365
<b>C</b>	21	187	1,053	3,826	7,674

**\*\*Note** that Aptitude G - General Learning Ability (Intelligence) counts *no occupations at level 5*. Job analysts reserved level 5 for situations in which *none* of the aptitude was judged to be necessary to perform the job. All jobs require at least *some* intelligence. *1972 Handbook for Analyzing Jobs (page 294).*

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**Strength**

Strength Definition  
Distribution vs. SVP

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**Environmental Conditions**

**General Educational Development & SVP**

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L—Language  
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**Aptitudes**

**Temperaments**

# TEMPERAMENTS

See *RHAJ* (Chapter 10) - [www.skilltran.com/rhaj/chapter10.htm](http://www.skilltran.com/rhaj/chapter10.htm)

**TEMPERAMENTS** are the adaptability requirements made on the worker by specific types of job situations. Temperaments relate to worker personality traits and can impact long term job retention.

<b>N</b>	<b>%</b>	
2,240	17.6%	<b>D</b> - <b>DIRECTING</b> , controlling or planning activities of others
5,861	45.9%	<b>R</b> - Performing <b>REPETITIVE</b> or short cycle work
496	3.9%	<b>I</b> - <b>INFLUENCING</b> people in their opinions, attitudes and judgments
2,245	17.6%	<b>V</b> - Performing a <b>VARIETY</b> of work
171	1.3%	<b>E</b> - <b>EXPRESSING</b> personal feelings
3	.02%	<b>A</b> - Working <b>ALONE</b> or apart in physical isolation from others
274	2.1%	<b>S</b> - Performing effectively under <b>STRESS</b> (Coping with circumstances dangerous to the worker or others)
6,990	54.8%	<b>T</b> - Attaining precise set limits, <b>TOLERANCES</b> and standards
197	1.5%	<b>U</b> - Working <b>UNDER</b> specific instructions
2,909	22.8%	<b>P</b> - Dealing with <b>PEOPLE</b>
6,038	47.3%	<b>J</b> - Making <b>JUDGMENTS</b> and decisions

## Job Browser Pro

[www.skilltran.com/jb\\_overview.htm](http://www.skilltran.com/jb_overview.htm)

The ultimate, easy, comprehensive, *budget-friendly* software for Case Managers, Vocational Experts, Attorneys, Counselors & Career Exploration.

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- **Long Term Projected Employment Numbers**
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- **Fully Integrated Job Analysis**
- Fast & Easy Look-up of Occupations - 17 Categories by DOT Code, Title, Holland, *O\*NET + More!*
- **Cross References to all Major Code Systems**
- Hyperlinks to *O\*NET* Online, Local Labor Market Information & Sources for Finding Real Jobs
- **Optional Online Updates (Recommended)**
- Section 508 Friendly (JAWS Compatible)
-