Version 3.0



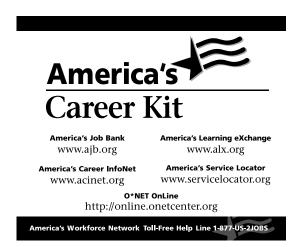
work importance locator

Score Report



U.S. Department of Labor Employment and Training Administration





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Work Importance Locator Score Report

Name: _____ Date: _____

(Please print your name and the date in the spaces above.)

The Work Importance Locator: How Can It Help You?

Recently, you took the Work Importance Locator to learn more about your work values. To help you think about and identify your work values, the Work Importance Locator asked you to rank different aspects of work that represent six important work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

You already have scored your Work Importance Locator. Remember, you can use your results to explore careers that may satisfy what is important to you in an occupation. Your results **should not be** used for employment or hiring decisions. Employers, education programs, or other job related programs should not use your results as part of a screening process for jobs or training.

Now, continue reading to learn about your strongest work values and how you can use them to explore the world of work.

What Are Your Highest Work Value Scores?

In the spaces below and on page 10, copy your two highest work values scores and the names of those work values from page 6 of the Work Importance Locator:

Your Highest Score: _____

Name Of Work Value: _____

Your Next Highest Score: _____

Name Of Work Value:

Using Your Work Values to Explore Careers

You can use your work values to explore careers. Work values are good to use because you probably will find that occupations that meet your work values will be more satisfying and rewarding for you than occupations that don't meet your work values.

On the next pages, you can learn more about your work values and how you can use them to explore the world of work.

The following sections will give steps for you to follow to use your work value scores in identifying groups of occupations to explore.

Remember, though, that work values are just some of the information that you can use to explore careers. Other useful information about yourself:

- your abilities,
- your interests,
- experience,
- education, and
- motivation

are also important in exploring careers. The more aspects of yourself that you use to explore careers, the better chance you have of finding satisfying work.

1

What Your Work Values Mean

You can think of work values as aspects of work that are important to you. The Work Importance Locator measures the importance to you of the six work values listed below. At the very least, please read the definitions for your two highest work values to get a better understanding of these work values for exploring jobs.

Achievement

If **Achievement** is your highest work value, look for jobs that let you use your best abilities. Look for work where you can see the results of your efforts. Explore jobs where you can get the feeling of accomplishment.

Independence

If **Independence** is your highest work value, look for jobs where they let you do things on your own initiative. Explore work where you can make decisions on your own.

Recognition

If **Recognition** is your highest work value, explore jobs with good possibilities for advancement. Look for work with prestige or with the potential for leadership.

Relationships

If **Relationships** is your highest work value, look for jobs where your co-workers are friendly. Look for work that lets you be of service to others. Explore jobs that do not make you do anything that goes against your sense of right and wrong.

Support

If **Support** is your highest work value, look for jobs where the company stands behind its workers and where the workers are comfortable with management's style of supervision. Explore work in companies with a reputation for competent, considerate, and fair management.

Working Conditions

If **Working Conditions** is your highest work value, consider pay, job security, and good working conditions when looking at jobs. Look for work that suits your work style. Some people like to be busy all the time, or work alone, or have many different things to do. Explore jobs where you can take best advantage of your particular work style.

What Occupations Are Linked with Your Work Values?

Now that you know your important work values and have read their descriptions, you are ready to find the occupations that are linked with your work values.

To help you identify occupations that you will likely find satisfying, this score report provides six occupational lists, one for each of the six Work Values Areas. Each list shows the occupations that link best with that Work Values Area.

You will notice that each of the lists of occupations is divided into five Job Zones. Each Job Zone contains

What Is a Job Zone?

A Job Zone is a group of occupations that are similar in these ways:

- how most people get into the job,
- how much overall experience people need to do the job,
- how much education people need to do the job, and

The five Job Zones are:

occupations that require about the same amount of education, training, and/or experience. Knowing your Job Zone can help you focus your career exploration.

Read below to find out about the Job Zones and how to pick your Job Zone. **To explore occupations on this score report, you will need to know your Job Zone as well as your Highest Work Values.** (If you have already picked a Job Zone, turn to pages 5 and 10 and write your Job Zone(s) in the spaces provided.)

• how much on-the-job training people need to do the job.

In other words, the occupations in a Job Zone require similar amounts of preparation. By picking a Job Zone, you will be able to narrow down your career search.

Job Zone 1 — occupations that need Little or No preparation Job Zone 2 — occupations that need Some preparation Job Zone 3 — occupations that need Medium preparation Job Zone 4 — occupations that need Considerable preparation Job Zone 5 — occupations that need Extensive preparation

To help you explore occupations, you can think about Job Zones in two ways:

— your *current* Job Zone and

— your *future* Job Zone.

Current Job Zone: If you want to explore

occupations at your *current* level of preparation, choose the Job Zone that best matches the amount of training, education, and experience you have now. This is your Current Job Zone, the zone with jobs that need the level of preparation you have right now. **Future Job Zone**: If you want to explore occupations based on your *future* level of preparation (for example, after you finish high school, technical training, or college), choose the Job Zone that best matches the experience, training, and education you expect to have in the future. This is your Future Job Zone, the zone with jobs you eventually would have the knowledge and skills to do.

The five job zones a

Job Zone Definitions

To get a better idea of what they mean, read the following Job Zone definitions:

Job Zone 1: Little or No Preparation Needed

- **Overall Experience** No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a general office clerk even if he/she has never worked in an office before.
- **Education** These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.
 - certificate. Some may include bus drivers, forest and conservation g course to obtain a workers, general office clerks, home health aides, and waiters/waitresses.

Job Zone 2: Some Preparation Needed

- **Overall Experience** Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is <u>not</u> needed. For example, a drywall installer might benefit from experience installing drywall, but an inexperienced person could still learn to be an installer with little difficulty.
- **Education** These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.
- **Job Training** Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

Job Training — Employees in these occupations

Examples — These occupations involve following instructions and helping others. Examples

show you how to do the job.

need anywhere from a few days to a few months

of training. Usually, an experienced worker could

Examples — These occupations often involve using your knowledge and skills to help others. Examples include *drywall installers, fire inspectors, flight attendants, pharmacy technicians, retail salespersons,* and *tellers*.

Job Zone 3: Medium Preparation Needed

- **Overall Experience** Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often have passed a licensing exam, in order to perform the job.
- **Education** Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
- **Job Training** Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.
- **Examples** These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include *dental* assistants, electricians, fish and game wardens, legal secretaries, personnel recruiters, and recreation workers.

Job Zone 4: Considerable Preparation Needed

Overall Experience — A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Education — Most of these occupations require a four-year bachelor's degree, but some do not.

- Job Training Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.
- **Examples** Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, chefs and head cooks, computer programmers, historians, and police detectives.

Job Zone 5: Extensive Preparation Needed

- **Overall Experience** Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.
- **Education** A bachelor's degree is the minimum formal education required for these occupations. However, many also require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).
- **Job Training** Employees may need some on-thejob training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.
- **Examples** These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include *lawyers*, *instrumental musicians*, *physicists*, *counseling psychologists*, and *surgeons*.

Which Job Zone Suits You Best?

To help you decide if a Job Zone fits you, you might ask yourself:

- "Do I have the experience, education, and training needed to do the work for occupations in this Job Zone?" (*Current* Job Zone)
- "Am I willing to get the experience, education, and training needed to do the work for occupations in this Job Zone?" (*Future* Job Zone)
- "Would I like to work in at least some of the occupations in this Job Zone?"

If you answered "yes" to these questions, then you have found your Job Zone(s).

If you answered "no" to these questions, you may want to look at the other Job Zone definitions to find one better suited to your situation.

Write the Job Zone(s) you picked in the space(s) below **and in the box on page 10**:

Your Current Job Zone: ___ (1, 2, 3, 4, or 5)

Your Future Job Zone: ___ (1, 2, 3, 4, or 5)

Exploring Careers Using Your Work Values and Your Job Zone:

Now that you have picked your Job Zone, start exploring occupations in your Highest Work Values Area that are included in your Job Zone. The steps listed below can help you find occupations in your Job Zone that link with your work values.

1. Look at your Highest Work Value occupations.

The six occupational lists begin on page 11. Find the occupational list for your Highest Work Value and look over the occupations that are listed there. Based on your responses to the Work Importance Locator, these are examples of occupations with the best chance of satisfying your work value needs.

2. Review the occupations in your Job Zone.

Review the occupations that are listed in your Job Zone under your Highest Work Value. By choosing this Job Zone, you have indicated that these occupations would best use your current level of knowledge and skills or your future knowledge and skills. Do you see any occupations that you would like to find out more about? **Once you have selected occupations to explore, list them in the spaces provided on page 10.**

3. Find out more about the occupations.

When you have selected occupations to explore, you can use O*NET[™] OnLine, the Occupational Information Network, to find out such information as:

- the types of activities that are performed in those occupations;
- the skills, abilities, education, training, and experience that are needed for them; and
- the wages and future employment outlook that are predicted for the occupations.

4. Check the Work Importance Locator O*NET Occupations Master List.

To see more occupations in your Job Zone that link with your Highest Work Value, ask your teacher or counselor for a copy of the Work Importance Locator O*NET Occupations Master List.

5. Still want more? Check your Job Zone and your next highest work value.

If you don't like the occupations in your Job Zone listed for your Highest Work Value and you don't want to explore them, you have several choices:

- You can review the Job Zone definitions to make sure that you have chosen the Job Zone that best matches your current or future situation.
- If you are satisfied with your choice of Job Zone, you can find the occupational listing for your next highest work value and look at the occupations listed in your Job Zone for that work value. Do any of those occupations appeal to you? If so, you can explore them in O*NET OnLine.
- Also, you can look at the Work Importance Locator O*NET Occupations Master List for more occupations.

6. Want to know about a particular occupation not on your list?

If you want to learn more about an occupation not on your list:

- Look in the "Snapshot" section of O*NET OnLine for that specific occupation. To access the Snapshot section, click on the "Snapshot" button after you enter O*NET OnLine.
- How high is your score for the occupation's work value?
- Is the score for that work value close to your two highest scores, showing that it may be a good choice for you, or is it one of your lower scores?
- If that score is one of your four lowest work value scores, the occupation may not be well suited with your work values. You may want to think about why you picked this occupation to explore.

- What is really important to you about this occupation?
 - The money you could make?
 - The glamour of being in the occupation?
 - The excitement of the work?
 - The expectations of family and friends?
- If you think you have chosen this occupation for reasons other than the importance of aspects of the work, you may want to **do more exploring** to be sure that the work will satisfy you.
 - Read about the occupation in other reference books or materials to learn more about what the work really involves.
 - Take one or more of the other Career Exploration tools to see if the results show that your abilities and your interests support your work values for this occupation.
 - Talk to someone working in the occupation to get a feel for what it is really like.

Not Really Sure You Agree with Your Results? (Skip this section if you agree with

your results. Go on to "Using Your Work Values with Other Career Exploration Tools" on page 9.)

Perhaps, after reviewing your results, you might think that they don't really describe your work values as you see them. You may think the descriptions of your highest work values don't really sound like you. Or, you might not have pictured yourself working in the occupations listed with your highest work values. Don't worry about it. Here are some things you can do that may give you results you are more comfortable with:

1. Check your card sorting.

Read Step 2 of the instructions again to make sure you sorted the work value cards correctly.

- Did you put exactly four cards in each column?
- Are the most important work value cards in Column 5?

- Are the next most important work value cards in Column 4?
- Are the next most important work value cards in Columns 3 and 2?
- Are the least important work value cards in Column 1?

2. Check your scoring.

Read Step 3 again to be sure you figured out your Work Value Scores correctly. Your scores for each of the six work values should fall between 6 and 30.

- Did you put the column number (5, 4, 3, 2, or 1) next to the matching work value card letter on the Work Value Worksheet?
- Check your addition. Did you add up the scores within each colored box correctly?
- Check your multiplication. Did you multiply the sum of your Work Value Scores correctly?
- Remember, your TOTAL score in the box for Working Conditions <u>does not</u> need to be multiplied.
- Did you copy your highest two Work Value Scores from Step 3 to Step 4 correctly?

3. Take another look at the occupations listed for your highest work value.

Look again at the occupations listed for your highest work value.

- Do any of them interest you?
- Are you familiar with all of the occupations listed there? Do you need more information about some of them?
- You can find out more about the occupations in the list by looking at O*NET OnLine. You may find that some of the occupations listed are not what you thought they were. They may fit your work values very well.

4. Use your next highest work value to explore careers.

If you still disagree with your highest work value, look at your next highest work value.

- Read again the definition of your next highest work value. Does it describe your work values better?
- Do the occupations listed for your next highest work value appear to be more in line with your work values? Do you see any that you would want to explore further?

5. Try your work value results out.

You might find that once you use your Work Importance Locator results to explore careers, they really do make sense. Don't give up on your results too soon!

- Look at some occupations that are linked to your highest work value area or areas and see what they are really all about. You might be surprised to find occupations that have the characteristics that are important to you in work and you may want to explore or pursue further!
- Do you know people who work in any of the occupations listed under your highest work value? If you talk with them about what they do on their jobs, you may find that the occupations are just what you would like!

Using Your Work Values with Other Career Exploration Tools

You can use this score report together with the score report for the Interest Profiler to get a better idea of the kinds of careers you might find satisfying and rewarding. Also available from your teacher or counselor is the **O*NET Occupations Combined List: Interests and Work Values** that allows you to use the results from both instruments at the same time to find occupations that satisfy both your interests and your work values.

The O*NET Career Exploration Tools

As you explore your career options, you should know that other tools will be available to help you. The **Work Importance Locator** is just one of five tools making up the **O*NET Career Exploration Tools**. The other tools are:

- The Work Importance Profiler a computer-based version of the tool you've just used, it helps you decide what is important to you in a job. It can help you identify occupations that you may find satisfying. You provide your responses on a computer.
- The Computerized Interest Profiler helps you find out what your work-related interests are.
- The Interest Profiler (paper version) is similar to the Computerized Interest Profiler, except that you answer and score the questions by hand.
- The Ability Profiler helps you find out what kinds of jobs you can learn to do well. It can help you recognize where your strengths are and where you might need more training or education.

These tools give you three important pieces of information that are valuable to you when exploring careers:

(1) what is important to you in your world of work,

(2) what you can do well, and

(3) what you like to do.

You may use the tools separately or together. You can use them to identify occupations in the world of work that you may want to explore.

O*NET Occupations

On the following pages are some of the occupations that are linked with the six work values and the five Job Zones. They are organized first by work value and then by Job Zone within Work Value Area.

If you haven't already done so, copy your Highest and Next Highest Work Values from page 1 in the boxes below:

Your Highest Work Value: ______ Your Next Highest Work Value:_____

Also, copy your Job Zone(s) from page 5 in the box below:

Your Current Job Zone: _____ Your Future Job Zone: _____

To look at occupations linked with your highest work value, locate the section for your highest work value in the following pages and then find the occupational listing for your Job Zone under that section. For a longer list of occupations, refer to the Work Importance Locator O*NET Occupations Master List. (See your teacher or counselor for the Master List.)

To look at occupations linked with your next highest work value, locate the sections for your next highest work value and then find the occupational listings for your Job Zone under that section.

Write Below the O*NET Occupations You Have Picked to Explore:

O*NET-SOC#	O*NET-SOC Title
1	
2	
3	
4	
6	
10	

O*NET Occupational Lists

ACHIEVEMENT

ACHIEVEMENT—JOB ZONE 1 (Little or No Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
53-3011.00	Ambulance Drivers and Attendants, Except	41-9012.00	Models***
	Emergency Medical Technicians***	51-9123.00	Painting, Coating, and Decorating Workers**
51-9194.05	Etchers, Hand**	51-5023.09	Printing Press Machine Operators and Tenders**
45-2093.00	Farmworkers, Farm and Ranch Animals***	51-9061.05	Production Inspectors, Testers, Graders, Sorters,
45-4011.00	Forest and Conservation Workers		Samplers, Weighers***
45-2092.02	General Farmworkers***	51-9141.00	Semiconductor Processors***
31-1011.00	Home Health Aides***	53-3033.00	Truck Drivers, Light or Delivery Services***

ACHIEVEMENT—JOB ZONE 2 (Some Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
45-2091.00	Agricultural Equipment Operators	33-9021.00	Private Detectives and Investigators
49-3023.02	Automotive Specialty Technicians	27-3011.00	Radio and Television Announcers
47-2031.03	Carpenter Assemblers and Repairers	41-4011.01	Sales Representatives, Agricultural
49-9092.00	Commercial Divers	41-4011.03	Sales Representatives, Electrical/Electronic
29-2041.00	Emergency Medical Technicians and Paramedics	41-4011.04	Sales Representatives, Mechanical Equipment and
51-6092.00	Fabric and Apparel Patternmakers		Supplies
33-2011.02	Forest Fire Fighters	33-3051.03	Sheriffs and Deputy Sheriffs
51-9071.06	Gem and Diamond Workers	51-6041.00	Shoe and Leather Workers and Repairers
39-5091.00	Makeup Artists, Theatrical and Performance	27-2042.01	Singers
51-9082.00	Medical Appliance Technicians	33-3052.00	Transit and Railroad Police
33-2011.01	Municipal Fire Fighters		

ACHIEVEMENT—JOB ZONE 3 (Medium Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
27-2011.00	Actors	51-9194.02	Engravers/Carvers
41-3011.00	Advertising Sales Agents	27-1022.00	Fashion Designers
27-2021.00	Athletes and Sports Competitors	39-1021.00	First-Line Supervisors/Managers of Personal
49-3021.00	Automotive Body and Related Repairers		Service Workers
49-3023.01	Automotive Master Mechanics	13-1031.02	Insurance Adjusters, Examiners, and Investigators
51-7011.00	Cabinetmakers and Bench Carpenters	27-3091.00	Interpreters and Translators
19-4031.00	Chemical Technicians	25-4013.00	Museum Technicians and Conservators
17-3011.02	Civil Drafters	29-2091.00	Orthotists and Prosthetists
49-2094.00	Electrical and Electronics Repairers, Commercial	33-3051.01	Police Patrol Officers
	and Industrial Equipment	27-4021.01	Professional Photographers
47-2111.00	Electricians	49-9063.02	Stringed Instrument Repairers and Tuners

ACHIEVEMENT (continued)

ACHIEVEMENT—JOB ZONE 4 (Considerable Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
49-3011.02	Aircraft Engine Specialists	27-1025.00	Interior Designers
53-2011.00	Airline Pilots, Copilots, and Flight Engineers	51-9071.01	Jewelers
17-1011.00	Architects, Except Landscape and Naval	13-1111.00	Management Analysts
27-4031.00	Camera Operators, Television, Video, and Motion	11-2021.00	Marketing Managers
	Picture	29-1051.00	Pharmacists
19-2031.00	Chemists	33-3021.01	Police Detectives
17-2051.00	Civil Engineers	29-1111.00	Registered Nurses
15-1021.00	Computer Programmers	25-2031.00	Secondary School Teachers, Except Special and
47-2031.01	Construction Carpenters		Vocational Education
27-3041.00	Editors	25-2032.00	Vocational Education Teachers, Secondary School
21-1012.00	Educational, Vocational, and School Counselors		
11-3040.00	Human Resources Managers		

ACHIEVEMENT—JOB ZONE 5 (Extensive Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
25-1042.00	Biological Science Teachers, Postsecondary	29-1062.00	Family and General Practitioners
19-1020.01	Biologists	17-1012.00	Landscape Architects
17-2041.00	Chemical Engineers	23-1011.00	Lawyers
21-2011.00	Clergy	15-2021.00	Mathematicians
25-1021.00	Computer Science Teachers, Postsecondary	27-2042.02	Musicians, Instrumental
19-3031.03	Counseling Psychologists	41-9031.00	Sales Engineers
29-1021.00	Dentists, General	53-5031.00	Ship Engineers
25-1063.00	Economics Teachers, Postsecondary	29-1067.00	Surgeons
25-1032.00	Engineering Teachers, Postsecondary	11-3031.01	Treasurers, Controllers, and Chief Financial Officers
25-1123.00	English Language and Literature Teachers,	29-1131.00	Veterinarians
	Postsecondary		

Notes

** The occupation was assigned to the group based on its second highest work value. *** The occupation was assigned to the group based on its third highest work value.

INDEPENDENCE

INDEPENDENCE—**JOB ZONE 1** (Little or No Preparation Needed)

O*NET-SOC# 39-9011.00	O*NET-SOC Title Child Care Workers***	O*NET-SOC# 39-5092.00	O*NET-SOC Title Manicurists and Pedicurists**
41-9091.00	Door-to-Door Sales Workers, News and Street	41-9041.00	Telemarketers***
	Vendors, and Related Workers***	53-3032.01	Truck Drivers, Heavy***
45-3011.00	Fishers and Related Fishing Workers**		

INDEPENDENCE—JOB ZONE 2 (Some Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
45-2091.00	Agricultural Equipment Operators**	41-4011.01	Sales Representatives, Agricultural**
49-3091.00	Bicycle Repairers**	41-4011.03	Sales Representatives, Electrical/Electronic**
27-1023.00	Floral Designers**	41-4011.04	Sales Representatives, Mechanical Equipment
33-2022.00	Forest Fire Inspectors and Prevention Specialists**		and Supplies**
51-7021.00	Furniture Finishers**	41-4012.00	Sales Representatives, Wholesale and
45-3021.00	Hunters and Trappers		Manufacturing, Except Technical and
39-5091.00	Makeup Artists, Theatrical and Performance***		Scientific Products
53-5022.00	Motorboat Operators	27-2042.01	Singers**
33-9021.00	Private Detectives and Investigators**	33-3052.00	Transit and Railroad Police**
27-3011.00	Radio and Television Announcers**	41-3041.00	Travel Agents**
53-6051.04	Railroad Inspectors***	39-6022.00	Travel Guides**
41-9022.00	Real Estate Sales Agents		

INDEPENDENCE—JOB ZONE 3 (Medium Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
15-1051.00	Computer Systems Analysts	53-1031.00	First-Line Supervisors/Managers of
47-4011.00 45-1011.01	Construction and Building Inspectors First-Line Supervisors and Manager/Supervisors -		Transportation and Material-Moving Machine and Vehicle Operators
10 1011101	Agricultural Crop Workers	33-3031.00	Fish and Game Wardens
45-1011.06	First-Line Supervisors and Manager/Supervisors -	39-9031.00	Fitness Trainers and Aerobics Instructors
	Fishery Workers	11-9081.00	Lodging Managers
45-1011.04	First-Line Supervisors and Manager/Supervisors -	41-3031.02	Sales Agents, Financial Services
	Horticultural Workers	41-4011.05	Sales Representatives, Medical
37-1012.02	First-Line Supervisors and Manager/Supervisors -	51-9071.02	Silversmiths
	Landscaping Workers	19-3041.00	Sociologists
43-1011.01	First-Line Supervisors, Customer Service	27-2012.04	Talent Directors
35-1012.00	First-Line Supervisors/Managers of Food	51-6093.00	Upholsterers
	Preparation and Serving Workers	13-1022.00	Wholesale and Retail Buyers, Except Farm
39-1021.00	First-Line Supervisors/Managers of Personal Service Workers		Products

INDEPENDENCE (continued)

INDEPENDENCE—JOB ZONE 4 (Considerable Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
35-1011.00	Chefs and Head Cooks	49-1011.00	First-Line Supervisors/Managers of Mechanics,
19-3031.02	Clinical Psychologists		Installers, and Repairers
15-1071.01	Computer Security Specialists	19-1012.00	Food Scientists and Technologists
11-9021.00	Construction Managers	19-3093.00	Historians
39-3092.00	Costume Attendants	17-2112.00	Industrial Engineers
51-6052.02	Custom Tailors	11-3051.00	Industrial Production Managers
27-4032.00	Film and Video Editors	25-2012.00	Kindergarten Teachers, Except Special Education
45-1011.05	First-Line Supervisors and Manager/Supervisors -	37-1012.01	Lawn Service Managers
	Logging Workers	41-3031.01	Sales Agents, Securities and Commodities
47-1011.01	First-Line Supervisors and Manager/Supervisors-	11-2022.00	Sales Managers
	Construction Trades Workers	53-5021.01	Ship and Boat Captains
		13-1073.00	Training and Development Specialists

INDEPENDENCE—JOB ZONE 5 (Extensive Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
19-1011.00	Animal Scientists	25-9031.00	Instructional Coordinators
23-1022.00	Arbitrators, Mediators, and Conciliators	23-1023.00	Judges, Magistrate Judges, and Magistrates
19-2011.00	Astronomers	17-2131.00	Materials Engineers
19-1021.01	Biochemists	19-1022.00	Microbiologists
27-2022.00	Coaches and Scouts	29-9011.00	Occupational Health and Safety Specialists
11-3021.00	Computer and Information Systems Managers	53-5021.03	Pilots, Ship
17-2071.00	Electrical Engineers	19-3094.00	Political Scientists
13-2051.00	Financial Analysts	11-1011.02	Private Sector Executives
33-1021.02	Forest Fire Fighting and Prevention Supervisors	27-2012.03	Program Directors
19-3032.00	Industrial-Organizational Psychologists	19-1031.02	Range Managers

Notes

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RECOGNITION

RECOGNITION—JOB ZONE 1 (Little or No Preparation Needed)

O*NET-SOC# O*NET-SOC Title 41-9012.00 Models**

RECOGNITION—JOB ZONE 2 (Some Preparation Needed)

O*NET-SOC#	O*NET-SOC Title
53-5011.01	Able Seamen***
43-5031.00	Police, Fire, and Ambulance Dispatchers***

O*NET-SOC# 41-9022.00 *O*NET-SOC Title* Real Estate Sales Agents***

RECOGNITION—JOB ZONE 3 (Medium Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
27-2021.00	Athletes and Sports Competitors***	53-1021.00	First-Line Supervisors/Managers of Helpers,
17-3012.01	Electronic Drafters***		Laborers, and Material Movers, Hand**
45-1011.01	First-Line Supervisors and Manager/Supervisors - Agricultural Crop Workers***	41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers**
45-1011.02	First-Line Supervisors and Manager/Supervisors - Animal Husbandry Workers***	51-1011.00	First-Line Supervisors/Managers of Production and Operating Workers***
47-1011.02	First-Line Supervisors and Manager/Supervisors - Extractive Workers***	41-1011.00	First-Line Supervisors/Managers of Retail Sales Workers**
45-1011.06	First-Line Supervisors and Manager/Supervisors - Fishery Workers***	53-1031.00	First-Line Supervisors/Managers of Transportation and Material-Moving Machine
45-1011.04	First-Line Supervisors and Manager/Supervisors -		and Vehicle Operators***
	Horticultural Workers***	33-3031.00	Fish and Game Wardens***
37-1012.02	First-Line Supervisors and Manager/Supervisors -	19-4041.02	Geological Sample Test Technicians***
	Landscaping Workers***	53-5021.02	Mates- Ship, Boat, and Barge
43-1011.02	First-Line Supervisors, Administrative Support***	27-2012.04	Talent Directors***
43-1011.01	First-Line Supervisors, Customer Service***	27-2023.00	Umpires, Referees, and Other Sports Officials***

RECOGNITION (continued)

RECOGNITION—JOB ZONE 4 (Considerable Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
11-3011.00	Administrative Services Managers**	47-1011.01	First-Line Supervisors and Manager/Supervisors-
53-2021.00	Air Traffic Controllers***		Construction Trades Workers**
53-2011.00	Airline Pilots, Copilots, and Flight Engineers**	49-1011.00	First-Line Supervisors/Managers of Mechanics,
27-1011.00	Art Directors***		Installers, and Repairers**
17-2051.00	Civil Engineers***	33-1012.00	First-Line Supervisors/Managers of Police and
53-2012.00	Commercial Pilots**		Detectives***
27-2012.02	Directors- Stage, Motion Pictures, Television, and	17-2112.00	Industrial Engineers***
	Radio***	17-2151.00	Mining and Geological Engineers, Including
11-9032.00	Education Administrators, Elementary and		Mining Safety Engineers***
	Secondary School**	27-2012.01	Producers***
11-9031.00	Education Administrators, Preschool and Child	41-3031.01	Sales Agents, Securities and Commodities***
	Care Center/Program**	11-2022.00	Sales Managers**
13-2061.00	Financial Examiners**	53-5021.01	Ship and Boat Captains***
11-3031.02	Financial Managers, Branch or Department**		

RECOGNITION—JOB ZONE 5 (Extensive Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
17-2011.00	Aerospace Engineers***	27-2041.01	Music Directors***
17-2041.00	Chemical Engineers***	17-2171.00	Petroleum Engineers***
27-2032.00	Choreographers***	53-5021.03	Pilots, Ship***
21-2011.00	Clergy***	27-2012.03	Program Directors***
27-2022.00	Coaches and Scouts***	27-1027.01	Set Designers***
11-9033.00	Education Administrators, Postsecondary**	53-5031.00	Ship Engineers***
33-1021.02	Forest Fire Fighting and Prevention	29-1067.00	Surgeons***
	Supervisors***	11-3031.01	Treasurers, Controllers, and Chief Financial
25-9031.00	Instructional Coordinators***		Officers***
17-2121.01	Marine Engineers***		

Notes

RELATIONSHIPS

RELATIONSHIPS—JOB ZONE 1 (Little or No Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
53-3011.00	Ambulance Drivers and Attendants, Except	49-9098.00	Helpers—Installation, Maintenance, and Repair
	Emergency Medical Technicians		Workers
39-3091.00	Amusement and Recreation Attendants	31-1011.00	Home Health Aides
35-3011.00	Bartenders	37-2012.00	Maids and Housekeeping Cleaners
39-9011.00	Child Care Workers	39-5092.00	Manicurists and Pedicurists
41-2021.00	Counter and Rental Clerks	43-9061.00	Office Clerks, General
33-9091.00	Crossing Guards	51-6021.03	Pressers, Hand
35-9011.00	Dining Room and Cafeteria Attendants and	51-9198.01	Production Laborers
	Bartender Helpers	53-3041.00	Taxi Drivers and Chauffeurs
35-2021.00	Food Preparation Workers	39-6021.00	Tour Guides and Escorts
45-2092.02	General Farmworkers	35-3031.00	Waiters and Waitresses
47-3012.00	Helpers—Carpenters		

RELATIONSHIPS—JOB ZONE 2 (Some Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
49-3091.00	Bicycle Repairers	47-2142.00	Paperhangers
35-2011.00	Cooks, Fast Food	39-9021.00	Personal and Home Care Aides
47-4031.00	Fence Erectors	29-2052.00	Pharmacy Technicians
39-6031.00	Flight Attendants	31-2021.00	Physical Therapist Assistants
47-2043.00	Floor Sanders and Finishers	47-2152.03	Pipelaying Fitters
43-4081.00	Hotel, Motel, and Resort Desk Clerks	51-6021.01	Pressers, Delicate Fabrics
25-4031.00	Library Technicians	21-1093.00	Social and Human Service Assistants
33-9092.00	Lifeguards, Ski Patrol, and Other Recreational	43-3071.00	Tellers
	Protective Service Workers	41-3041.00	Travel Agents
31-1012.00	Nursing Aides, Orderlies, and Attendants	37-3013.00	Tree Trimmers and Pruners
31-2011.00	Occupational Therapist Assistants		

RELATIONSHIPS—JOB ZONE 3 (Medium Preparation Needed)

O*NET-SOC# 51-3011.01 39-5011.00 29-2031.00	O*NET-SOC Title Bakers, Bread and Pastry Barbers Cardiovascular Technologists and Technicians	O*NET-SOC# 49-9031.01 29-2061.00 31-9092.00	O*NET-SOC Title Home Appliance Installers Licensed Practical and Licensed Vocational Nurses Medical Assistants
47-2051.00 35-2014.00	Cement Masons and Concrete Finishers Cooks, Restaurant	29-2071.00	Medical Records and Health Information Technicians
31-9091.00	Dental Assistants	47-2152.02	Plumbers
29-2021.00	Dental Hygienists	39-9032.00	Recreation Workers
13-1071.01	Employment Interviewers, Private or Public	47-2181.00	Roofers
	Employment Service	29-2055.00	Surgical Technologists
47-2042.00	Floor Layers, Except Carpet, Wood, and Hard Tiles	25-9041.00	Teacher Assistants
39-5012.00	Hairdressers, Hairstylists, and Cosmetologists	47-2053.00	Terrazzo Workers and Finishers

RELATIONSHIPS (continued)

RELATIONSHIPS—JOB ZONE 4 (Considerable Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
27-4011.00	Audio and Video Equipment Technicians	29-2081.00	Opticians, Dispensing**
29-1121.00	Audiologists**	47-2141.00	Painters, Construction and Maintenance
25-9011.00	Audio-Visual Collections Specialists	29-1123.00	Physical Therapists**
47-2041.00	Carpet Installers	29-1071.00	Physician Assistants**
29-2051.00	Dietetic Technicians	47-2161.00	Plasterers and Stucco Masons
29-1031.00	Dietitians and Nutritionists**	29-1124.00	Radiation Therapists
39-4011.00	Embalmers	29-2034.02	Radiologic Technicians
37-1011.01	Housekeeping Supervisors	29-1125.00	Recreational Therapists
25-4021.00	Librarians	29-1111.00	Registered Nurses**
29-1122.00	Occupational Therapists**	29-1127.00	Speech-Language Pathologists**

RELATIONSHIPS—JOB ZONE 5 (Extensive Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
29-1061.00	Anesthesiologists**	25-1043.00	Forestry and Conservation Science Teachers,
25-1061.00	Anthropology and Archeology Teachers,		Postsecondary***
	Postsecondary***	25-1191.00	Graduate Teaching Assistants
29-9091.00	Athletic Trainers	21-1091.00	Health Educators**
25-1042.00	Biological Science Teachers, Postsecondary***	25-1125.00	History Teachers, Postsecondary***
25-1052.00	Chemistry Teachers, Postsecondary***	29-1064.00	Obstetricians and Gynecologists***
29-1021.00	Dentists, General***	29-1065.00	Pediatricians, General***
25-1063.00	Economics Teachers, Postsecondary***	25-1054.00	Physics Teachers, Postsecondary***
25-1123.00	English Language and Literature Teachers,	25-1065.00	Political Science Teachers, Postsecondary***
	Postsecondary***	25-1066.00	Psychology Teachers, Postsecondary***
29-1062.00	Family and General Practitioners***	25-1067.00	Sociology Teachers, Postsecondary***
25-1124.00	Foreign Language and Literature Teachers,		
	Postsecondary***		

Notes

SUPPORT

SUPPORT—JOB ZONE 1 (Little or No Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
41-2011.00	Cashiers	51-5023.09	Printing Press Machine Operators and Tenders
51-9194.05	Etchers, Hand	51-9198.02	Production Helpers
43-4071.00	File Clerks	51-9061.05	Production Inspectors, Testers, Graders, Sorters,
45-2041.00	Graders and Sorters, Agricultural Products		Samplers, Weighers
49-9098.00	Helpers Installation, Maintenance, and Repair	43-4171.00	Receptionists and Information Clerks
	Workers	33-9032.00	Security Guards
47-4051.00	Highway Maintenance Workers	51-9141.00	Semiconductor Processors
51-3022.00	Meat, Poultry, and Fish Cutters and Trimmers	51-6031.01	Sewing Machine Operators, Garment
39-2021.00	Nonfarm Animal Caretakers	43-5071.00	Shipping, Receiving, and Traffic Clerks
43-9061.00	Office Clerks, General	53-3033.00	Truck Drivers, Light or Delivery Services
53-7064.00	Packers and Packagers, Hand	51-4121.01	Welders, Production

SUPPORT—JOB ZONE 2 (Some Preparation Needed)

SUPPORT—JOB ZONE 3 (Medium Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-2011.01	Aircraft Structure Assemblers, Precision	53-5021.02	Mates- Ship, Boat, and Barge
49-2011.01	Automatic Teller Machine Servicers	47-2073.02	Operating Engineers
51-3011.02	Bakers, Manufacturing	13-1071.02	Personnel Recruiters
19-4061.01	City Planning Aides	33-3021.02	Police Identification and Records Officers
49-2022.03	Communication Equipment Mechanics,	21-1092.00	Probation Officers and Correctional Treatment
	Installers, and Repairers		Specialists
43-4031.01	Court Clerks	47-2221.00	Structural Iron and Steel Workers
51-2022.00	Electrical and Electronic Equipment Assemblers	51-6063.00	Textile Knitting and Weaving Machine Setters,
51-9061.04	Electrical and Electronic Inspectors and Testers		Operators, and Tenders
51-2031.00	Engine and Other Machine Assemblers	23-2093.02	Title Examiners and Abstractors
49-9042.00	Maintenance and Repair Workers, General	51-4122.01	Welding Machine Setters and Set-Up Operators
51-9061.01	Materials Inspectors		

SUPPORT (continued)

SUPPORT—JOB ZONE 4 (Considerable Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-5012.00	Bookbinders	51-9061.02	Mechanical Inspectors
47-2081.01	Ceiling Tile Installers	51-2041.01	Metal Fabricators, Structural Metal Products
49-9051.00	Electrical Power-Line Installers and Repairers	49-9044.00	Millwrights
17-3024.00	Electro-Mechanical Technicians	51-8012.00	Power Distributors and Dispatchers
13-1041.03	Equal Opportunity Representatives and Officers	53-6051.02	Public Transportation Inspectors
43-6011.00	Executive Secretaries and Administrative Assistants	49-9021.02	Refrigeration Mechanics
13-1032.00	Insurance Appraisers, Auto Damage	47-5013.00	Service Unit Operators, Oil, Gas, and Mining
13-2072.00	Loan Officers	13-2081.00	Tax Examiners, Collectors, and Revenue Agents
53-4011.00	Locomotive Engineers	53-6041.00	Traffic Technicians
51-4041.00	Machinists	51-4121.03	Welder-Fitters

SUPPORT—JOB ZONE 5 (Extensive Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-5022.08	Dot Etchers***	51-5021.00	Job Printers**
49-2095.00	Electrical and Electronics Repairers, Powerhouse,	53-6051.03	Marine Cargo Inspectors
	Substation, and Relay	51-5023.02	Offset Lithographic Press Setters and Set-Up
51-5022.10	Electrotypers and Stereotypers		Operators
25-1191.00	Graduate Teaching Assistants***	51-5022.11	Plate Finishers

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WORKING CONDITIONS

WORKING CONDITIONS—JOB ZONE 1 (Little or No Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
43-3021.03	Billing, Posting, and Calculating Machine	43-3061.00	Procurement Clerks**
51-5011.02	Operators** Bindery Machine Operators and Tenders**	51-9061.05	Production Inspectors, Testers, Graders, Sorters, Samplers, Weighers**
53-3021.00	Bus Drivers, Transit and Intercity**	49-9045.00	Refractory Materials Repairers, Except
39-9011.00	Child Care Workers**		Brickmasons**
43-4041.01	Credit Authorizers**	51-9141.00	Semiconductor Processors**
41-9091.00	Door-To-Door Sales Workers, News and Street	51-6031.01	Sewing Machine Operators, Garment**
	Vendors, and Related Workers	51-6031.02	Sewing Machine Operators, Non-Garment**
43-9051.02	Mail Clerks, Except Mail Machine Operators and	43-2011.00	Switchboard Operators, Including Answering
	Postal Service**		Service**
49-9043.00	Maintenance Workers, Machinery**	41-9041.00	Telemarketers
41-9012.00	Models	53-3032.01	Truck Drivers, Heavy
43-5052.00	Postal Service Mail Carriers**	53-3033.00	Truck Drivers, Light or Delivery Services**

WORKING CONDITIONS—JOB ZONE 2 (Some Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
43-3021.02	Billing, Cost, and Rate Clerks	43-4031.02	Municipal Clerks**
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	43-3051.00	Payroll and Timekeeping Clerks**
43-4011.00	Brokerage Clerks	29-2052.00	Pharmacy Technicians**
51-8091.00	Chemical Plant and System Operators**	51-9131.03	Photographic Hand Developers
49-9091.00	Coin, Vending, and Amusement Machine	51-5023.01	Precision Printing Workers**
	Servicers and Repairers	43-9081.00	Proofreaders and Copy Markers**
19-4011.02	Food Science Technicians	41-4011.03	Sales Representatives, Electrical/Electronic**
51-7021.00	Furniture Finishers	43-6014.00	Secretaries, Except Legal, Medical, and
51-9071.06	Gem and Diamond Workers**		Executive**
49-2092.06	Hand and Portable Power Tool Repairers	43-9111.00	Statistical Assistants
51-9082.00	Medical Appliance Technicians**	23-2093.01	Title Searchers**

WORKING CONDITIONS—JOB ZONE 3 (Medium Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
51-9071.04	Bench Workers, Jewelry	29-2071.00	Medical Records and Health Information
		29-2071.00	
51-9081.00	Dental Laboratory Technicians		Technicians
49-2092.01	Electric Home Appliance and Power Tool	51-9071.03	Model and Mold Makers, Jewelry
	Repairers	51-4012.00	Numerical Tool and Process Control Programmers
49-2097.00	Electronic Home Entertainment Equipment	49-9063.04	Percussion Instrument Repairers and Tuners
	Installers and Repairers	51-9131.02	Photographic Reproduction Technicians
19-4091.00	Environmental Science and Protection	51-9083.01	Precision Lens Grinders and Polishers
	Technicians, Including Health	49-2021.00	Radio Mechanics
49-9041.00	Industrial Machinery Mechanics	47-2031.04	Ship Carpenters and Joiners
43-6012.00	Legal Secretaries	51-6052.01	Shop and Alteration Tailors
49-9094.00	Locksmiths and Safe Repairers	49-9063.02	Stringed Instrument Repairers and Tuners
49-9062.00	Medical Equipment Repairers	49-9064.00	Watch Repairers

WORKING CONDITIONS (continued)

WORKING CONDITIONS—JOB ZONE 4 (Considerable Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
13-2011.01	Accountants	51-9131.04	Film Laboratory Technicians
45-2011.00	Agricultural Inspectors	13-2061.00	Financial Examiners
13-2021.01	Assessors	49-9021.01	Heating and Air Conditioning Mechanics
13-2011.02	Auditors	23-2092.00	Law Clerks
13-2031.00	Budget Analysts	23-2011.00	Paralegals and Legal Assistants
49-9061.00	Camera and Photographic Equipment Repairers	51-5022.02	Paste-Up Workers
13-1051.00	Cost Estimators	11-9131.00	Postmasters and Mail Superintendents
49-2011.02	Data Processing Equipment Repairers	11-3061.00	Purchasing Managers
43-9031.00	Desktop Publishers	49-9063.03	Reed or Wind Instrument Repairers and Tuners
51-5022.09	Electronic Masking System Operators	51-5022.05	Scanner Operators

WORKING CONDITIONS—JOB ZONE 5 (Extensive Preparation Needed)

O*NET-SOC#	O*NET-SOC Title	O*NET-SOC#	O*NET-SOC Title
15-2011.00	Actuaries	51-5021.00	Job Printers
23-1021.00	Administrative Law Judges, Adjudicators, and	23-1023.00	Judges, Magistrate Judges, and Magistrates***
	Hearing Officers**	53-6051.03	Marine Cargo Inspectors**
23-1022.00	Arbitrators, Mediators, and Conciliators**	51-5023.02	Offset Lithographic Press Setters and Set-Up
19-1021.01	Biochemists***		Operators**
19-1021.02	Biophysicists***	19-2012.00	Physicists***
29-1011.00	Chiropractors***	51-5022.11	Plate Finishers**
19-3031.03	Counseling Psychologists***	11-1011.02	Private Sector Executives***
51-5022.08	Dot Etchers	29-1066.00	Psychiatrists***
49-2095.00	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay**	11-3031.01	Treasurers, Controllers, and Chief Financial Officers**
51-5022.10	Electrotypers and Stereotypers**	29-1131.00	Veterinarians***

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Notes

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