

SkillTRAN

Information For Important Work Decisions

POCKET GUIDE

to

The Dictionary of Occupational Titles (DOT)

and the

Characteristics of Occupations

Use This Pocket Guide To:

- Prepare a case for web 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
<https://skilltran.com/rhaj>

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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

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
High	6 5	Intellectual Scientific	Adv. Calc. Statistics	Graduate College
Avg	4 3	High School 7-8	Algebra 7-8	High School 7-8
Low	2 1	4-6 1-3	4-6 1-3	4-6 1-3

GED LEVEL FREQUENCY COUNTS

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

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
Unskilled	1 191 (1.5%)	Short Demo Only	6
	2 2,936 (23.0%)	Up to 30 Days	131 >137
Semi-Skilled	3 2,200 (17.2%)	30 Days-3 Months	144
	4 1,637 (12.8%)	3-6 Months	136 >280
Skilled	5 1,207 (9.5%)	6 Months-1 Year	141
	6 1,333 (10.5%)	1-2 Yrs. (Cert/AA)	162 >605
	7 2,060 (16.1%)	2-4 Yrs. (AA/BA/BS)	302
Highly Skilled	8 1,151 (9.0%)	4-10 Yrs. (MS/PhD)	357
	9 46 (.4%)	Over 10 Years	28 >385

n = 1,407

APTITUDES

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

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
1	90-99	Superior	>125
2	68-89	Above Average	108-125
3	34-67	Average	92-107
4	1-33	Below Average	56-91
5	Minimal Ability/Unable to Perform		

APTITUDE LEVEL FREQUENCY COUNTS

	1	2	3	4	5
G	337	1,573	6,093	4,758	0
V	328	1,300	3,850	7,202	81
N	149	783	4,061	6,476	1,292
S	138	1,123	4,347	6,863	290
P	66	1,234	5,770	5,549	142
Q	27	702	3,013	6,494	2,525
K	0	406	6,143	6,140	72
F	51	583	4,593	7,426	108
M	18	554	8,667	3,442	80
E	16	71	631	2,678	9,365
C	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 intelligence was judged to be necessary to perform the job. All jobs require at least **some** intelligence. **1972 Handbook for Analyzing Jobs (page 294).**

SKILLTRAN CASE PREPARATION

To prepare case information for processing, use the **SkillTRAN Case Preparation Guide** to consolidate all necessary data. Available at www.skilltran.com/CasePrepGuide.pdf

Case preparation and actual processing is done with **E.A.S.E.**

E **Enter** identifying information.
Enter work history by DOT code and/or title. Include significant civilian and military experience and any training, education, and/or leisure pursuits which may have prepared the person to perform an occupation.
Note: It may take several DOT codes to best describe one actual job position held.

A **Adjust** the worker characteristics to reflect the maximum residual **ABILITIES** of the worker. It will be assumed that any unadjusted factors can be constantly performed. Adjust only those factors that are clearly affected. Use the frequency distribution data in this Pocket Guide to evaluate the impact of adjusting characteristics to less than constant ability.

S **Select Search Strategies** that you need. You can search several ways.

- **Transferable Skills Analysis**
- **Pre-Injury / Post Injury Analysis**
Uses transferable skills technology
- **Other Code-based Searches**
By GOE / OGA / SOC codes or Interest
- **Special Searches by Industry** (DOT/NAICS)
- **Compare Client to Intended Goal(s)**

E **Explore** the search results using expanded **Labor Market Resources**, including:

- **Full-Time/Part-Time** Percentage per SOC Group
- **Employment Numbers and Wages at the SOC / DOT / NAICS Level**
National, Statewide, Regional
- **Detailed NAICS Industry Codes** per DOT
- **Long Term Employment Projections** x NAICS
- **Real Job Openings** (6 Job Search Engines)
- **Latest ORS DATA!** - Occupational Requirements Survey (by SOC / O*NET)
- **County Business Patterns** (U.S., State, MSA, ZIP)
- **Current U.S. Employment Statistics** (by NAICS)
- **Industry Staffing Patterns** by SOC / DOT

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STRENGTH										
See <i>RHAJ</i> (Chapter 12) - www.skilltran.com/rhaj/chapter12.htm										
<p>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.</p> <p>For a job to be rated sedentary, both weight/force and position criteria must be satisfied.</p>										
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	141	162	302	357	28	1,407 11.0%
Light	107	1,465	1,068	737	539	674	1,089	627	18	6,324 49.6%
Med	50	918	724	586	398	414	542	141	0	3,773 29.6%
Heavy	25	400	247	168	111	73	118	23	0	1,165 9.1%
Very Heavy	3	22	17	10	18	10	9	3	0	92 0.7%
TOTALS	191	2,936	2,200	1,637	1,207	1,333	2,060	1,151	46	12,761
	3,127 24.5 %		3,837 30.1 %		4,600 36.0 %		1,197 9.4 %			

PHYSICAL DEMANDS					
See <i>RHAJ</i> (Chapter 12) - www.skilltran.com/rhaj/chapter12.htm					
<p>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.</p> <p>PHYSICAL DEMANDS - Frequency Counts</p> <p>Below is the frequency with which each factor is rated in the <i>DOT</i></p>					
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 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 odor				
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	CL	11,063	1,295	399	4
3	BA	11,845	683	223	10
4	ST	8,278	3,001	1,466	16
5	KN	10,924	1,366	470	1
6	CR	9,988	1,994	774	5
7	CW	12,372	322	67	0
8	RE	111	957	10,337	1,356
9	HA	98	895	10,352	1,416
10	FI	2,046	3,693	6,438	584
11	FE	10,733	1,373	606	49
12	TA	8,171	1,214	3,263	113
13	HE	7,656	1,602	3,377	126
14	TS	12,656	72	33	0
15	NE	1,742	1,730	8,537	752
16	FA	11,245	675	784	57
17	DE	6,819	1,874	3,909	159
18	AC	7,862	2,571	2,114	214
19	CV	7,926	3,439	1,313	83
20	FV	11,816	413	483	49

ENVIRONMENTAL CONDITIONS					
See <i>RHAJ</i> (Chapter 12) - www.skilltran.com/rhaj/chapter12.htm					
<p>ENVIRONMENTAL CONDITIONS are the surroundings in which a job is performed. An environmental condition is present when it is specific and job related.</p> <p>ENVIRONMENTAL CONDITIONS — Frequency Counts</p>					
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 1 .05%	Quiet 2 6.15%	Moderate 3 46.24%	Loud 4 46.41%	Very Loud 5 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 a 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				
ENVIRONMENTAL CONDITIONS Frequency Counts					
Work Day	N Not Present	O Occasional (up to 1/3)	F Frequent (1/3 to 2/3)	C Constant (over 2/3)	
1	WE	10,893	805	751	312
2	CO	12,652	70	34	5
3	HO	11,935	364	406	56
4	WT	11,613	543	509	96
5	NO	<i>See Statistics Above</i>			
6	VI	12,695	36	22	8
7	AT	11,013	821	764	163
8	MV	12,035	565	140	21
9	EL	12,610	101	50	0
10	HI	12,596	120	45	0
11	RA	12,690	51	16	4
12	EX	12,665	60	15	21
13	TX	12,388	315	45	13
14	OT	11,047	789	844	81

WORK SITUATIONS / TEMPERAMENTS		
See <i>RHAJ</i> (Chapter 10) - www.skilltran.com/rhaj/chapter10.htm		
<p>Work Situations are the adaptability requirements made on the worker by specific types of job situations. Temperaments reflect worker personality traits and can impact long term job retention.</p>		
N	%	
2,240	17.6%	D - DIRECTING , controlling or planning activities of others
5,861	45.9%	R - Performing REPETITIVE or short cycle work
496	3.9%	I - INFLUENCING people in their opinions, attitudes and judgments
2,245	17.6%	V - Performing a VARIETY of work
171	1.3%	E - EXPRESSING personal feelings
3	.02%	A - Working ALONE or apart in physical isolation from others
274	2.1%	S - Performing effectively under STRESS (Coping with circumstances dangerous to the worker or others)
6,990	54.8%	T - Attaining precise set limits, TOLERANCES and standards
197	1.5%	U - Working UNDER specific instructions
2,909	22.8%	P - Dealing with PEOPLE
6,038	47.3%	J - Making JUDGMENTS and decisions
 <p>SkillTRAN Products:</p> <p>Job Browser Pro Job Browser Pro Web OASYS OASYS Web OccuBrowse OccuBrowse Web Web Services</p>		