

## O\*NET LAY TITLES Submission Procedures



### Background

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The Lay Titles file provides a list of alternate occupational titles that are linked to the O\*NET-SOC classification system. The file was developed to improve keyword searches in several Department of Labor internet applications (i.e., Career InfoNet, O\*NET OnLine, O\*NET Code Connector and the O\*NET-SOC AutoCoder). The Lay Titles file is updated annually with occupational titles coming from diverse sources, including the O\*NET Data Collection Program, analysis of search terms used within the U.S. DOL electronic tools, and direct input from customers.

The O\*NET Center has established procedures for users to follow in submitting lay titles for consideration. The first step is to consider titles currently in the lay title database (see Step 1 below). If the title of interest is not found, if it is not linked to the occupation of interest, or if the user is not sure of the best occupational link, they may then submit a request for consideration of the new title, as described in Step 2.

#### Step 1. Considering current titles

Before making a submission, the user can determine if the Lay Title of interest is already linked to one or more O\*NET-SOC occupations. (Note: Lay Titles are frequently linked to more than one occupation.) If the title of interest is already linked to the occupation of interest, further submissions are not necessary.

There are three avenues for this determination:

1. Enter the lay title of interest into the Keyword Search of O\*NET OnLine (<http://www.onetonline.org>). Click on the Relevance Score associated with the highest ranking occupations matching the search term. For example, if the user performs a search on the lay title "meter maid," the first occupation on the matching list is:

Relevance Score	Code	Occupation
<a href="#">100</a>	33-3041.00	<a href="#">Parking Enforcement Workers</a>

Clicking on the "100" under Relevance Score shows that 'Meter Maid' is already an alternate (lay) title for this occupation.

2. Enter the lay title of interest as a keyword search term using the O\*NET Code Connector (<http://www.onetcodeconnector.org/>). On the search results page, click on the blue check mark under Lay Titles to determine if the search term is currently in the Lay Titles file.

Score	Occupation	O*NET SOC Code	O*NET SOC Title	Lay Titles
100	<a href="#">Parking Enforcement Workers</a>	33-3041.00	(no match)	✓

3. An additional source of Lay Title data is the Lay Titles supplemental file which can be downloaded from <http://www.onetcenter.org/supplemental.html>. This file provides a listing of all O\*NET Lay Titles and the corresponding occupations.

#### Step 2. Submitting a new title for consideration

To submit a request for consideration of a new title when an O\*NET-SOC occupation has already been chosen for the link:

If the Lay Title is not in the current database or if it is not linked to the O\*NET-SOC occupation of interest, the user may submit a request for consideration of a new Lay Title–O\*NET-SOC link by providing information about the title and the requested O\*NET-SOC occupation to O\*NET Customer Service at [onet@onetcenter.org](mailto:onet@onetcenter.org). Any background information about the title will be helpful in the review of the request.

To submit a request when the user is unsure of the best O\*NET-SOC for the lay title:

If the user is not certain to which O\*NET-SOC occupation the Lay Title should be linked, or if the user thinks there is not an appropriate O\*NET-SOC occupation for the link, submitting an Occupational Code Assignment (OCA) form is the best approach. For more information, see Understanding the Occupational Code Assignment (OCA) Process (<http://www.onetcodeconnector.org/oca/step1>).

#### What happens to user input?

Reviews of requests for new Lay Titles are usually completed quickly, and the user will be notified of the results. The Lay Titles database is updated annually, so any new titles will be added with the next update.

Please contact O\*NET Customer Service ([onet@onetcenter.org](mailto:onet@onetcenter.org)) with any questions.