# U.S. Department of Labor Bureau of Labor Statistics

## Occupational Requirements Survey



State and local government	

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.

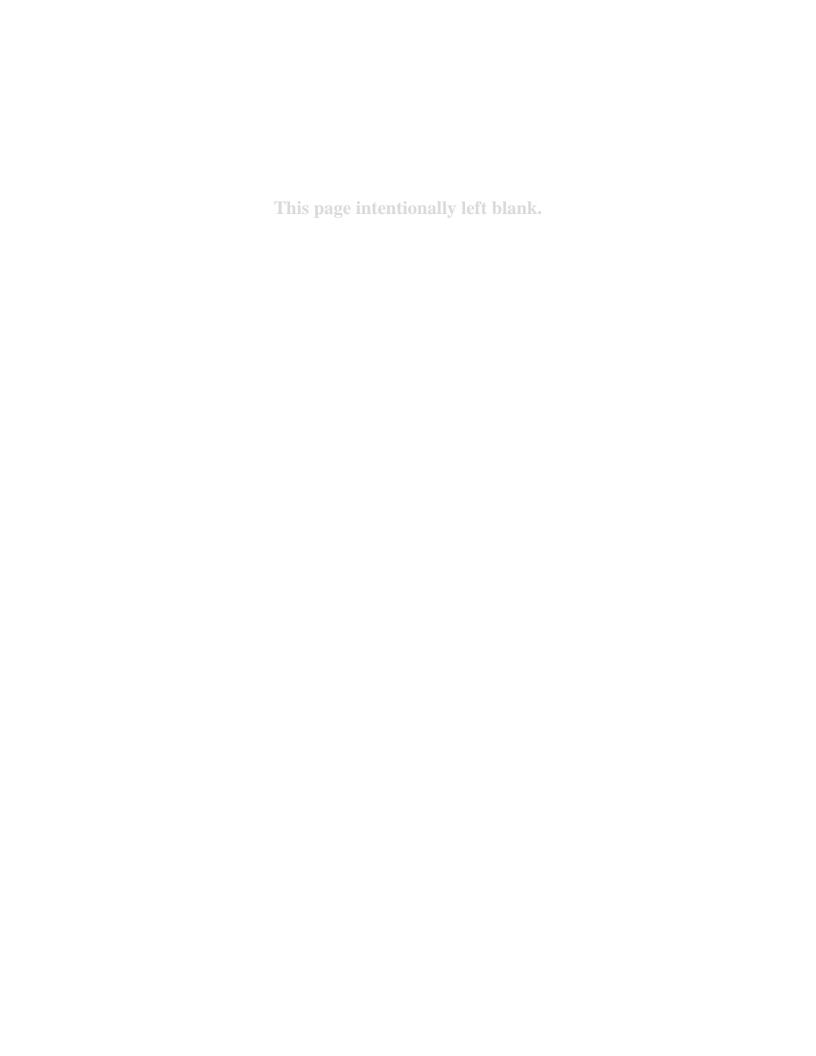
O.M.B. #1220-0189 Expires 8/31/2021

We estimate that it will take an average of 66 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.

Schedule number:	Start:	End:
Total Employment:	<b>PSO Employment:</b>	

	Selected Occupations	Occ. Emp.	FT/PT	SOC
1				
2				
3				
4				
5				
6				
7				
8				

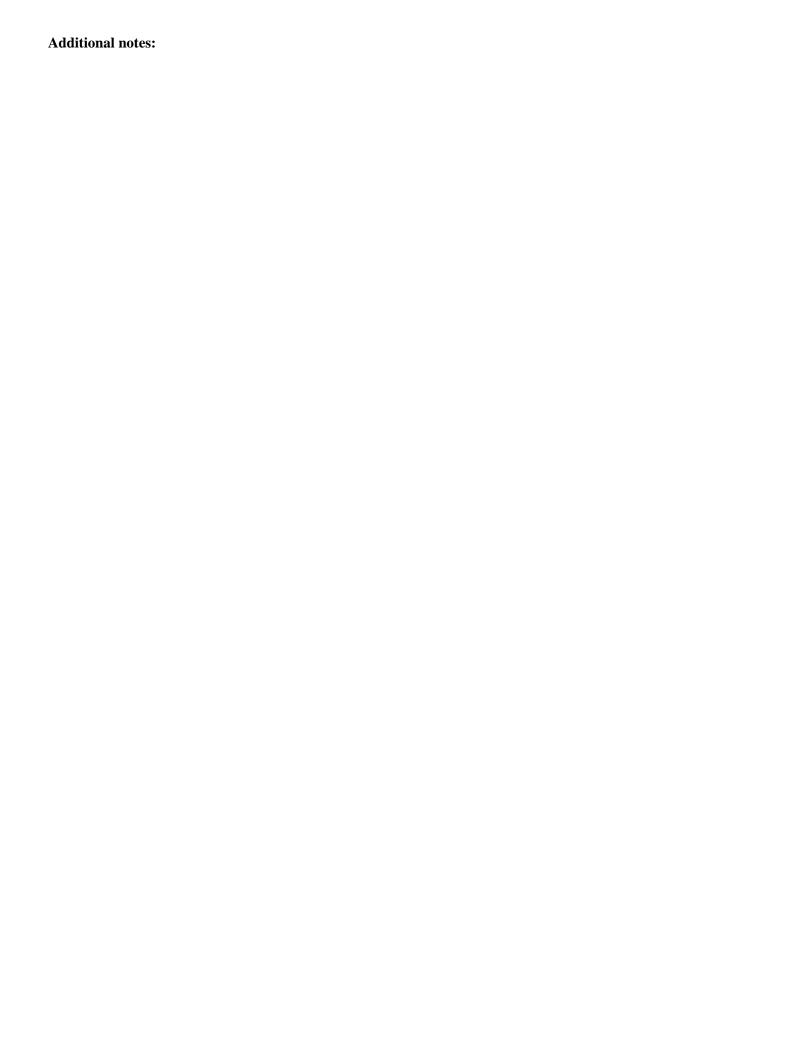
PRINT ADDITIONAL COPIES OF PAGES 3-16, AS NEEDED.



Schedule/Quote:	Work Schedule:

<b>Quote Details</b>			
Job Title:		Job Description: (Y/	N)
Job Observation (circle):	Yes - requested	Yes - offered	No
Critical Job Function:			
		,	
	SVP		
Critical Tasks/Notes		mum Education	10.70
Driving: □Yes □No		num formal education requi num, must workers be able	
Vehicle Type (if yes):		num, must workers be able	to read and write:
venicie i ype (ii yes).			
	Eyne	rience	
	_	work experience required?	How much?
		entials	
		essional certification, state of	
		pre-employment training re to obtain?	equired? Type and
	time	to obtain:	

On the job Training
Post-employment training (OJT, mentoring, etc.)
required? Type and how much?



### **COGNITIVE ELEMENTS - Work Review**

1.	How frequently is work checked in this job by a supervisor or lead worker?
	(A) More than once per day
	(B) Once per day
	(C) Less often than once per day, but at least once per week
	(D) Less often than weekly
	Enter the appropriate letter answer for each quote.
	Quote Number         1         2         3         4         5         6         7         8
	Work Rev Freq
2.	Are supervisors or lead workers generally present in the same physical work area as workers?
	Quote Number         1         2         3         4         5         6         7         8
	Yes
	No Service Ser
$^{\circ}\Omega$	GNITIVE ELEMENTS - Pace
1.	What <u>most</u> controls the work load of this job (Select one)?
	(A) Machinery, Equipment, or Software
	(B) (Company determined) numerical performance targets
	(C) People (such as customers, supervisor, etc.)
	(D) Self-paced by Worker
	(E) Other (specify)
	Enter the appropriate letter answer for each quote.
	Quote Number         1         2         3         4         5         6         7         8
	Work Load
2.	How would you describe the pace of work for this job? Would you say that in a typical day or week
	(A) The pace is consistent, and generally fast
	(B) The pace is consistent, and generally slow
	(C) The pace varies
	Enter the appropriate letter answer for each quote.
	Quote Number         1         2         3         4         5         6         7         8
	Work Pace

	<b>Quote Number</b>	1	2	3	4	5	6	7	8
	Yes								
	No								
COG	SNITIVE ELEMENT	ΓS - Perso	nal Conta	ects					
1.	How often does this o	ccupation r	require ver	bal, work-r	elated inter	actions?			
	(A) Constantly, ev	ery few mi	inutes						
	(B) Not constantly	y, but more	than once	per hour					
	(C) Not every hou	r, but more	e than once	e per day					
	(D) Once per day	or less ofte	n						
	Enter the appropriate l	etter answe	r for each q	quote.					
	<b>Quote Number</b>	1	2	3	4	5	6	7	8
	Verbal Interact								
	relate to others. In a j only expected to enga- this job require basic	ge in simpl	e, brief wo	rk-related c					
	tins job require basic	or more th	an basic pe	eople skills?					
	Quote Number	or more th	an basic pe	eople skills?	4	5	6	7	8
					4	5	6	7	8
	Quote Number Basic More than Basic	1	2	3	4	5	6	7	8
COG	Quote Number Basic	Dout "problems when yet what to do think of	lem Solvin workers ardo next. Ho	g" tasks that e faced with ow often is the	at the works	er does in h	nis/her job.	Think of "jh requires	problem them to
°O(	Quote Number  Basic  More than Basic  NITIVE ELEMEN  The next question is a solving" as what happ think for a while about more than 5 minutes to (A) More than one	TS – Problems when we what to do think of a ce per day	lem Solvin olem solvin workers ard do next. Ho a good solv	g" tasks that e faced with the often is that ition?	at the works	er does in h	nis/her job.	Think of "jh requires	problem them to
1.	Quote Number  Basic  More than Basic  NITIVE ELEMEN  The next question is a solving" as what happ think for a while about more than 5 minutes to (A) More than one (B) Once per day	TS – Prob bout "prob bens when y at what to d to think of ce per day , but at leas	lem Solvin blem solvin workers ardo next. Ho a good solu	g'' tasks that e faced withow often is thation?	at the works	er does in h	nis/her job.	Think of "jh requires	problem them to
1.	Quote Number  Basic  More than Basic  NITIVE ELEMIEN  The next question is a solving" as what happ think for a while about more than 5 minutes (A) More than one (B) Once per day (C) Not every day	TS – Prob bout "prob bens when y at what to d to think of ce per day , but at leas k, but at le	lem Solvin olem solvin workers ardo next. Ho a good solu	g'' tasks that e faced with the ow often is that it in the control of the control	at the works	er does in h	nis/her job.	Think of "jh requires	problem them to
1.	Quote Number  Basic  More than Basic  NITIVE ELEMENT  The next question is a solving" as what happ think for a while about more than 5 minutes (A) More than one (B) Once per day (C) Not every day (D) Not every week	IS – Problems when we the what to do think of a ce per day  but at lease the beautiful to the per day  but at lease the but at lease the monthly,	lem Solvin olem solvin workers ardo next. Ho a good solv st once per	g" tasks that e faced with the ow often is that it in the control of the control	at the works	er does in h	nis/her job.	Think of "jh requires	problem them to
1.	Quote Number  Basic  More than Basic  NITIVE ELEMENT  The next question is a solving" as what happy think for a while about more than 5 minutes to (A) More than one (B) Once per day (C) Not every day (D) Not every week (E) Less often that	IS – Problems when we the what to do think of a ce per day  but at lease the beautiful to the per day  but at lease the but at lease the monthly,	lem Solvin olem solvin workers ardo next. Ho a good solv st once per	g" tasks that e faced with the ow often is that it in the control of the control	at the works	er does in h	nis/her job.	Think of "jh requires	problem them to
1.	Quote Number  Basic  More than Basic  NITIVE ELEMENT  The next question is a solving" as what happethink for a while about more than 5 minutes (A) More than one (B) Once per day (C) Not every day (D) Not every week (E) Less often that Enter the appropriate less (B)	Dout "probe to think of the ce per day hat at least, but a	lem Solvin olem solvin workers ardo next. Ho a good solv st once per east once per including	g" tasks that e faced with the worken is that it in the worker month never quote.	at the worke a new or d ne worker r	er does in h lifficult situ responsible	nis/her job. nation whic for solving	Think of " h requires problems	problem them to that take

#### COGNITIVE ELEMENTS – Public/Crowds/Telework

1. Are workers in this job required to work with the general public?

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Yes								
No								

2. Are workers in this job required to <u>work around crowds</u> in a way that restricts their movement? (We define a crowd as a situation in which a lot of unfamiliar people are present considering the space available, movement is restricted, and a certain level of disorganization is present.)

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Yes								
No								

3. Are workers in this job permitted to work from home or telework?

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Yes								
No								

#### Exertion – Sit/Stand/Walk

1. How many hours a day does a worker in this job usually ...? (Enter the appropriate number of <u>hours</u> for each quote.)

Quote Number	1	2	3	4	5	6	7	8
Sit								
Stand/Walk								
Unknown								

2. Does this job offer the typical employee the choice to <u>alternate between sitting and standing at will</u> throughout the day?

Quote Number	1	2	3	4	5	6	7	8
Yes								
No								
Unknown								

#### Exertion – Lifting/Carrying

Enter the appropriate number of <u>pounds</u> for each quote. (Breaks at 1/10/25/50/75/100)

1. What is the most weight an employee would ever lift or carry?

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Pounds								
Unknown								

2. What is the most weight an employee would generally lift or carry for more than 2/3 of the time? (More than  $5\frac{1}{2}$  hours of an 8-hour workday)

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Pounds								
Unknown								

3. What is the most weight an employee would generally lift or carry from  $\underline{1/3}$  up to  $\underline{2/3}$  of the time? (From  $2\frac{1}{2}$  hours to  $5\frac{1}{2}$  hours of an 8-hour workday)

Quote Number	1	2	3	4	5	6	7	8
Pounds								
Unknown								

4.	What is the most weight (From 10 minutes up to 2				i carry <u>up i</u>	10 1/3 01 til	· ·		
	<b>Quote Number</b>	1	2	3	4	5	6	7	8
	Pounds								
	Unknown								
5.	What is the most weight (Up to 10 minutes of an 8			nerally lift o	r carry <u>up 1</u>	to 2% of th	<u>ne time</u> ?		
	<b>Quote Number</b>	1	2	3	4	5	6	7	8
	Pounds								
	Unknown								
	Exertion – Pushing/Pulli Pushing/Pulling is present or more of the workday.	nt when a v							
1.	How much of their day d								
	Quote Number	1	2	3	4	5	6	7	8
	Duration					-		<u> </u>	
	Unknown				_] [			] [	
	1A. Does the <u>pushing/pul</u>	<u>lling</u> requi	re <u>one hand</u>	/arm or both	2?				
	1A. Does the <u>pushing/pul</u> Quote Number	ling requi	re <u>one hand</u>	arm or both	4	5	6	7	8
		1				5	6	7	8
	Quote Number	1				5	6	7	8
	Quote Number One	1				5	6	7	8
2.	Quote Number One Both Unknown	1	2	3	4				8
2.	Quote Number One Both Unknown How much of their day d	o employe	es in this jo	b generally p	bush or pull	an object	with their <u>f</u>	eet/legs?	
2.	Quote Number One Both Unknown How much of their day d	o employe	es in this jo	b generally p	bush or pull	an object	with their <u>f</u>	eet/legs?	
2.	Quote Number One Both Unknown  How much of their day d Quote Number Duration	o employe	es in this jo	b generally p	bush or pull	an object	with their <u>f</u>	eet/legs?	
2.	Quote Number One Both Unknown  How much of their day d Quote Number Duration Unknown	o employe	es in this jo	b generally p	bush or pull	an object	with their <u>f</u>	eet/legs?	
2.	Quote Number One Both Unknown  How much of their day d Quote Number Duration Unknown  2A. Does the pushing/pul	o employe  1  ling requir	es in this jo	b generally p	bush or pull	an object	with their fo	eet/legs?	8
2.	Quote Number One Both Unknown  How much of their day d Quote Number Duration Unknown  2A. Does the pushing/pul Quote Number	o employe  1  ling requir	es in this jo	b generally p	bush or pull	an object	with their fo	eet/legs?	8
2.	Quote Number One Both Unknown  How much of their day d Quote Number Duration Unknown  2A. Does the pushing/pul Quote Number One	o employe  1  ling requir	es in this jo	b generally p	bush or pull	an object	with their fo	eet/legs?	8

#### Reaching/Manipulation 1. How much of their day do employees in this job generally reach overhead? (Reaching overhead is present when the hand goes higher than the head AND a) elbow is bent and the angle at the shoulder is 90 degrees or more, or b) elbow is extended and the angle at the shoulder is 120 degrees or more.) **Quote Number** 1 2 3 6 8 **Duration** Unknown 1A. Does the overhead reaching require one hand/arm or both? **Quote Number** 4 8 One **Both** Unknown 2. How much of their day do employees in this job generally reach at or below shoulder level? (At/Below the Shoulder Reaching is present when there is Reaching, but it does not meet the threshold for Overhead Reaching.) **Quote Number** 3 6 8 **Duration** Unknown 2A. Does the reaching at or below shoulder level require one hand/arm or both? **Quote Number** 5 6 7 8 One Both Unknown 3. How much of their day do employees in this job generally seize, hold, grasp, turn, or otherwise work with their hand(s) (gross manipulation)? (Note: Do not include time spent keyboarding.) 3 **Quote Number** 8 **Duration**

Unknown

One Both

**Quote Number** 

Unknown

3A. Does this require one hand or both?

4.	How much of their day do fingers (fine manipulation		is job generally <u>t</u>	ouch, pick, pinch, or	work primarily with the	
	(Note: Do not include time		ional keyboardin	<b>g.</b> )		
	Quote Number	1	2 3	4 5	6 7	8
	Duration					
	Unknown					
	4A. Does this require on	e hand or both	<u> </u>	<u> </u>	<u> </u>	_
	<b>Quote Number</b>	1 2	3	4 5	6 7	8
	One					
	Both					
	Unknown					
5.	How much of their day do legs to move controls on n			perate <u>foot/leg contr</u>	ols (use of one or both feet	or
	<b>Quote Number</b>	1	2 3	4 5	6 7	8
	Duration					
	Unknown					
	5A. Does this require on	e foot/leg or bot	<u>th</u> ?			
	<b>Quote Number</b>	1 2	3	4 5	6 7	8
	One					
	Both					
	Unknown					
6.	How much of their day do other machine) using a tra	- •	• • •	<u>keyboard</u> (enter text o	or data into a computer or	
	Quote Number	1	2 3	4 5	6 7	8
	Traditional					

П	~ ~	4	1
-	IV		rai

1. Do any critical tasks require lowering to, or positioning over, something at or below knee level, including on or near the ground (stooping, kneeling, crouching, crawling)?

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Yes (enter duration)								
No								
Unknown								

- 1A. If yes, select how the following types of low postures are used:
  - (A) Yes, required (employees must use this posture because of nature of task(s), physical setting of work environment, or company training specifics)
  - (B) Yes, worker's choice (employees not required to use posture, but typically do)
  - (C) No (posture not used)
  - (D) Unknown

*Enter the appropriate letter answer for each quote.* 

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Stooping								
Crouching								
Crawling								
Kneeling								

#### **Postural – Climbing**

1. Do employees in this job generally climb ramps or stairs?

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Yes - Structure								
Yes - Work-related								
No								
Unknown								

1A. How much of their day to employees in this job climb ramps or stairs?

(Note: Only collect duration if climbing is work related.)

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Duration								
Unknown								

2. How much of their day do employees in this job generally climb ladders, ropes, or scaffolding?

<b>Quote Number</b>	1	2	3	4	5	6	7	8
Duration								
Unknown								

Auditory								
How much of their day do	employees ir	n this job sp	end on wo	rk related	speaking (e	xpressing o	r exchangir	ng
ideas by spoken word)?								
<b>Quote Number</b>	1	2	3	4	5	6	7	8
Duration								
Unknown								
Does this job require emplo	oyees to <u>hea</u> i	r and under	stand in pe	erson speed	<u>eh</u> ?			
<b>Quote Number</b>	1	2	3	4	5	6	7	8
Yes								
No								
Unknown								
Does this job require emplo	oyees to <u>hear</u>	and under	stand com	munication 4	over the to	elephone?	7	8
Yes								
No								
Unknown								
Does this job require emplo	oyees to <u>hea</u> i	r and under	stand othe	r remote s	peech?			
<b>Quote Number</b>	1	2	3	4	5	6	7	8
Yes								
No								
Unknown								
Does this job require emplo	oyees to <u>hear</u>	r and under	stand othe	r sounds?				
<b>Quote Number</b>	1	2	3	4	5	6	7	8

Yes No

Unknown

		letails of ol	ojects <u>20 in</u>	ches or less	away clear	rly (includi	ng the use o	of
mber	1	2	3	4	5	6	7	8
n								
require employ	ees to see d	letails of ol	ojects <u>grea</u>	ter than 20	feet away o	clearly (far	visual acuit	y)?
mber	1	2	3	4	5	6	7	8
n								
require employ	ees to have	a <u>broad f</u> i	eld of visio	<u>n (</u> exclude ş	general aw	areness) (pe	eripheral vi	sion)?
mber	1	2	3	4	5	6	7	8
n								
tal Conditions								
of their day do er	nployees in	this job go	enerally wo	ork <u>outdoor</u>	<u>s</u> ?			
mber	1	2	3	4	5	6	7	8
n								
n								
					veather rel	ated <u>extrem</u>	<u>ne heat</u> (90°	or
mber	1	2	3	4	5	6	7	8
n								
n								
	mber  n b require employ mber  n tal Conditions of their day do en mber  n of their day do en	mber 1  b require employees to see of mber 1  b require employees to have mber 1  character and the require employees to have mber 1  character and the require employees in mber 2  character and the require employees in mber 2  character and the require employees in mber 3  character and the require employees in mber 4  character and the require employ	mber 1 2  mber 1 2	mber 1 2 3  b require employees to see details of objects greated by the require employees to have a broad field of vision mber 1 2 3  tal Conditions of their day do employees in this job generally we mber 1 2 3  n 1 2 3	(near visual acuity)?  mber	mber 1 2 3 4 5  require employees to see details of objects greater than 20 feet away of their day do employees in this job generally work outdoors?  mber 1 2 3 4 5  require employees in this job generally work outdoors?  mber 1 2 3 4 5  more productions  of their day do employees in this job generally work in non-weather relary environment, 85° or above in a humid environment)?  mber 1 2 3 4 5  mber 1 2 3 4 5	(near visual acuity)?    mber	mber

How much of their day do employees in this job generally work in non-weather related extreme cold ( $40^{\circ}$ for more than 2/3 of the day, $32^{\circ}$ if less than 2/3 of the day)?											
Quote Number	1	2	3	4	5	6	7	8			
Duration											
Unknown											

4.	Excluding weather, how muother liquids?	ich of their (	day do emp	oloyees in t	his job gen	erally come	e in <u>contact</u>	with water	or
	<b>Quote Number</b>	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
5.	How much of their day do e	employees in	this job ge	enerally wo	ork in non-	weather rel	ated <u>humid</u>	lity?	_
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
6.	How much of their day do e object or surface that cause					avy vibratio	on (exposur	e to a shak	ing
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
7.	How much of their day do e (substances that may have a ingestion, or contact)?  Quote Number			•					tion,
	Duration								
	Unknown								
	PPE* (Y/N)								
	*Document the use of Personal Prot	tective Equipme	ent (PPE) if the	e element is p	resent.				
8.	How much of their day do e mechanical parts of equipm		• 0	•		itions wher	e bodily inj	jury from <u>n</u>	noving,
	Quote Number	1	2	3	4	5	6	7	8
	Duration								
	Unknown								
	PPE* (Y/N)								
0	* Document the use of Personal Pro				•		0		
9.	How much of their day do e  Quote Number	imployees in	this job ge	anerally wo	ork in <u>nign.</u>	, exposed pl	6	7	8
	Duration Duration	1	<u> </u>	3	4	3	U	/	0
	Unknown								
	PPE* (Y/N)								
	* Document the use of Personal Pro	tective Equipm	ent (PPE) if the	le element is j	present.				

10. How would you describe the <u>noise level</u> where employees in this job typically work?

Quote Number	1	2	3	4	5	6	7	8
Quiet - Library, Golf Course								
Moderate - Office, Retail Store, Light Traffic								
Loud - Heavy Traffic, Manufacturing								
Very Loud - Jack Hammer, Front Row at a Rock Concert								
Unknown								
PPE* (Y/N)								

<sup>\*</sup> Document the use of Personal Protective Equipment (PPE) if the element is present.