

The Revised Handbook for Analyzing Jobs



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CHAPTER 16

PLANT CONTROL CARD AND STAFFING TABLE

The Plant Control Card provides a link between occupational analysis documents and the establishment in which the analyst obtains information. The Staffing Table is a graphic outline of the jobs in an establishment.

PLANT CONTROL CARD

The Plant Control Card contains information about establishments in which job analysis studies have been conducted. Since no occupational analysis documents, such as Job Analysis or Narrative Reports, contain the name of the establishment in which jobs are studied, a Plant Control Card is the analyst's only record of an establishment's identity and location. Therefore, regardless of the number of jobs studied or documents prepared, the analyst must complete a Plant Control Card for every plant study. An example of a completed Plant Control Card is presented later in this chapter.

PROCEDURE FOR PREPARING A PLANT CONTROL CARD

FC NO. (Field Center Number)

Enter the three-digit identification number of the State or Occupational Analysis Field Center which conducted the study. A complete list of all agency identification numbers is in Appendix E.

ESTB EMP (Establishment Employment)

Enter the number of employees in the establishment.

ESTB SN (Establishment Serial Number)

Enter the sequential number assigned to the establishment study by the Field Center.

NOTE: When combined, the Field Center Number, Establishment Employment, and Establishment Serial Number are the establishment identification number.

COMPANY NAME

Enter the name under which the establishment does business.

ADDRESS

Enter the address of the company. If they are different, enter both the mailing and street addresses.

SIC CODE

Enter the four-digit SIC Industry Number from the *Standard Industrial Classification Manual* (SIC) of the major activity of the establishment. (The major activity is based upon the principal final product or service of the establishment and not upon a product or service that is consumed or used during the process(es) of obtaining the final product or service.)

DOT INDUSTRY

Enter the three-digit code of the DOT Industry assigned for study. (DOT Industry codes and abbreviated titles are listed at the end of this chapter.)

PRODUCT

Enter, in lower case letters, the specific products or services produced or rendered by the establishment.

STUDY DATES

From

Enter the date on which the study began.

To

Enter the date on which the study ended in the establishment. (This is not the date on which analysts complete preparation of all reports relating to the establishment study.)

NARRATIVE REPORT

Enter "Y" (Yes) if a Narrative Report was prepared for the establishment study or "N" (No) if a Narrative Report was not prepared.

WORKFLOW CHART

Enter "Y" (Yes) if a Workflow Chart was prepared for the establishment study or "N" (No) if a Workflow Chart was not prepared.

ORGANIZATION CHART

Enter "Y" (Yes) if an Organization Chart was prepared for the establishment study or "N" (No) if an Organization Chart was not prepared.

STAFFING TABLE

Enter "Y" (Yes) if a Staffing Table was prepared for the establishment study or "N" (No) if a Staffing Table was not prepared.

NO. OF JOBS

Enter the number of jobs listed on the Staffing Table.

NO. OF JARs

Enter the number of JAR's prepared as part of the study.

ANALYST

Enter the name of the analyst(s) who conducted the study.

OFFICIALS CONTACTED

NAME and TITLE

Enter the name and position title of all officials contacted during the process of arranging the establishment study.

DATE

Enter the date officials were contacted to arrange the establishment study.

REMARKS

Enter any information that will not fit elsewhere which is necessary to clarify entries on the Plant Control Card or to note any pertinent information concerning the plant or the establishment study.

NOTE: The following entries on the Plant Control Card must be identical to equivalent entries on all JAR's prepared for the plant study: Establishment Number, DOT Industry Name and Code, and SIC Code.

SAMPLE PLANT CONTROL CARD

FRONT

FC NO. <u>362</u> ESTB EMP <u>354</u> ESTB SN <u>1145</u>					
COMPANY NAME <u>Monument Stand, Inc.</u>					
ADDRESS <u>123 East Main Street</u>					
<u>Any Town, NC 27272</u>					
SIC CODE <u>2821</u> DOT INDUSTRY <u>237</u>					
PRODUCT <u>polyethylene compounds and phenolic resins</u>					
STUDY DATES: From: <u>Feb. 27, 1984</u> To: <u>March 26, 1984</u>					
NARRATIVE REPORT: Y	WORKFLOW CHARG: N	ORGANIZ. CHART: N	STAFFING TABLE: Y	NO. OF JARS: 96	NO. OF JOBS: 132
ANALYST: J. Smith and B. Jones					

BACK

OFFICIALS CONTACTED		
NAME	TITLE	DATE
John Green, Personnel Director		1/12/84
Alice Newton, President		1/16/84
Bob Clark, Production Superintendent		1/16/84
REMARKS: Studied all jobs to obtain information about chemical production process.		

STAFFING TABLE

The Staffing Table is a systematic arrangement of data on the nature and distribution of all jobs and workers within an establishment. (In some cases, where it fulfills the objectives of a specific study, a Staffing Table may be limited to selected jobs, departments, or processes.)

An initial Staffing Table completed prior to an establishment study provides the analyst with an aid for planning the study. Establishment Staffing Tables also provide information on industry staffing patterns.

The Staffing Table consists of a Face Sheet and one or more Title Sheets. The Face Sheet contains space to record such information as establishment identification number, SIC title(s) and Industry Number(s), number of employees, analyst's name, date of the study, types of products manufactured or services rendered, and comments pertinent to the study. The Title Sheet contains, for each organizational unit, space to record establishment job titles; their equivalent DOT titles; and codes in the DOT, SOC, and GOE classification structures; and the number of workers, by sex, in each job.

PROCEDURE FOR PREPARING THE STAFFING TABLE

STAFFING TABLE FACE SHEET

Establishment No

Enter the establishment identification number, which consists of the OAFC or State agency code number, the total number of employees, and the serial number of the establishment study, such as 362-99-215.

Date

Enter the date (month, day, year) on which analysts complete the data-gathering phase of the study.

DOT Industry Code

Enter the three-digit DOT Industry Code, from the list at the end of this chapter, of the DOT Industry assigned for study.

Number of Employees

Enter the total number of employees in the establishment, regardless of whether analysts study all departments or jobs.

SIC Code

Enter the four-digit SIC Industry Number from the *Standard Industrial Classification Manual* which represents the major activity of the establishment. [The major activity is the principal final product or service of the establishment and not a product or service consumed or used during the process(es) of obtaining the final product or service.]

Secondary SIC Code

Enter the four-digit SIC Industry Number(s) that represent secondary activities of the establishment. If there are none, leave this item blank. Enter only the SIC Industry Numbers of secondary activities which represent final products or services of the establishment and not those of products or services which are consumed or used during the process(es) of obtaining the final products or services.

SIC Industry Name

Enter the SIC short title of the Primary SIC Industry Number. (The SIC short titles are listed in Part 2 of the *Standard Industrial Classification Manual*.)

Name of Analyst(s)

Enter the name(s) of the analyst(s) who conducted the study.

DOT Industry Name

Enter, in lowercase type, the abbreviated DOT Industry, from the list at the end of this chapter.

Products Manufactured or Services Rendered

Record information concerning the type, size, and other distinguishing characteristics of the product(s) or service(s) of the establishment.

Remarks

Explain briefly the scope or purpose of the study. For example, explain whether the study covers all jobs at the establishment, jobs peculiar to a specific industry, or selected jobs. Also include any restrictions, such as time limitations, imposed by establishment officials. Explain briefly factors which may affect the number and kinds of workers employed, such as the installation of automated equipment or changes in methods or procedures. Indicate hours of work shifts. Note any follow-up visits made to an establishment in this section and indicate changes that have occurred since the last visit to any of the information reported elsewhere on the Face Sheet.

NOTE: The following entries on the Staffing Table Face sheet must be identical to equivalent entries on all JAR's prepared for the establishment study: Establishment Number, DOT Industry Name and Number, and SIC Code.

STAFFING TABLE TITLE SHEET**Page**

Enter the consecutive page number of the Title Sheet.

SIC Code

Enter the four-digit SIC Industry Number which represents the major activity of the establishment.

Estab. No.

Enter the establishment identification number corresponding to the one used on the Face Sheet.

Dept. No.

Enter the sequential number, starting with "1", of the department identified in the "Department Name or Estab. Job Title" entry. Leave the item blank when recording an establishment job title in the "Department Name or Estab. Job Title" entry.

Job No.

Enter a zero in this column when recording a department name in the "Department Name or Estab. Job Title" entry. Enter a sequential number, starting with "1", for each establishment job title recorded in the "Department Name or Estab. Job Title" entry.

M/F Employees

Enter the number, by sex, of workers in each establishment job. Precede the number by an "M" or "F" as appropriate.

EX

Enter an "X" when the employer does not require a worker to have experience prior to placement in the establishment job.

DEPARTMENT NAME or Estab. Job Title

Enter either the name of a department or an establishment job title.

For a department, enter in all capital letters the name of the department, unit, section, or other organizational subdivision for which job titles are listed.

For a job, enter in initial capital letters the job title used by the establishment. When the establishment uses more than one title to identify the same job, enter the most commonly used or descriptive title. When the establishment title is ambiguous or nondescriptive, also enter a meaningful, descriptive title in parentheses. (For example, the establishment job title "Operator A" might be more descriptively titled "Turbine Generator Operator".)

DOT TITLE

When the analyst determines that the establishment job is identical in all significant aspects (basic job tasks and worker requirements) to a published definition, enter in all capital letters the published Base or Undefined Related (UR) Title. If the job is not identical in all significant aspects to a published definition, leave this portion of the item blank. (When the analyst is unable to study the establishment job, leave this and the next four items blank.)

(ind. desig.)

Enter the published industry designation(s) of the DOT title appearing in the previous portion of the entry. Leave the entry blank when there is no equivalent DOT Title.

Code

When the analyst determines that the establishment job is essentially the same as an occupation defined in the DOT, enter the published nine-digit DOT code of the similar occupation. When an analyst determines that the establishment job is not the same as an occupation defined in the DOT, enter the six-digit code assigned to the job.

SOC

Enter the four-digit *Standard Occupational Classification Manual* (SOC) code of the unit group that best represents the job. (When the SOC classification structure is not defined to unit groups, enter the major or minor group code as a four-digit number by using trailing zeros. For example, when the establishment job is best represented by the SOC major group of Veterinarians, enter 2700 rather than 27.)

GOE

Enter the six-digit code of the occupational subgroup from the *Guide for Occupational Exploration* (GOE) which best represents the job.

JAR SN-Type & Remarks

Enter the Serial Number and Type of the JAR. This space may also be used for brief comments about specific jobs. (JAR Type is an internal means of denoting the type of information contained on a JAR.)

NOTE: The following entries on the Staffing Table Title sheet must be identical to equivalent entries on corresponding JAR's prepared for the establishment study: Establishment Number, JAR Serial Number and Type, SIC Code, Establishment Job Title, DOT Title, DOT Industry Designation, DOT Code, SOC Code, and GOE Code.

The two following pages contain sample Staffing Table Face and Title Sheets. Note that specific entries on the Staffing Table are identical to corresponding entries on the sample Plant Control Card, presented earlier in the chapter, for this establishment.

STAFFING TABLE FACE SHEET

Establishment No.:	362-354-1145	Date	3/26/84
DOT Industry Code:	237	No. of Employees:	354
SIC Code:	2821	Secondary SIC Code	—
SIC Name:	plastics materials and resins		
Name of Analyst(s):	J. Smith and B. Jones		
DOT Industry Name:	chemical		
Products Manufactured or Services Rendered:			
<p>(1) Polyethylene compounds for use in plastic products and especially for wire and cable insulations. (2) Phenolic resins used in bonding automobile clutch and brake linings, grinding wheels, wood bonding and impregnation, thermal and noise insulation, decorative and industrial laminates, and industrial coatings. (3) Polystyrene compounds used in packaging materials, appliances, housewares, toys, furniture, and containers. (4) Phenol, formaldehyde, and acetone, for sale and for establishment use in intermediate products.</p>			
Remarks:			
<p>This establishment study was undertaken to obtain information about occupations concerned with chemical processing. The study covers all departments. There are three plant shifts in this establishment. During the first two, the establishment operates at full production; scheduled maintenance, repair, and cleaning of equipment and facilities occur during the third. The first shift is from 7:00 am to 3:30 pm; the second shift is from 3:30 to 12:00 am; the third is from 11:00 pm to 7:30 am. All production shifts work five days per week from 7:00 am Monday through 7:30 am Saturday. The office staff works five days per week from 8:15 am Monday through 4:45 pm Friday.</p>			

STAFFING TABLE TITLE SHEET Page 1			SIC Code: 2821		Estab. No.: 362-354-1145		
Dept. No.	Job No.	M/F Employees	E X	DEPARTMENT NAME or Estab. Job Title DOT TITLE (ind. design.) Code SOC GOE			JAR SN-Type & Remarks
1	0			PULVERIZED RESINS			
	1	M1		Distribution Specialist MATERIAL EXPEDITER (clerical) 221.367-042 4752 05.09.02			1-V Team Leader
	2	M4 F1	X	Warehouse Attendant INDUSTRIAL-TRUCK OPERATOR (any industry) 921.683-050 8318 06.04.40			2-V
	3	M4 F5	X	General Operator (Grinder Operator) 558.362 7677 06.02.11			3-B
	4	M8		Still Room Operator A CHEMICAL OPERATOR III (chemical) 559.382-018 7676 06.01.03			4-V
2	0			BUTYL ROOM			
	1	M8		Chief Operator 559.132 7100 06.01.01			5-B
	2	F4		General Operator CHEMICAL OPERATOR III (chemical) 559.382-018 7676 06.01.03			See JAR No. 4-V
	3	M3		Process Unit Operator STILL-OPERATOR HELPER (chemical) 552.685-030 7666 06.04.11			6-V
	4	M2	X	Flaker FLAKER OPERATOR (chemical; smelt & refin.) 559.685-074 7676 06.04.11			7-V
3	0			PHENOL PLANT			
	1	M1		Production Department Head GENERAL SUPERVISOR (any industry) 183.167-018 1320 05.02.03			8-V (183.161)
	2	F1		Senior Chemist CHEMIST, ANALYTICAL (profess. & kin.) 022.061-010 1845 02.01.01			9-V

ALPHABETICAL LIST OF DOT INDUSTRIES AND CODES

agric. equip. - 121
agriculture - 116
aircraft mfg. - 123
air trans. - 125
amuse. & rec. - 133
any industry - 138
auto. mfg. - 151
automotive ser. - 154
bakery products - 164
beverage - 168
boot & shoe - 176
brick & tile - 178
build. mat., nec - 186
business ser. - 187
button & notion - 191
can. & preserv. - 214
carpet & rug - 226
cement - 231
chemical - 237
clerical - 249
clock & watch - 251
comm. equip. - 725
concrete prod. - 264
construction - 271
cutlery-hrdwr. - 294
dairy products - 313
domestic ser. - 319
education - 335
elec. equip. - 341
electron. comp. - 343
electroplating - 345
engine-turbine - 351
engraving - 352
fabrication, nec - 366
financial - 375
fishing & hunt. - 381
food prep., nec - 385
forestry - 387
forging - 391
foundry - 393
fur goods - 399
furniture - 401
galvanizing - 405
garment - 409
glass mfg. - 411
glass products - 415
glove & mit. - 419
government ser. - 425
grain-feed mills - 427
hat & cap - 441
heat treating - 444
hotel & rest. - 453
house. appl. - 456
inst. & app. - 466
insurance - 473
jewelry-silver. - 484
knitting - 494
laundry & rel. - 516
leather mfg. - 518
leather prod. - 522
library - 524
light. fix. - 529
logging - 544
machinery mfg. - 557
machine shop - 561
machine tools - 563
meat products - 831
medical ser. - 573
metal prod., nec - 362
mfd. bldgs. - 568

ALPHABETICAL LIST OF DOT INDUSTRIES AND CODES

military ser. - 574
millwork-plywood - 576
mine & quarry - 578
motion picture - 589
motor-bicycles - 592
motor trans. - 593
museums - 597
musical inst. - 595
narrow fabrics - 615
nonfer. metal - 632
nonmet. min. - 633
nonprofit org. - 634
nut & bolt - 636
office machines - 644
oils & grease - 646
optical goods - 648
ordnance - 651
paint & varnish - 657
paper & pulp - 661
paper goods - 664
pen & pencil - 671
personal ser. - 674
petrol. & gas - 677
petrol. refin. - 679
pharmaceut. - 323
photo. appar. - 683
photofinishing - 684
pipe lines - 687
plastic prod. - 364
plastic-synth. - 691
plumbing-heat. - 693
pottery & porc. - 696
print. & pub. - 699
profess. & kin. - 705
protective dev. - 673
radio-tv broad. - 724
railroad equip. - 542
real estate - 731
recording - 733
retail trade - 741
r.r. trans. - 751
rubber goods - 754
rubber reclaim. - 756
rubber tire - 761
sanitary ser. - 815
saw. & plan. - 817
ship-boat mfg. - 824
smelt. & refin. - 832
soap & rel. - 835
social ser. - 836
steel & rel. - 171
stonework - 845
struct. metal - 847
sugar & conf. - 851
svc. ind. mach. - 735
tel. & tel. - 869
tex. prod., nec - 873
textile - 875
tinware - 877
tobacco - 881
toy-sport equip. - 883
utilities - 532
vehicles, nec - 885
water trans. - 941
waterworks - 943
welding - 945
wholesale tr. - 948
wood. container - 957
wood prod., nec - 962
woodworking - 964