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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

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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 5	245 (1.9%) 1,005 (7.9%)	109 (.8%) 417 (3.3%)	167 (1.3%) 764 (6.0%)
4 3	2,970 (23.3%) 3,620 (28.4%)	1,010 (7.9%) 2,767 (21.7%)	1,350 (10.6%) 2,828 (22.2%)
2 1	4,100 (32.1%) 821 (6.4%)	3,559 (27.9%) 4,899 (38.4%)	3,716 (29.1%) 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
	2	2,936 (23.0%)	Up to 30 Days
Semi-Skilled	3	2,200 (17.2%)	30 Days-3 Months
	4	1,637 (12.8%)	3-6 Months
Skilled	5	1,207 (9.5%)	6 Months-1 Year
	6	1,333 (10.5%)	1-2 Yrs. (Cert/AA)
	7	2,060 (16.1%)	2-4 Yrs. (AA/BA/BS)
Highly Skilled	8	1,151 (9.0%)	4–10 Yrs. (MS/PhD)
	9	46 (.4%)	Over 10 Years

n =1,405

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 2 3 4	90-99 68-89 34-65 1-33	Superior Above Average Average Below Average	>125 108-125 92-107 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 aptitude 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 For Internet-Based Services

To prepare case information before online 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.**



ENTER basic 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 make take several DOT codes to best describe one actual job position held.*



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.

SELECT SEARCH STRATEGIES that you need.

You can search several ways.

- **Transferable Skills Analysis**
- **Pre-Injury / Post-Injury Analysis**
Uses transferable skills technology
- **Interest Searches**
By GOE/other codes or Interest Words)
- **Special Searches**
- **Compare Client to an Intended Goal**



EXPLORE the search results using expanded labor market resources, including:

- **Employment Numbers & Wages**
National, Statewide, Regional / Local
- **Long Term Projected Employment Numbers**
- **Business Listings**—Anywhere, USA
Extract by industry, geographic area, and company size (number of employees).
- **REAL JOB OPENINGS**—Millions in **ONE site**
 - Updated DAILY—75,000—125,000 New/Day
 - Current Openings—None older than 60 days
 - One easy interface to 200,000+ web sites !

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STRENGTH										
See <i>RHAJ</i> (Chapter 12) - 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		
SVP	1	2	3	4	5	6	7	8	9	Total
Sed.	6	131	144	136	141	162	302	357	28	1,405 11.0%
Light	107	1,465	1,068	737	539	674	1,089	627	18	6,326 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 *RHAJ* (Chapter 12) - 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 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 *RHAJ* (Chapter 12) - 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 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 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	See Statistics Above			
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