

Glossary of Occupational Titles

MANAGERIAL AND ADMINISTRATIVE OCCUPATIONS

Administrative Services Managers...

plan, organize, direct, control or coordinate the supportive services department of businesses, agencies and organizations. Typical administrative service managers are property managers and contract administrators. Managers who spend less than 80% of their time in administrative services should be classified in another appropriate managerial category.

Communications, Transportation and Utilities Managers...

plan, organize, direct, control or coordinate activities related to: communications by telephone, telegraph, radio, or television; transporting people or goods by air, highway, railway, water or pipeline; managing transportation facilities such as airports, harbors or terminals; managing warehousing and storage facilities; supplying electricity, gas, water, steam or sanitation services.

Construction and Project Managers...

plan, organize, direct, control or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities and systems, including specialized construction fields such as carpentry or plumbing.

Education Administrators...

plan, organize, direct, control or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary or elementary schools. Include administrators of separate training and instructional organizations (or programs) in private business or other agencies.

Engineering, Mathematical and Natural Science Managers...

plan, organize, direct or coordinate activities in such fields as architecture, electronic data processing, engineering, life sciences, physical sciences, statistics and systems analysis. These persons spend the greatest portion of their time in managerial work for which a background consistent with that described for engineers, mathematicians or natural scientists is required.

Financial Managers...

plan, organize, direct, control or coordinate the financial activities of an organization. This occupation includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

Food Service and Lodging Managers...

plan, organize, direct, control or coordinate activities of an organization or department that serves food and beverages and/or provides lodging and other accommodations. This group includes food and beverage directors.

General Managers and Top Executives...

include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives.

Industrial Production Managers...

plan, organize, direct, control or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality and quantity specifications..

Marketing, Advertising and Public Relations Managers...

formulate marketing policies, direct sales activities and plan, organize and direct advertising and public relations activities for a department, an entire organization or on an account basis.

Medicine and Health Services Managers...

plan, organize, direct, control or coordinate medicine and health services in establishments such as hospitals, clinics or similar organizations.

Personnel, Training and Labor Relations Managers...

plan, organize, direct, control or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies directing the selection, training and evaluation of employees; administering benefits safety and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

Property and Real Estate Managers...

plan, organize, direct, control or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of-buildings or properties, management of real estate buying and selling activities for clients or employers and management of rented or leased housing units, building, or land (including rights-of-way). Workers who are engaged primarily in direct -buying or selling of real estate should be reported with sales workers.

Purchasing Managers...

plan, organize, direct, control or coordinate the activities of buyers, purchasing officers and related workers involved in purchasing materials, products or services. Wholesale or retail merchandising managers are included in this occupation.

PROFESSIONAL, PARAPROFESSIONAL AND TECHNICAL OCCUPATIONS

Accountants, Auditors and Other Financial Specialists...

plan and administer accounting services, advise on tax and accountancy problems, conduct audits and plan and administer other financial activities such as budget analysis, mortgage approval, credit and underwriting analysis and foreign exchange trading.

Aerobics Instructors...

guide others in a system of physical conditioning that involves vigorous exercise combined with dance routines.

Architects, except Landscape and Marine...

plan and design structures such as private residences, office buildings, theaters, factories and other structural property.

Artists and Related Workers...

are workers concerned with designing and executing artwork to illustrate subject matter or promote public consumption of materials, products or services and to influence others in their opinions of individuals or organizations. Graphic designers, commercial artists, artistic painters, art directors and painting restorers are included.

Assistant Golf Professionals...

assist golf professional with teaching and promoting the game of golf. Helps to spread hospitality and good will among fellow employees and customers. May also need an understanding of the overall pro shop operations. Represents the golf professional as directed.

Athletes, Coaches, Umpires and Related Workers...

participate in competitive professional athletic events as a player, coach, manager, umpire, or judge. Includes athletic trainers, scouts, official scorers, and timekeepers.

Biological Scientists...

research problems dealing with life processes. Include Biologists, Biochemists, Biophysicists, Pathologists, Bacteriologists, Toxicologists and Zoologists. Exclude Medical and Agricultural Scientists.

Biological, Agricultural and Food Technicians...

assist scientists in laboratory and production activities by performing tasks necessary to experiment, test and develop new and improved methods in production, preservation and processing of plant and animal life.

Broadcast Technicians...

set up, operate and maintain the electronic equipment used to transmit radio and television programs. They control audio equipment to regulate volume level and quality of sound during radio and television Broadcasts. They may operate radio transmitters to broadcast radio and television programs. In most cases, an FCC first class operator's license is required for this occupation.

Budget Analysts...

examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Examine requests for budget revisions, recommend approval or denial, and draft correspondence. Analyze monthly department budgeting and accounting reports for the purpose of maintaining expenditure controls. Provide technical assistance to officials in the preparation of budgets.

Cardiology Technologists...

conduct tests on pulmonary and/or cardiovascular systems of patients for diagnostic purposes. May conduct or assist in electrocardiograms, cardiac catherizations, and pulmonary function, lung capacity and similar tests.

Chemical Engineers...

design chemical plant equipment and devise processes for manufacturing chemicals and products such as gasoline, synthetic rubber, plastics, detergents, cement and paper and pulp., applying principles and technology chemistry, physics and engineering. Sales engineers should be reported with sales workers.

Chemical Technicians and Technologists

conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids and gaseous materials for purposes such as research and development of new products or processes, quality **control, maintenance** of environmental standards and other work involving experimental, theoretical or practical application of chemistry and related sciences.

Chemists, except Biochemists...

conduct chemical tests, qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control or to develop new products or new knowledge.

Civil Engineering Technicians ...

apply theory and principles of civil engineering in planning, designing and overseeing construction and maintenance of structures and facilities under the direction of engineering staff and physical scientists.

Civil Engineers, including Traffic...

perform a variety of engineering work in planning, designing and overseeing construction and maintenance of structures and facilities such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems and waste disposal units. Included in this occupation are traffic engineers who specialize in studying vehicular and pedestrian traffic conditions.

Claims Examiner, Property and Casualty Insurance...

review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures, insuring that adjusters have followed proper methods. Report overpayments, underpayments, and other irregularities. Confer with legal counsel on claims requiring litigation.

Clergy...

Conduct religious worship and perform spiritual functions associated with beliefs and practices of religious faith or denomination as delegated by ordinance, license, or other authorization. Provide spiritual and moral guidance and assistance to members.

Compliance Officers and Inspectors...

enforce adherence to policies, procedures, or regulations and advise on standards. May inspect and enforce regulations on such matters as health, safety, food, immigration, licensing, or interstate commerce. May be employed in public or private sector.

Computer Programmer Aides...

assist computer programmers or systems analysts by performing computer related tasks such as entering completed programs for conversion to machine instructions, writing simple programs to retrieve data and other duties to assist in the processing of data or to control industrial processes.

Computer Programmers...

convert symbolic statements of administrative data, business, scientific, engineering and other technical. problem formulations to detailed logical flow charts for coding into computer language; develop and write computer programs to store, locate and retrieve specific documents, data and information.

Computer Software Engineers...

research, design and develop computer software systems, in conjunction with hardware product development, for medical, industrial, military, communications, aerospace and scientific applications, applying principles and techniques of computer science, engineering and mathematical analysis. May analyze software requirements to determine feasibility of design within time and cost constraints. Use scientific analysis and mathematical models to predict and measure outcome and consequences of design. Develop and direct software system testing procedures, programming and documentation.

Computer Support Specialists and Network Administrators...

provide technical assistance and training to system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software including printing, word processing, programming languages, electronic mail, and operating systems.

Construction and Building Inspectors...

inspect new or remodeled construction to determine its soundness and compliance to specifications, building codes and other regulations. Inspections may be limited to a single area such as electrical systems or elevators, or inspections may be more general in nature.

Cost Estimators...

prepare cost estimates for manufacturing of products, construction projects or services to aid management in bidding on or determining price of products or services. They may specialize according to particular service performed or product produced.

Dental Hygienists...

perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Dentists...

diagnose and treat diseases, injuries and malformations of teeth or gums and related oral structures.

Designers, except Interior Designers...

design or arrange objects and materials to achieve artistic or decorative affects for apparel or other commercial items. They may also create, mark out or draw designs for items such as furniture and machinery (product design). Designers are generally categorized according to articles or products designed such as clothes designers or industrial designers or according to type of design work such as embroidery designers. Layout artists are included in this category.

Dietetic Technicians...

provide service in assigned areas of food service management. Teach principles of food and nutrition and provide dietary counseling under direction of dietitians.

Dietitians and Nutritionists...

organize, plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. They may administer activities of departments providing quantity food service and plan, organize and conduct programs in nutritional research.

Drafters...

prepare clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. Drafters utilize knowledge of various machines, engineering practices, mathematics, building materials and other physical sciences to complete drawings. They may use computer-assisted drafting (CAD) equipment and software and be designated CAD drafters.

Economists, including Market Research Analysts...

economists conduct research, prepare reports and formulate plans to aid in solution of economic problems arising from production and distribution of goods and services. Market Research Analysts research market conditions in local, regional, or national area to determine potential sales of a product or service; examine and analyze statistical data on past sales and wholesale or retail trade trends to forecast future sales trends.

Electrical and Electronic Engineers...

design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components, or systems for commercial, industrial, military or scientific use. Sales engineers are reported with sales workers. Does not include computer engineers.

Electrical and Electronic Technicians...

apply electrical and electronic theory and related knowledge to design, build, test, repair and modify developmental, experimental or production electrical equipment in industrial or commercial plants and for subsequent use by engineering personnel in making engineering design and evaluation decisions.

Electrocardiograph Technicians...

record electromotive variations in heart muscle using electrocardiographs, to provide data for diagnosis of heart ailments.

Electroencephalograph Technologists

record electrical activity of the brain and other nervous system functions using a variety of techniques and equipment. May prepare patients for the test, obtain medical history, calculate results, and maintain equipment.

Elementary and Secondary School Teachers (Public and Private)...

instruct students in public or private schools in one or more subjects such as English, mathematics or social studies. May be designated according to subject matter specialty such as typing instructors, commercial teachers or English teachers. Included in this category are vocational high school teachers.

Embalmers...

prepare bodies for interment in conformity with legal requirements.

Emergency Medical Technicians...

administer first aid treatment and transport sick or injured persons to a medical facility working as a member of an emergency medical team.

Employment Interviewers, Employment Services...

interview job applicants in an employment office and refer them to prospective employers for consideration, record and evaluate various pertinent data, search application files and notify selected applicants of job openings and refer qualified applicants to prospective employers. They may contact employers to verify referral results and record data.

Financial Analysts, Statistical...

conduct statistical analyses of information affecting investment programs of public or private institutions and private individuals.

Fitness Directors...

directly supervise and coordinate activities of workers who provide health improvement and health club services. They may perform both supervisor and management functions, such as accounting, marketing and personnel work, for the health establishments.

Foresters and Conservation Scientists...

plan, develop and control environmental factors affecting forests, range land and farm land and their resources for economic and recreational purposes through activities such as researching soil erosion, conducting fire prevention programs, reforestation and preservation of natural resources.

Funeral Directors and Morticians...

perform various tasks to arrange and direct funeral services such as coordinating activities of workers to transport the body to a mortuary for embalming, interviewing family or other authorized persons to arrange details, selecting pallbearers, procuring officials for religious rites and providing transportation for mourners. They may prepare bodies for interment in conformity with legal requirements.

Geologists and Geophysicists...

geologists study composition, structure and history of the earth's crust; examine rocks, minerals and fossil remains to identify and determine the sequence of processes affecting the development of the earth; apply knowledge of chemistry, physics, biology and mathematics to explain these phenomena and to help locate mineral and petroleum deposits and underground water resources; prepare geologic reports, and maps; and interpret research data to recommend further study or action. Geophysicists study physical aspects of the earth, including the atmosphere and hydrosphere; investigate and measure seismic, gravitational, electrical, thermal and magnetic forces affecting the earth, utilizing principles of physics, mathematics and chemistry.

Golf Professionals...

teach and promote the game of golf. Extend customer service to golfers. May also have a working knowledge of the overall pro shop operations.

Human Services Workers...

assist social group workers and caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They also provide services to families and clients where the nature of the problem, or relationship involved, is less complex or serious by helping them obtain information on the use of social and community related services.

Industrial Engineering Technicians ...

study and record time, motion, method and speed involved in performance of production, maintenance, clerical and other worker operations for such purposes as establishing standard production rates or improving efficiency. They usually work under the direction of engineering staff.

Industrial Engineers, except Safety

perform a variety of engineering work in planning and overseeing the utilization of production facilities and personnel in departments or other subdivisions of an industrial establishment. These engineers may plan equipment layout, work flow and accident prevention measures to maintain efficient and safe utilization of plant facilities; plan and oversee work, study and training programs to promote efficient worker utilization; and develop and oversee quality control, inventory control and production record systems. Industrial product safety engineers are included with safety engineers.

Industrial Coordinators...

develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses. Include Educational Consultants and Specialists, Public Health Educators, and Instructional Material Directors.

Instructors and Coaches, Sports and Physical Training...

instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation and observe and inform participants of corrective measures necessary to improve their skills. Those required to hold teaching degrees are reported in the appropriate teaching category.

Instructors, Nonvocational Education...

teach or instruct out-of-school youths and adults in courses other than those that normally lead to an occupational objective and are less than the baccalaureate level. Subjects taught may include self-improvement or nonvocational courses such as Americanization, basic education, art, drama, music, bridge, homemaking, stock market analysis, languages, modeling, flying, dancing and automobile driving. These instructors may teach in public or private schools or in an organization whose primary business is other than education.

Interior Designers...

plan, design and furnish interior environment of residential, commercial or industrial buildings. They formulate design to be practical, aesthetic and conducive to intended purposes such as raising productivity, selling merchandise or improving lifestyle. Interior designers may specialize in a particular field, style or phase of interior design. Merchandise display designers are excluded from this group.

Landscape Architects...

plan and design land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.

Law Clerks...

research legal data for briefs or arguments based on statutory law or decisions. Law clerks search for and study legal records and documents to obtain data applicable to cases under consideration and prepare rough drafts of briefs or arguments. They file pleadings for their firm with a court clerk, serve copies of pleadings on opposing counsel and prepare affidavits or documents and keep document files and correspondence of cases.

Lawyers...

conduct criminal and civil lawsuits, draw up legal documents, advise clients as to legal rights and practice other phases of law. Lawyers may represent clients in court or before quasi-judicial or administrative agencies of government and may specialize in, a single area of law such as patent law, corporate law or criminal law.

Legal Assistants and Technicians, except Clerical...

include workers who provide technical legal assistance to lawyers or judges. These workers often have substantial knowledge in a specialized aspect of law, such as patents, contracts or title search.

Licensed Practical Nurses...

care for ill, injured, convalescent and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.

Loan Officers and Counselors...

evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments. Include mortgage loan officers or agents, collection analysts, and loan servicing officers.

Management Analysts...

review, analyze, and suggest improvements to business and organizational systems to assist management in operating more efficiently and effectively. Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals. Exclude computer systems analysts.

Mechanical Engineering Technicians...

apply theory and principles of mechanical engineering to develop and test machinery and equipment under direction of engineering staff and physical scientists.

Mechanical Engineers....

perform a variety of engineering work in the planning and designing of tools, engines, machines and other mechanically functioning equipment and oversee installation, operation, maintenance and repair of such equipment, including centralized heat, gas, water and steam systems.

Medical Records Technicians...

compile and maintain medical records of hospital and clinic patients.

Medical and Clinical Laboratory Technicians...

perform routine tests in a medical laboratory for use in treatment and diagnosis of disease. These technicians may prepare vaccines, biologicals and serums for prevention of disease; prepare tissue samples for pathologists; take blood samples; and execute such laboratory tests as urinalysis and blood counts. They may work under general supervision of a medical laboratory technologist.

Medical and Clinical Laboratory, Technologists...

perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing.

Merchandise Displayers and Window Trimmers...

plan and erect commercial displays such as those in windows and interiors of retail stores and at trade exhibitions.

Metallurgists and Material Engineers...

investigate properties of metals and develop methods to produce new alloys, usages, and processes of extracting metals from their ores.

Music Directors, Singers and Composers...

conduct, direct, plan, and lead instrumental or vocal performances by musical groups, such as orchestras, choirs, and glee clubs. Include workers who entertain by singing songs on stage, radio, television, or in motion pictures. Include Arrangers, Composers, and Orchestrators.

Musicians, Instrumental...

play one or more musical instruments in recital, in accompaniment, or as members of an orchestra, band, or other musical group.

Nuclear Medicine Technologists...

prepare, administer, and measure radioactive isotopes in therapeutic, diagnostic, and tracer studies utilizing a variety of radioisotope equipment. Prepare stock solutions of radioactive materials and calculate doses to be administered by Radiologists. Subject patients to radiation. Execute blood volume, red cell survival, and fat absorption studies following standard laboratory techniques.

Nuclear Technicians and Technologists...

assist scientists in both laboratory and production activities by performing technical tasks involving nuclear physics, primarily in operation, maintenance, production, and quality control support activities. Work includes design, production, or maintenance of apparatus or products such as plant and equipment used for the release, control, and utilization of nuclear energy; development of industrial nuclear processes; and design, construction, operation, maintenance, or repair of nuclear plants.

Nursing Instructors...

demonstrate and teach patient care in classroom and clinical units to nursing student. Instruct students in principles and application of physical, biological, and psychological subjects related to nursing. Conduct and supervise laboratory experiments. Issue assignments, direct seminars, etc. Participate in planning curriculum with medical and nursing personnel and in evaluating and improving teaching and nursing practices. May specialize in specific subjects, such as anatomy or chemistry, or in a type of nursing activity, such as nursing of surgical patients.

Occupational Therapists...

plan, organize, and participate in medically-oriented occupational programs in hospital or similar institution to rehabilitate patients who are physically or mentally ill.

Operations and Systems Researchers and Analysts...

conduct analyses of management and operational problems in terms of management information and concept. Formulate mathematical or simulation models of the problem by computer or other method. May develop and supply time and cost networks such as program evaluation and review techniques..

Opticians, Dispensing and Measuring...

design, measure, fit and adapt lenses and frames for clients according to written optical prescription or specification. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses and coordinate frames with facial and eye measurements and optical prescription. They prepare work orders for optical laboratory containing instructions for grinding and mounting lenses in frames, verify exactness of finished lens spectacles, adjust frame and lens position to fit clients and may shape or reshape frames. Contact lens opticians are included.

Optometrists...

examine eyes to determine visual efficiency and performance by use of instruments and observation and prescribe corrective procedures.

Paralegal Personnel...

assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Personnel, Training and Labor Relations Specialists...

conduct programs of recruitment, selection, placement, training promotion, welfare, safety, compensation or separation of employees. These specialists may specialize in specific areas such as labor-management relations, counseling, job analysis, position classification, training or compensation. Does not include occupations in personnel research and in the administration of testing and counseling programs for which a background in psychology is required, or employment interviewers, private or public employment service.

Pharmacists...

compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

Pharmacy Technicians...

fill orders for unit doses and **prepackaged pharmaceuticals and perform other related** duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. May clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Photographers...

photograph persons, subjects, merchandise or other commercial products. Photographers may develop negatives and produce finished prints. This group includes scientific photographers, aerial photographers and photojournalists.

Physical Therapists...

apply techniques and treatments that help relieve pain, increase patients' strength and decrease or prevent deformity and crippling.

Physicians' Assistants...

provide patient services under direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories, do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. Physicians' assistants require substantial educational preparation, usually at colleges or junior colleges, most completing two years of formal training. However, training may vary from one to five years depending on the nature of the training and previous education, and experience. Certification may be required. Ambulance attendants whose training is limited to the application of first aid and nurses are excluded from this group.

Physicians and Surgeons...

include doctors of medicine who diagnose and treat mental or physical disorders. Physicians and surgeons may specialize in one field such as surgery, obstetrics or psychiatry.

Producers, Actors and Entertainers...

include persons who produce, direct or are involved in playing arts in state, television, radio or motion picture productions for entertainment, information or instruction.

Professional Librarians...

include persons concerned with administering libraries and performing related library services including selecting, acquiring, cataloging, classifying, circulating and advisory services. They may select music, films or other audio-visual material for subject matter of program.

Programmers-Numerical, Tool and Process Control...

develop numerical control tape programs to control machining or processing of parts by automatic machine tools, equipment or systems.

Psychologists...

collect, interpret and apply scientific data relating to human behavior and mental processes. Activities are in either applied fields of psychology or in basic science fields and research. Include occupations in personnel research and in administration of testing and counseling programs.

Public Relations Specialists and Publicity Writers...

include workers concerned with promoting or creating good will for individuals, or organizations by writing or selecting favorable publicity material and releasing it through various communications media, preparing and arranging displays, making speeches and performing related publicity efforts.

Purchasing Agents and Buyers...

buy goods for resale to consumers at the wholesale or retail level or purchase materials, equipment or services necessary for the operation of an establishment. Their work involves analysis of past buying trends, sales records, price and quality of goods to determine value and yield. They order and authorize payment for goods according to contractual agreements. Assistant buyers, contract specialists, field contractors, purchasers, price analysts, tooling coordinators and media buyers are included in this group.

Purchasing Agents, except Wholesale, Retail and Farm Products...

purchase raw or semi-finished materials for manufacturing. Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Include Contract Specialists, Field Contractors, Purchasers, Price Analysts, Tooling Coordinators, and Media Buyers.

Radiation Therapists...

provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards. Duties may include reviewing prescription and diagnosis; acting as liaison with physician and supportive care personnel; preparing equipment, such as immobilization, treatment, and protection devices; and maintaining records, reports, and files. May assist in dosimetry procedures and tumor localization.

Radio Announcers and Television News Anchors...

introduce various types of radio or television programs, interview of question guests, or act as master of ceremonies. Read news flashes and identify station by giving call letters.

Radiologic Technicians...

maintain and safely use equipment and supplies necessary to demonstrate portions of the human body on X-ray film or fluoroscopic screen for diagnostic purposes.

Radiologic Technologists...

take X-rays, CAT-scans or administer nonradioactive materials into a patient's blood stream for therapeutic purposes. Radiologic technologists include workers whose primary duties are to demonstrate portions of the human body on X-ray or fluoroscopic screen as radiologic technicians. This group includes technologists who specialize in other modalities such as computed tomography, ultrasound and magnetic resonance.

Recreation Workers...

conduct recreation activities with groups in public, private or volunteer agencies or recreation facilities. Recreation workers consider needs and interests of individual members and organize and promote activities such as arts and crafts, sports, games, music, dramatics, social recreation, camping and hobbies.

Recreational Therapists...

plan, organize and direct medically approved recreation programs for patients in hospitals, nursing homes and other institutions. Programs include activities such as sports, trips, dramatics, social activities and arts and crafts.

Registered Nurses...

administer nursing care to ill or injured persons. Licensing or registration required. Include administrative, public health, industrial, private duty, and surgical nurses.

Reporters and Correspondents...

collect and analyze facts about newsworthy events by interview, investigation, or observation and report and write stories for newspapers, news magazines, radio or television. Correspondents who broadcast news or radio and television should be classified as broadcast news analysts.

Residential Counselors...

coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. Counsel residents in identifying and resolving social or other problems. Order supplies and determine need for maintenance, repairs, and furnishings.

Respiratory Therapists...

set up and operate various types of equipment such as ventilators, oxygen tents, resuscitators, and incubators to administer oxygen and other gases to patients.

Safety Engineers, except Mining...

apply knowledge of industrial processes, mechanics, chemistry, psychology and industrial health and safety laws to prevent or correct injurious environmental conditions and minimize effects of human traits that create a hazard to life and property or reduce worker morale and efficiency.

Social Workers, Medical and Psychiatric...

counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept and follow medical recommendations. Chemical dependency counselors are included in this occupation.

Social Workers, except Medical and Psychiatric...

counsel and aid individuals and families requiring social service assistance. Community organization social workers who plan, organize and work with community groups to solve problems are included.

Special Agents, Insurance...

recruit independent insurance agents in the field and maintain contact between them and the home office. They advise agents on matters pertaining to conduct of business such as cancellations, overdue accounts, technical problems, claims procedures, new business contacts and new products. They may gather information for underwriters or may inspect buildings to determine fire insurance rates.

Speech Pathologists and Audiologists...

examine and provide remedial services for persons with speech and hearing disorders. Perform research related to speech and language problems.

Surgical Technologists and Technicians...

perform any combination of the following tasks either before, during or after an operation: prepare patient by washing, shaving, etc.; place equipment and supplies in operating room according to surgeons instruction; arrange instruments under direction of nurse, maintain specified supply of fluid levels for use during operation; adjust lights and equipment as directed; clean operating room; count sponges, needles and instruments used during operation; assist in administering blood, plasma or other transfusions or injections; and may hand surgeon instruments and supplies, hold retractors and cut sutures as directed.

Surveying and Mapping Technicians...

perform surveying and mapping duties to obtain data pertaining to angles, elevations, points and contours used for construction, mapmaking, boundary location, mining, or other purposes. These technicians calculate mapmaking information from field notes using reference tables; draw maps of geographical areas to show natural and constructed features, political boundaries and other features from source data such as surveying notes, aerial photography or other maps; and draw topographical maps from aerial photographs or verify accuracy and completeness of topographical maps. Surveyors, cartographers and geodesists are reported under surveyors and mapping scientists.

Surveyors and Mapping Scientists...

use surveying, engineering and scientific data to determine and identify fixed points or boundaries; prepare maps for legal and design purposes; and provide data relevant to the shape, contour, gravitation, location or dimension of land or land features for construction, mining or land evaluation and other purposes.

Systems Analysts, Electronic Data Processing...

analyze business, scientific and technical problems for application to electronic data processing systems. Persons working primarily as engineers, mathematicians or scientists are not reported in this category.

Tax Preparers...

prepare tax returns for individuals or small businesses but do not have the background or responsibilities of an accredited accountant or certified public account. May work for established tax return firm.

Teachers and Instructors, Vocational Education (Private Post-Secondary)...

teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate level) to students who have graduated or left high school. A variety of subjects, such as business, secretarial science, data processing, trades or practical nursing are included. Their work may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education. Also included in this category are correspondence school instructors; industrial, commercial or government training instructors; and other adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communication equipment.

Teachers' Aides, Paraprofessional (Private Post-Secondary)...

perform duties that are instructional in nature or deliver direct services to students and/or parents and serve in a position for which a teacher or another professional individual has ultimate responsibility for the design and implementation of individual educational programs and services.

Teachers, Art, Drama and Music (Private Post-Secondary)...

teach courses in art, drama and music, including painting and sculpture.

Teachers, Chemistry (Private Post-Secondary)...

teach courses pertaining to the chemical and physical properties and compositional changes of substance. Work may include instruction in the methods of qualitative and quantitative chemical analysis.

Teachers, Computer Sciences (Private Post-Secondary)...

teach courses in computer science. May specialize in a field of computer science, such as the design and function of computers or operations and research analysis.

Teachers, English and Foreign Languages (Private Post-Secondary)...

teach courses in English language and literature or in foreign languages and literature. Include teachers of subjects such as journalism, classics and linguistics.

Teachers, Health Specialties (Private Post-Secondary)...

teach courses in health specialties such as veterinary medicine, dentistry, pharmacy, therapy, laboratory technology and public health. Include nursing instructors and medical sciences teachers.

Teachers, Life Sciences (Private Post-Secondary)...

teach courses pertaining to living organisms such as biological sciences, agricultural sciences and medical science. Include teachers of subjects such as botany, zoology, agronomy, biochemistry, biophysics, soil conservation, forestry, psychiatry, surgery and obstetrics.

Teachers, Mathematical Sciences (Private Post-Secondary)...

teach courses pertaining to mathematical concepts, statistics and actuarial science and to the application of original and standardized mathematical techniques in solving specific problems and situations.

Teachers, Physics (Private Post-Secondary)...

teach courses pertaining to the laws of matter and energy.

Teachers, Social Sciences (Private Post-Secondary)...

teach courses pertaining to human society and its characteristic element, with economic and social relations and with scientific data relating to human behavior and mental processes. Include teachers of subjects such as psychology, economics, history, political science and sociology.

Teachers, Special Education (Private Post-Secondary)...

teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Technical Assistants, Library...

assist librarians by furnishing information on library sciences, facilities and rules; assist readers in the use of card catalogs and indexes to locate books and other materials; and answer questions that require only brief consultation of standard reference.

Technical Writers...

write or edit technical materials, such as scripts, stores, news items, advertisements, and other material. Coordinate, edit, and analyze prepared written material. Include Managing Editors. Exclude Publicity Writers, Public Relations Specialists, and Technical Writers.

Title Examiners and Abstractors...

title examiners search public records and examine titles to determine legal condition of property title and copy or summarize (abstract) recorded documents, such as mortgages, trust deeds and contracts, affecting condition of title to property. They may prepare and issue policies that guarantee legality of title. Abstractors summarize pertinent legal or insurance details or sections of statutes or case law from reference books for purpose of examination, proof or ready reference. They search out titles to determine if title deed is correct.

Traffic Managers, Communications...

compile logs of radio, television, or cable television commercial and public-service spot announcements, using computers. Review on-air time sales orders and public-service announcements to verify completeness of data required for log, such as sponsor identity, date, time, and duration of announcements, and whether live or recorded announcements. Enter information, such as sponsor identity, date, maximum time and frequency of commercials, and established network or local news announcement times, into computer to generate log.

Underwriters...

review individual applications for insurance to evaluate degree of risk involved and determine acceptance of application.

Vocational and Educational Counselors (Guidance Counselors)...

counsel individuals and provide group educational and vocational guidance services.

Writers, Authors and Editors...

originate and prepare written material such as scripts, stories, news items, advertisements and other material. They coordinate, edit and analyze prepared written material. This group includes managing editors and excludes publicity writers, public relations specialists and technical writers.

SALES AND RELATED OCCUPATIONS

Brokers, Real Estate...

sell real estate; rent and manage properties; make appraisals; and arrange for loans while managing and operating real estate office.

Cashiers...

receive and disburse money in establishments other than financial institutions. Their work usually involves use of adding machines, cash registers and change makers. They may also process credit card transactions.

Counter and Rental Clerks...

receive articles and/or orders for services such as rentals, repairs, dry cleaning and storage and may compute cost and accept payment.

Demonstrators, Promoters, and Models...

demonstrate or model merchandise and answer questions for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.

First-Line Sales Supervisors...

directly supervise and coordinate activities of marketing, sales and related workers. In addition to their supervisory duties, they may perform management functions such as budgeting, accounting, marketing and personnel work.

Golf Pro Shop Clerks...

sells merchandise, such as golf shoes, clubs, golf accessories, and golf apparel. This group includes workers who make repairs to or rents golf equipment and accessories. They may collect players' money and issues green fee tickets.

Sales Agents and Placers, Insurance...

sell or advise clients on life, endowments, fire, accident and other types of insurance. They may refer clients to independent brokers or work as independent brokers or be employed by an insurance company.

Sales Agents, Advertising...

sell or solicit advertising, selling things such as graphic art, advertising space in publications, custom-made signs or TV and radio advertising time. They may obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.

Sales Agents, Real Estate...

rent, buy and sell property to clients on a commission basis. They perform duties such as studying property listings, interviewing prospective clients, accompanying clients to property sites, discussing conditions of sale and drawing up real estate contracts.

Sales Agents, Securities, Commodities and Financial Services...

buy and sell securities in investment and trading firms or call businesses and individuals to sell financial services. They may advise securities customers about such things as stocks, bonds and market conditions and provide financial services such as loan, tax and securities counseling.

Sales Agents, Selected Business Services...

sell selected services to businesses (except advertising, insurance, financial and real estate services). These agents may sell such services as building maintenance, credit reporting, bookkeeping, security, printing and storage space.

Sales Representatives, Scientific Products...

sell products or services requiring scientific or similar knowledge. This knowledge is in areas such as biology, engineering, chemistry and electronics and is normally obtained from two or three years of post-secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals and precision instruments.

Sales Representatives, except Scientific Products...

sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. Their work requires a substantial knowledge of the items sold. They may solicit orders from established clients or secure new customers.

Salespersons, Parts...

sell spare and replaceable parts and equipment from behind a counter in an agency, repair shop or parts store. They determine make, year and number of part needed by observing damaged parts or listening to a description of the malfunction, read catalogues to find stock numbers, prices, etc. and fill customer's order from stock.

Salespersons, Retail...

sell any of a wide variety of merchandise to the public such as furniture, motor vehicles, appliances or apparel. This group includes workers who sell less expensive merchandise (to the public) where a knowledge of the item sold is not a primary requirement. Cashiers are excluded from this group.

Stock Clerks, Sales Floor...

receive store and issue merchandise on sales floor. They stock shelves, racks, cases, bins and tables with merchandise and arrange display of items to attract customers. They may periodically take physical count of stock or check and mark merchandise.

Telemarketers, Door-to Door Vendors and Solicitors...

deliver newspapers to subscribers; solicit orders for merchandise or service over telephone; or sell products, such as food and jewelry, on the street, door to door or at places of recreation and amusement.

Travel Agents...

plan trips for customers of a travel agency. Their duties include determining destinations, modes of transportation, travel rates, costs, accommodations required and planning, describing or selling itinerary package tours. Travel agents may specialize in foreign or domestic service, individual or group travel, specific geographical areas, airplane charters or package tours.

CLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATIONS

Adjustment Clerks and Customer Service Representatives...

investigate and resolve customers' complaints concerning merchandise, service, billing or credit rating. Adjustment clerks examine pertinent information to determine the accuracy of customers' complaints and responsibility for errors and notify customers and appropriate personnel of findings, adjustments and recommendations such as exchange of merchandise, refund of money, credit to customers' accounts or adjustments of customers' bills.

Advertising Clerks...

receive orders for classified advertising from customers in person or by telephone for newspapers or magazines. They examine and mark classified advertisements of newspapers according to copy sheet specifications to guide the composing room in assembling type and verify conformance of published advertisements to specifications for billing purposes.

Bill and Account Collectors...

locate and notify customers of delinquent accounts by mail, telephone or personal visit to solicit payment. Their duties include receiving payment and posting the amount to the customer's account, preparing statements to credit departments if a customer fails to respond, initiating repossession proceedings or service disconnection and keeping records of collection and status of accounts.

Billing, Cost and Rate Clerks...

compile data, compute fees and charges and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services and shipments of goods and posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating and bookkeeping machines.

Billing, Posting and Calculating Machine Operators...

operate machines that automatically perform mathematical processes such as addition, subtraction, multiplication, division and extraction of roots, to calculate and record billing, accounting, statistical and other numerical data. Their duties also include operating special billing machines, generally combination typing and adding machines, to prepare statements, bills and invoices and the operation of bookkeeping machines to copy and post data, make computations and compile records of transactions.

Bookkeeping, Accounting and Auditing Clerks...

compute, classify and record numerical data to keep sets of financial records complete. These clerks perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations and postings pertaining to business transactions recorded by other workers.

Brokerage Clerks...

perform clerical duties involving the purchase or sale of securities. Duties include writing orders for stock purchases and sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities, informing customers of stock price fluctuations, computing equity, distributing dividends, and keeping records of daily transactions and holdings.

Central Office Operators...

operate telephone switchboard to establish or assist customers in establishing local or long-distance telephone connections.

Computer Operators, except Peripheral Equipment...

monitor and control electronic computers to process business, scientific, engineering and other data according to operating instructions.

Credit Checkers...

investigate history and credit standing of individuals or business establishments applying for credit. They telephone or write given references to obtain information from credit departments of business and service establishments.

Customer Service Representatives, Utilities...

interview applicants for water, gas, electric or telephone service. Talk with customers by phone or in person and receive orders for installation, turn-on, discontinuance or change in services.

Data Entry Keyers, except Composing...

operate key punch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding or verifying of alphabetic or numerical data.

Data Keyers, Composing. .

operate photocomposing perforator or comparable data entry composing machines (similar in operation to an electric typewriter) to prepare materials for printing or publication.

Directory Assistance Operators...

provide telephone information from central office switchboard. Refer to alphabetical or geographical reels or directories to answer questions or suggest answer sources.

Dispatchers, Police, Fire and Ambulance...

receive complaints from public concerning crimes and police emergencies. Broadcast orders to police radio patrol units in vicinity of complaint to investigate. Operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Dispatchers, except Police, Fire and Ambulance....

schedule and dispatch workers, work crews, equipment or service vehicles for conveyance of materials, freight or passengers or for normal installation, service or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compiling statistics and reports on progress of work.

File Clerks...

file correspondence, cards, invoices, receipts and other records in alphabetical or numerical order or according to the filing system used. They locate and remove material from files when requested and may be required to classify and file new material.

First-Line Supervisors, Administrative Support Occupations...

directly supervise and coordinate activities of clerical and administrative support workers. Manager/ supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. In addition, manager/ supervisors may also engage, in part, in the same clerical work as the workers they supervise.

General Office Clerks...

workers should be classified as general clerks only if their duties are too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include any combination of bookkeeping, typing, stenography, office machine operation and filing.

Hotel Desk Clerks...

accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guest's accounts, making and confirming reservations and presenting statements to and collecting payments from departing guests.

Insurance Adjusters and Investigators...

investigate, analyze and determine the validity of the amount of insurance company's liability. concerning personal, casualty or property loss or damages and effect settlement with claimants. They correspond with or interview medical specialists, agents, witnesses or claimants to compile information and calculate benefit payments and approve payment of claims within a certain monetary limit. This group excludes insurance sales agents, insurance policy process clerks and claims clerks.

Insurance Appraisers, Auto Damage...

appraise automobile or other vehicle damage to determine cost of repair for insurance claim settlement and seek agreement with automotive repair shop on cost of repair. Prepare insurance forms to indicate repair cost or cost estimates and recommendations.

Insurance Claims Clerks...

obtain claims information from insured or designated persons to settle claims with insurance carriers.

Insurance Policy Processing Clerks...

process applications for, changes to, reinstatement of and cancellation of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on lapsed insurance policies and changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records.

Interviewing Clerks...

interview public to obtain information. Contact persons by telephone, mail, or in person for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing form. May sort, classify, and file forms. Exclude workers whose primary duty is processing applications.

Invoice Processors...

compile data and type invoices and bills. Read computer files or gather records, such as purchase orders, sales tickets, and charge slips, to compile needed data. Enter information into computer or compute amounts due, using calculator. Type invoices, listing items sold, amounts due, credit terms, and dates of shipment, using typewriter or computer.

Legal Secretary...

prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials. Must be familiar with legal terminology, procedures, and documents, as well as legal research.

Library Assistants and Bookmobile Drivers...

compile records; sort and shelve books; issue and receive library materials such as pictures, cards, slides, phonograph records and microfilm; and handle tape decks. Locate library materials for loan and replace material in shelving area (stacks) or files according to identification number and title. Register patrons to permit them to borrow books, periodicals and other library materials. Bookmobile drivers operate a bookmobile or light truck that pulls a book trailer to specific locations on a predetermined schedule and assist with providing services in the mobile library.

Loan Interviewers...

interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan requests papers; forward findings, reports and documents to appraisal department.

Loan and Credit Clerks...

assemble documents, prepare papers, process applications and complete transactions of individuals applying for loans and credit.

Mail Clerks, except Mail Machine Operators...

prepare incoming and outgoing mail for distribution. Their duties include time stamping and, opening, reading, sorting and routing incoming mail; sealing, stamping and affixing postage to outgoing mail or packages; and keeping necessary records and completed forms. Workers whose primary duty is mail distribution or operation of mail preparing machines and mail handling machines are excluded.

Mail Machine Operators, Preparation and Handling...

operate machines to emboss names, addresses and other matter onto metal plates for use in addressing machines; to print names, addresses and similar information onto items such as envelopes, accounting forms and advertising literature; to address, fold, stuff, seal and stamp mail; and to open envelopes.

Marking Clerks...

print and attach price tickets to articles of merchandise using one or several methods such as marking the price on the tickets by hand or by using a ticket-printing machine.

Messengers...

run errands and sort and deliver messages, documents, packages and other items to offices or departments within an establishment or to other business concerns, traveling on foot or by bicycle, motorcycle, automobile or public conveyance. They may use telephones to complete assigned tasks.

Meter Readers, Utilities...

read electric, gas, water or steam consumption meters and record volume used by residential and commercial customers.

New Accounts Clerks...

interview persons desiring to open banking accounts. These clerks explain banking services available to prospective customers and assist them in preparing application forms.

Order Clerks-Materials, Merchandise and Service...

receive and process incoming orders for materials, merchandise or services such as repairs, installations or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates and delays; preparing contracts; and handling complaints. Workers who dispatch as well as take orders for services are reported as dispatchers.

Order Fillers, Wholesale and Retail Sales...

fill customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Their duties include computing prices of items; completing order receipts; keeping records of out-going orders; requisitioning additional material, supplies and equipment; and other related tasks. Workers who dispatch as well as take orders for services are reported as dispatchers.

Payroll and Timekeeping Clerks...

compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from time sheets and work tickets using a calculator; operate a posting machine to compute and subtract deductions; and enter net wages on an earnings record card, check stub and payroll sheet.

Peripheral EDP Equipment Operators...

operate computer peripheral equipment such as tape or disk drives, printers, card-to-tape or tabulating machines, sorters or interpreters.

Personnel Clerks, except Payroll and Timekeeping...

compile and keep personnel records. These workers record data for each employee such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability and date of and reason for termination. They compile and type reports from employment records, file employment records and search employee files and furnish information to authorized persons.

Procurement Clerks...

compile information and records to draw up purchase orders for procurement of material.

Production, Planning and Expediting Clerks...

have duties primarily clerical in nature and involving coordinating and expediting the flow of work and materials within or between departments of an establishment according to production schedules. Their work includes reviewing and distributing production schedules and work orders, conferring with department supervisors to determine progress of work and completion dates, and compiling reports on progress of work and production problems. They may also schedule workers, estimate costs, route and deliver parts to insure production quotas are met and schedule shipment of parts. They may keep inventory of materials in departments and insure that merchandise is shipped by vendor on promised dates and may write special orders for services and merchandise. Workers concerned with material expediting of a nonclerical nature are classified as helpers, laborers and material handlers.

Proofreaders and Copy Markers...

read transcript or proof type setup to detect and mark for correction any grammatical, typographical or compositional errors. Exclude workers whose primary duty is editing copy include proofreaders of Braille.

Real Estate Clerks...

perform duties concerned with rental, sale or management of real estate such as typing copies of listings, computing interest owed or penalty payments, holding collateral in escrow and checking due notices on taxes, and renewal dates of insurance and mortgage loans.

Receptionists and Information Clerks...

answer inquiries and obtain information for the general public (customers, visitors and other interested parties) concerning activities conducted at an establishment or location, or by persons within a firm, departments within a store or services within a hotel. They may perform a variety of other clerical duties. Receptionists who operate switchboards are excluded.

Reservation and Transportation Ticket Agents...

make and confirm reservations for passengers and sell tickets for transportation agencies such as airlines, bus companies, railroads and steamship lines. They may check baggage and direct passengers to designated concourses, piers or tracks. Workers selling tickets for subways, city buses, ferryboats and street railways are classified as cashiers.

Secretaries...

relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence (using a typewriter or word processor, reading and routing incoming, mail, and filing correspondence and other records. They may perform various other assigned clerical duties.

Shipping, Receiving and Traffic Clerks...

verify and keep records on incoming and outgoing shipments and prepare items for shipment. Their duties include assembling, addressing, stamping and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for transportation of products.

Statement Clerks...

prepare and distribute bank statements to customers, answer inquiries and reconcile discrepancies in records and accounts.

Stock Clerks-Stockroom, Warehouse, or Storage...

receive, store and issue materials, equipment and other items from stockrooms, warehouses or storage yards. They keep records and compile stock reports. Stockroom laborers whose primary duties involve shipping, weighing and checking are excluded.

Switchboard Operators...

operate cord or cordless switchboards to relay incoming, outgoing and interoffice calls. They may supply information to callers and record messages. In addition to performing duties of a switchboard operator, they may also act as receptionists and perform routine clerical work and typing.

Teachers' Aides and Education Assistants...

under guidance of teachers, perform such duties as arranging work materials, supervising students at play and operating audio-visual equipment.

Tellers...

receive and pay out money and keep records of money and negotiable instruments involved in various financial institutions' transactions.

Transit Clerks...

sort, record, prove and prepare transit items for mailing to or from out-of-city banks to insure correct routing and prompt collection.

Transportation Agents...

expedite movement of freight, mail, baggage and passengers through airline terminals. Route inbound and outbound air freight shipments. May prepare airway bill of lading on freight and record baggage, mail, freight, weights and number of passengers on airplane.

Travel Clerks...

provide tourists with travel information, such as points of interest, restaurants, rates, emergency service. Duties include answering inquiries, offering suggestions, and providing literature pertaining to trips, excursions, sporting events, concerts and plays. May make reservations, deliver tickets, and arrange for visas, or contact individual and groups to inform them of package tours. Exclude travel agents.

Typists, including Word Processing...

use word processing equipment to type letters, forms or other straight copy from rough draft, corrected copy or voice recording. Typists may perform other clerical duties as assigned. Key-punchers are classified as data entry keyers. Secretaries and stenographers may also use word processing equipment but are excluded from this category.

Weighers, Mea.urers, Checkers and Samplers...

have duties primarily clerical in nature and involving weighing, measuring and checking materials, supplies and equipment for the purpose of keeping relevant records. They may also collect and keep records of samples of products or materials. Production samplers and weighers are excluded.

SERVICE OCCUPATIONS

Ambulance Drivers and Attendants, except Emergency Medical Technicians...

drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients and rendering first aid. May be required to have Red Cross first-aid training certificate.

Amusement and Recreation Attendants...

perform a variety of attending duties at amusement or recreation facilities. They schedule use of recreational facilities, allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers and operate carnival rides and amusement concessions.

Baggage Porters and Bellhops...

Carry baggage for travelers at transportation terminals or for guests at hotels or similar establishments. They perform additional duties such as assisting handicapped persons, running errands, delivering ice and directing people to their desired locations.

Bakers, Bread and Pastry...

mix and bake ingredients according to recipes to produce breads, pastries and other baked goods. Goods are produced in smaller quantities for consumption on the premises or for sale as specialty baked goods.

Barbers...

provide customers with barbering services, including cutting, trimming, shampooing and styling hair. Give shaves and shape contour of hair line. May sell lotions, tonics and other cosmetic supplies.

Bartenders...

mix and serve alcoholic and nonalcoholic drinks to patrons of a bar following standard recipes.

Butchers and Meat Cutters...

cut, trim and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Butchers working in slaughtering and meatpacking or prepared meat establishments are excluded.

Caterers...

responsible for preparing food for social events such as parties, meetings, dinners, or weddings. They may supervise other food preparers.

Child Care Workers...

attend children at school, businesses and institutions performing a variety of tasks such as dressing, feeding, bathing and overseeing play.

Combined Food Preparation and Service Workers...

combine both food preparation and food service duties. Workers who spend more than 80 percent of their time in one job are classified as working in that job and reported in the appropriate category or in the category "all other food service workers."

Cooks, Institution or Cafeteria...

prepare and cook family-style meals for institutions such as schools, hospitals or cafeterias. Meals are usually prepared in large quantities rather than to individual order. They may cook for employees in an, office building or other large facility.

Cooks, Restaurant...

prepare, season and cook soups, meats, vegetables, desserts and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu or plan menus.

Cooks, Short Order...

prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables.

Cooks, Specialty Fast Food...

prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cook are limited to one or two basic items such as hamburgers, chicken, pizza, tacos or fish and chips. The duties of the cook normally involve operating large volume, single-purpose cooking equipment. Typically, these cooks work in national or regional fast-food chain restaurants.

Counter Attendants-Lunchroom, Coffee Shop or Cafeteria...

serve food to diners at counters or from steam tables.

Dental Assistants...

assist dentists at chairs, set up patients and equipment, keep records and perform related duties as required.

Detectives and Investigators, except Public...

protect property, merchandise and money of a store or similar establishment by detecting theft, shoplifting or other unlawful practices by the public or employees. They perform necessary actions to preserve order and enforce the standards of decorum established by the management. Investigators who conduct private investigations such as obtaining confidential information, seeking missing persons or investigating crimes and thefts are included.

Dining and Cafeteria Attendants and Bartender Helpers...

perform any combination of the following duties to facilitate food service: carry dirty dishes from the dining room to kitchen; replace soiled table linens and set tables with silverware and glassware; replenish supplies of clean linens, silverware, glassware and dishes; supply service bars with food such as soups, salads and desserts; and serve ice water and utter to patrons. They may also serve coffee to patrons or wash tables.

First-Line Supervisors, Service...

directly supervise and coordinate activities of workers who provide protective services, food services, health assisting services, cleaning and building service, personal services and other services. Manager /supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as account, marketing and personnel work. In addition, manager/ supervisors may also engage, in part, in the same work as the workers they supervise.

Food Preparation Workers and Dishwashers...

perform a variety of food preparation duties such as preparing cold foods, maintaining and cleaning kitchen work areas and equipment, and washing dishes and utensils. They perform simple tasks such as preparing shellfish or slicing meat and may brew coffee, tea or chocolate or prepare sandwiches. Food preparation workers work in such places as a restaurant kitchen or delicatessen.

Food Servers, Outside...

serve food to patrons outside of a restaurant environment such as patrons in hotels, hospital rooms or cars. Food vendors are excluded.

Funeral Attendants...

perform a variety of tasks during a funeral such as placing the casket in the parlor or chapel prior to a service, arranging floral offerings or lights around the casket, directing or escorting mourners, closing the casket and issuing and storing funeral equipment.

Guards and Watch Guards...

stand guard at entrance gates or walk about premises of businesses or industrial establishments to prevent theft, violence or infractions of rules; guard property against fire, theft, vandalism and illegal entry; direct patrons or employees and answer questions relative to services of establishments; control traffic to and from buildings and grounds. This group includes workers who perform these functions using a car.

Guides...

escort individuals or groups on cruises, sightseeing tours, or through places of interest such as industrial establishments, public buildings, and art galleries.

Hairdressers, Hairstylists and Cosmetologists...

provide beauty services for customers such as suggesting hair styles, cutting and treating hair and scalp, applying make-up, dressing wigs and electrolysis. Shampooers, manicurists and beauty school instructors are excluded from this group.

Home Health Aides...

care for elderly, convalescent or handicapped persons in homes of patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming and administering oral medications under doctors' orders or direction of a nurse.

Hosts and Hostesses...

welcome patrons, seat them at tables or in a lounge and insure quality of facilities and service.

Janitors and Cleaners, except Maids and Housekeeping...

keep buildings in clean and orderly condition. These workers perform heavy cleaning duties such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities such as tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks.

Lifeguards...

perform tasks to safeguard swimmers and enforce water safety rules and regulations. They are expert swimmers and may have formal training in administering first-aid.

Maids and Housekeeping Cleaners...

perform any combination of tasks to maintain private households or commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly manner. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Medical Assistants...

perform various duties under the direction of a physician in examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments; set up patients for attention of a physician; hand instruments and materials to a physician as directed; and may schedule appointments, keep medical records or perform secretarial duties.

Nursing Aides, Orderlies and Attendants...

work under the direction of nursing or medical staff to provide auxiliary services in care of patients. They perform duties such as answering a patient's call, serving and collecting food trays and feeding patients. Orderlies are primarily concerned with setting up equipment and relieving nurses of heavier work. Psychiatric aides and home health aides are excluded.

Pest Controllers and Assistants...

spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites and roaches that infest buildings and surrounding areas.

Pharmacy Assistants...

mix pharmaceutical preparations under direction of a pharmacist. Their duties include issuing medicine and labeling and storing supplies, cleaning equipment and work areas.

Physical and Corrective Therapy Assistants and Aides...

prepare patients and/or administer therapy treatments such as massages; heat, light and sound treatments; and traction. They instruct, motivate and assist patients with learning and improving functional activities and normally work under the direction of a physical or corrective therapist.

Psychiatric Aides...

assist mentally ill patients, working under direction of nursing and medical staff.

Ushers, Lobby Attendants and Ticket Takers...

assist patrons at entertainment events such as sporting events and motion picture or theater performances. They may assist in finding seats, searching for lost articles, locating such facilities as rest rooms and telephones and collect admission tickets and passes from patrons.

Waiters and Waitresses...

serve food and/or beverages to patrons at tables and usually take orders from patrons and make out checks. They may set tables with linen and silverware, take payments from patrons or serve customers at a counter as well as a table.

AGRICULTURAL, FORESTRY, FISHING AND RELATED OCCUPATIONS

Animal Caretakers, except Farm...

feed, water, groom, exercise, or otherwise care for small or large animals, fish, or birds in zoos, circuses, pounds, laboratories, animal hospitals, aquariums, kennels, or stables. Clean and repair cages, pens, or fish tanks. May administer tests to experimental animals or give treatments to sick or injured animals. May keep records of feedings, tests, and treatments; and of animals received and discharged.

Fallers and Buckers...

fell trees and saw into specified log lengths, working alone or as a member of a team.

Gardeners and Groundskeepers, except Farm...

maintain grounds of public or private property using hand /power tools or equipment. They may perform any combination of tasks such as mowing, trimming, planting, watering, fertilizing, digging raking and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. These workers may plan and execute small-scale landscaping operations and may dig and prepare graves.

Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires are excluded.

Golf Course Superintendents...

supervise and coordinate the ground care operations for public and private golf courses.

Groundskeepers' Supervisors...

directly supervise and coordinate personnel who maintain grounds of public or private property such as golf courses, parks or homes.

Grounds Maintenance Workers...

mow and trim lawns using hand or rider mower. Trim shrubs and cultivate gardens. Clean grounds using rakes, brooms, blowers, and hoses. Haul and spread topsoil using a wheelbarrow and rake. Plant lawns using hand and power equipment. Dig holes for plants and trees, using pick and shovel. Excludes workers who also perform duties of pruners or sprayers /applicators.

Log Graders and Scalers...

grade logs or estimate the marketable content or value of logs or pulpwood in sorting yards, millponds, log decks or similar locations. They inspect logs for defects or measure logs to determine volume. Does not include log inspectors who are primarily buyers.

Log Handling Equipment Operators...

operate trace- or wheel-type log handling equipment to unload trucks and/or gondolas and deck logs by species, size and sort. They may move logs by species, size and sort. They may move log from storage area to deck sawyer or barker area. Usually they work in "dry pond areas, but may unload logs and drop in pond.

Logging Tractor Operators...

drive tractors equipped with one or more accessories such as bulldozers, blades, frontal hydraulic shears, grapples, logging arches, cable winches, hoisting racks or crane booms to fell trees; skid load and unload; stack logs; or pull stumps and /or clear brush.

PRODUCTION, CONSTRUCTION, OPERATING, MAINTENANCE AND MATERIAL-HANDLING OCCUPATIONS

Aircraft Mechanics...

repair and maintain the operating condition of aircraft assemblies such as hydraulic and pneumatic systems, landing gear, propeller assemblies, fuel tanks and airframe assemblies. They inspect, test, modify and install equipment according to specifications using, tools such as power shears, acetylene welding equipment, rivet guns and air or electric drills. Helicopter repairers are included in this group. Aircraft engine specialists and aircraft electricians are excluded.

Aircraft Pilots and Flight Engineers...

pilot and navigate flights of private or commercial aircraft for the transportation of passengers, freight, mail, or for other purposes. They must be federally licensed. Occupations concerned with flight operations and maintenance when a pilot's or flight engineer's license is required are included in this category. Also included are test pilots, helicopter pilots and pilots who accompany other pilots to periodically test and review proficiency.

Assemblers and Fabricators, except Precision...

assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Assemblers whose duties are of a non-precision nature are included in this occupation. Workers who perform specialized operations as a part of assembly operations, such as riveting, welding soldering, machining or sawing, are excluded.

Automotive Body and Related Repairers...

repair, repaint and refinish automotive vehicle bodies, straighten vehicle frames and replace damaged vehicle glass.

Automotive Mechanics...

adjust, repair and overhaul automotive vehicles. These workers may be designated according to specialties such as brake repairers, transmission mechanics or front-end mechanics. Auto body repairers, bus and truck mechanics, diesel engine specialists and electrical system specialists are excluded.

Auxiliary Equipment Operators, Power...

control and maintain auxiliary equipment, such as pumps, fans, compressors, condensers, feedwater heaters, filters, and chlorinators, that supply water, fuel, lubricants, air, and auxiliary power for turbines, generators, boilers, and other power-generating plant facilities.

Bindery Machine Operators and Tenders...

operate or tend book binding machines that round, back, case, line stitch, press, fold, trim or perform other binding operations. Hand bindery workers and machine feeders and offbearers are excluded from this group and should be reported in the material handling section.

Bindery Machine Setters and Set-up Operators...

set up or set-up and operate machines that perform some or all of the following functions in order to produce books, magazines, pamphlets, catalogs and other printed materials: Gathering, folding cutting, stitching, rounding and backing, supering, casing-in, lining, pressing and trimming.

Boiler Operators and Tenders, Low Pressure...

operate or tend low pressure stationary steam boilers and auxiliary steam equipment such as pumps, compressors and air conditioning equipment, to supply steam heat for office buildings, apartment houses or industrial establishments; to maintain steam at a specified pressure aboard marine vessels; or to generate and supply compressed air for operation of pneumatic tools, hoists and air lances.

Bookbinders...

cut, saw and glue component parts to bind new books. Perform other finishing operations, such as grooving, decorating and lettering. Primarily use hand tools but may also employ other precision processing methods or new technology. This occupation normally requires an apprenticeship program (usually 2 years or more) or equivalent training and more extensive experience than that of bindery workers. Exclude book repairers.

Brick Masons...

lay building materials such as brick, structural tile, concrete, cinder, glass, gypsum and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers and other structures. Refractory brickmasons are included.

Bus Drivers...

drive buses as to transport passengers over specified routes to local or distant according to a time schedule. They assist passengers with baggage and collect tickets or cash fare.

Bus Drivers, School (Private)...

transport students between pick up points and school. They maintain order during trip and adhere to safety rules when loading and unloading pupils.

Bus and Truck Mechanics and Diesel Engine Specialists...

repair and maintain the operating condition of trucks, buses and all types of diesel engines. Mechanics working primarily with automobile diesel engines are also included.

Cabinetmakers and Bench Carpenters...

cut, shape and assemble wooden articles such as store fixtures, office equipment, cabinets and high grade furniture. They set up and operate a variety of machines such as power saws, jointers, mortisers, tenoners, molders and shapers to cut and shape parts from wood stock. Workers who are primarily concerned with one or a limited number of machine phases should be classified according to their specialty.

Camera Operators...

operate process camera and related darkroom equipment to photograph and develop negatives of material to be printed.

Cannery Workers...

perform any of a variety of routine tasks in canning, freezing, preserving or packing food products. Their duties may include sorting, grading, washing, peeling, trimming or slicing agricultural produce.

Captains, Water Vessel...

assume command of vessels such as tugboats, ferryboats or dredges, that travel into and out of harbors, estuaries, straits, sounds, rivers, lakes, bays and oceans. Water vessel captains must hold licenses issued by the U.S. Coast Guard.

Carpenters...

construct, erect, install and repair structures, fixtures and equipment of wood, plywood and wallboard using carpentry tools and woodworking machines.

Carpet Installers...

lay carpets or rugs in homes or buildings. Workers who lay linoleum are excluded from this group.

Ceiling Tile Installers and Acoustical Carpenters...

apply or mount acoustical tiles or blocks, strips, or sheets or shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Exclude carpet, wood, or hard tile installers.

Cementing and Gluing Machine Operators and Tenders...

operate or tend cementing and gluing machines to join together items such as veneer sheets into plywood, paper to glass-wool, cardboard or paper, rubber and rubberized fabric parts, plastic and simulated leather or other materials to form a completed product or to form a product for further processing.

Central Office and PBX Installers and Repairers...

test, analyze and repair telephone or telegraph circuits and equipment at a central office location using test meters and hand tools. Also, they analyze and repair defects in communications equipment on customer's premises using, circuit diagrams, polarity probes, meters and a telephone test set. They may install equipment.

Chemical Equipment Controllers and Operators...

control or operate equipment to control chemical changes or reactions in the processing of industrial or consumer products. Typical equipment used by these workers include reaction kettles, catalytic converters, continuous or batch treating equipment, saturator tanks, electrolytic cells, reactor vessels, recovery units and fermentation chambers.

Chemical Equipment Tenders...

tend equipment in which a chemical change or reaction takes place. Typical equipment used by these workers are devulcanizers, batch stills, fermenting tanks, steam-jacketed kettles and reactor vessels to process chemical substances into industrial or consumer products.

Chemical Plant and System Operators...

control or operate an entire chemical process or system of machines such as reduction pots and heated air towers, through the use of panel boards, control boards, semiautomatic equipment.

Cleaning, Washing and Pickling Equipment Operators and Tenders...

operate or tend machines to wash or clean items, such as barrels or kegs, glass products, tin plate surfaces, dried fruit, pulp, animal stock, coal, manufactured articles, plastic, or rubber, to remove impurities preparatory to further processing.

Coating, Painting and Spraying Machine Operators and Tenders...

coating machine operators or tenders operate or tend machines to coat any of a wide variety of items such as coating food products with sugar, chocolate and butter; coating paper and paper products with chemical solutions wax and glazes; or coating fabric with rubber or plastic. Painting and spraying machine operators and tenders operate or tend machines to spray or paint decorative, protective or other finish or coating such as adhesive, lacquer, paint, stain, latex, preservative or oil, to any of a wide variety of items or materials such as wood and wood products, ceramics and glass. This occupation includes workers who apply coatings or finishes to products with solutions or materials preparatory to consumer use or further processing.

Coating, Painting and Spraying Machine Setters and Set-up Operators...

set up or set up and operate machines to coat or paint any of a wide variety of products such as food products, glassware, cloth, ceramic, metal, plastic, paper and wood products, with lacquer, silver and copper solution, rubber, paint, varnish, glaze, enamel, oil or rust proofing materials. Setters and set-up operators who coat or plate metal or plastic with metal using electrolytic or nonelectrolytic processes are excluded.

Coil Winders, Tapers and Finishers...

wind wire coils by the use of coil winding machines, used in the manufacture of electrical components such as resistors and transformers and electrical equipment such as field cores, bobbins and armature cores and by the use of coilmaking machines to form coils for electrical motors, generators and control equipment.

Coin and Vending Machine Servicers and Repairers...

install, service, adjust and repair coin or vending machines placed in establishments on a concessional basis using hand or power tools. Repairers of electronic video games and other specialized electronic vending machines are excluded.

Combination Machine Tool Operators and Tenders (Metal/Plastic)...

operate or tend more than one type of cutting or forming machine tool which has previously been set up such as band saws, press brakes, slitting machines, drills, lathes and boring machines.

Combination Machine Tool Setters and Set-up Operators (Metal /Plastic)...

set up or set up and operate more than one type of cutting or forming machine tool such as gear hobbers, lathes, press brakes and shearing or boring machines.

Concrete and Terrazzo Finishers...

apply cement, sand, pigment and marble chips to floors, stairways and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways and ornamental stone facings of concrete structural products to remove imperfections. Concrete rubbers are included in this group.

Conveyor Operators and Tenders...

control or tend conveyors or conveyor systems that move materials or products to and from stockpiles, processing stations, departments, vehicles and underground workings. They may control speed and routing of materials or products.

Cooking Machine Operators, Food and Tobacco...

operate or tend cooking equipment such as steam cooking vats, deep fry cookers, pressure cookers, kettles and boilers to prepare food products such as meats, sugar, cheese and grain. Food roasting, baking and drying occupations are excluded from this group.

Crane, Boom and Tower Operators...

operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines or products in many directions. Dragline operators are excluded from this group.

Crushing, Grinding, Mixing and Blending Machine Operators and Tenders...

crushing, grinding and polishing machine operators and tenders operate or tend machines to crush or grind any of a wide variety of materials such as coal, glass, plastic dried fruit, grain, stone, chemicals, food or rubber or operate or tend machines that buff and polish materials or products such as stone, glass, slate, plastic or metal trim, bowling balls or eyeglasses. Mixing and blending machine operators and tenders operate or tend machines to mix or blend any of a wide variety of materials such as spices, dough batter, tobacco, fruit juices, chemicals, livestock feed, food products, color pigments or explosive ingredients.

Custom Tailors and Sewers...

design, make, alter, repair and, in some cases, fit tailor made-to-measure or ready-to-wear garments applying knowledge of garment construction, fabrics and sewing by hand or machine.

Cutters and Trimmers, Hand...

cut and trim, using hand tools any of a wide variety of manufactured items such as stone, glass, rubber or fabrics. This group includes such occupations as oval or circular glasscutters, rock splitters and tire trimmers.

Cutting and Slicing Machine Operators and Tenders...

operate or tend machines to cut or slice any of a wide variety of products or materials such as tobacco, food, paper, roofing slate, glass, stone, rubber, cork and insulating material. Metal, wood and plastic sawing machine operators and tenders and textile cutting machine operators and tenders are excluded from this group.

Cutting and Slicing Machine Setters and Set-up Operators...

set up or set up and operate machines that cut or slice materials such as glass, stone, cork, rubber, crepe, wallboard and fibrous insulating board to specified dimensions for further processing. Wood sawyers, metal or plastic sawyers, shear or slitter operators and textile setters and set-up operators are excluded from this group.

Dairy Processing Equipment Operators and Tenders...

set up, operate or tend continuous flow or vat-type equipment to process milk, cream or other dairy products following specified methods and formulas.

Data Processing Equipment Repairers...

repair, maintain and install electronic computers (mainframes, minis and micros), peripheral equipment and word processing systems. Non-data processing equipment repairers are excluded and should be reported with office machine and cash register servicers.

Dragline Operators...

operate power-driven crane equipment with dragline bucket to excavate or move sand gravel, mud or other materials.

Drilling, Boring Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate drilling machines to perform drilling and other machining operations such as boring, reaming, tapping of holes, milling and countersinking, in metal or plastic workpieces according to specifications.

Driver and Sales Workers...

drive trucks or other vehicles over established routes to deliver and sell goods such as food products; to collect and deliver items such as laundry; or to collect coins, refill and service vending machines. Newspaper delivery drivers are included in this group.

Drywall Installers...

apply plasterboard or other wallboard to ceilings and interior walls of buildings.

Earth Drillers, except Oil and Gas...

operate a variety of drills to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction. Include Core, Well and Foundation Drill Operators and Horizontal and Earth Boring Machine Operators. Exclude Oil Well Drillers.

Electric Home Appliance and Power Tool Repairers...

repair, adjust and install all types of electric household appliances such as refrigerators, washing machines, dishwashers, vacuum cleaners, room air conditioners and small appliances, including toasters, mixers and food processors. Repairers of electrical hand and bench tools such as lathes, drills, saws, grinders and polishers should be included in this category.

Electric Meter Installers...

install electric meters on customers' premises or on pole. Test meters and perform necessary repairs. Turn current on/off by connecting/disconnecting service drop.

Electric Motor, Transformer and Related Repairers...

install, repair and maintain electric motors, batteries, transformers, wiring and switches, using hand and power tools, gauges and test instruments.

Electrical Installers, Transportation Equipment...

install, adjust, and maintain electrical systems and wiring switches and fixtures on motor vehicles, trains, or aircraft.

Electrical Powerline Installers and Repairers...

install and repair cables or wires used in electrical power or distribution systems. They install insulators and erect wooden poles and light or heavy duty transmission towers. Cable splicers and trouble shooters are included in this category. Repairers of transformers and substation equipment and telephone and telegraph communications workers are excluded.

Electrical and Electronic Assemblers...

include electrical and electronic assemblers who perform work at a level less than that required of the precision level. Such occupations as electronic wirers, armature connectors, electric motor winders, skein winders, carbon brush assemblers, battery and battery parts assemblers, electric sign assemblers and electric and electronic subassemblers are included in this category.

Electrical and Electronic Equipment Assemblers-Precision...

assemble or modify prototypes or final assemblies of electrical or electronic equipment such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar and telemetering systems or appliances. Workers who primarily assemble electrical systems for machinery should be included in this group.

Electricians...

install, maintain and repair wiring, electrical equipment and fixtures. They insure that work is in accordance with relevant codes and may read blueprints. Protective signal installers and repairers and street light servicers are excluded.

Electrolytic Plating Machine Operators and Tenders (Metal/Plastic)...

operate or tend electrolytic plating or coating machines such as zinc-plating machines and anodizing machines, to coat metal or plastic products electrolytically with chromium, zinc, copper, cadmium or other metal to provide protective or decorative surfaces or to build up worn surfaces according to specifications.

Electrolytic Plating Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate electrolytic plating or coating machines such as continuous multistrand electrogalvanizing machines, to coat metal or plastic products electrolytically with chromium, copper, cadmium, or other metal to provide protective or decorative surfaces or to build up worn surfaces according to specifications.

Electromechanical Equipment Assemblers, Precision...

assemble, test and prepare electromechanical equipment or devices, such as servomechanisms, gear trains, gyros, dynamometers, ejection sear mechanisms, wave guides, magnetic drums, tape drives, punched-card reading devices, brakes, control linkage, actuators and gearbox mechanisms, according to specifications.

Electromedical and Biomedical Equipment Repairers...

test, adjust and repair electromedical equipment using hand tools and meters.

Electronic Home Entertainment Equipment Repairers...

adjust and repair radio and television receivers, phonographs, stereo systems, tape recorders, video systems and other electronic home entertainment equipment.

Electronic Pagination System Operators...

using a computer screen, call up type and art elements from computer memory and, using knowledge of type styles and size and composition patterns, position them into completed page. The composited page is then transmitted for production into film or directly into plates

Electronics Repairers, Commercial and Industrial Equipment...

repair electronic equipment such as industrial controls, telemetering and missile control systems, radar systems, transmitters and antennae using hand tools and testing instruments. This group excludes repairers of data processing equipment and home entertainment equipment.

Excavating and Loading Machine Operators...

operate or tend machinery, except dredges or draglines, equipped with scoops, shovels or buckets to excavate and load loose materials.

Extruding Machine Setters and Set-up Operators (Metal /Plastic)...

set up or set up and operate machines to extrude or draw thermoplastic or metal materials to form such products as tubes, rods, hoses or wire or to shape hot billets into products such as bars and structural shapes.

Extruding and Forming Machine Operators, Synthetic or Glass...

operate or tend machines that extrude and form continuous filaments from synthetic materials, such as liquid polymer, rayon and fiberglass, preparatory to further processing.

Extruding, Forming and Pressing Machine Operators and Tenders...

operate or tend machines to shape and form any of a wide variety of manufactured products, such as glass bulbs, molded food and candy, rubber goods, clay products, wax products, tobacco plugs, cosmetics or paper products, by means of extruding, compressing or compacting.

Extruding, Forming and Pressing Machine Setters and. Set-up Operators...

set up or set up and operate machines, such as glass forming machines, plodder machines and tuber machines, to manufacture any of a wide variety of products such as soap bars, formed rubber, glassware, food, brick and tile by extruding, compressing or compacting operations.

Fabric and Apparel Patternmakers and Layout Workers...

draw and construct sets of precision master patterns or layouts and/or mark and cut fabrics and apparel according to blueprints or specifications.

Farm Equipment Mechanics...

maintain, repair and overhaul farm machinery and vehicles such as tractors, harvesters and irrigation systems. Repairers of dairy equipment are included in this group. Engine specialists are excluded and should be reported with bus and truck mechanics and diesel engine specialists.

First-Line Supervisors, Construction and Extractive...

directly supervise and coordinate activities of construction or extractive workers. Manager/supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. In addition, manager/supervisors may also engage, in part, in the same construction work as the workers they supervise. This group excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. Those workers are reported in the occupations which are most closely related to their specific work duties.

First-Line Supervisors, Helpers and Laborers...

directly supervise and coordinate activities of helpers, laborers or material movers. Manager/supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. In addition, manager/supervisors may also engage, in part, in the same hand labor as the workers they supervise. This group excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. Those workers are reported in the occupations which are most closely related to their specific work duties.

First-Line Supervisors, Mechanics...

directly supervise and coordinate activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Manager/supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. In addition, manager/supervisors may, also engage in part, in the same repair work as the workers they supervise. This group excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. Those workers are reported in the occupations which are most closely related to their specific work duties.

First-Line Supervisors, Production...

directly supervise and coordinate activities of plant production and operations. Firstline supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. This group excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

First-Line Supervisors, Transportation

directly supervise and coordinate activities of transportation and material- moving machine operators. They may also supervise helpers assigned to these workers. Manager/supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. In addition, manager/supervisors may also engage, in part, in the same material moving work as the workers they supervise. This group excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. Those workers are reported in the occupations which are most closely related to their specific work duties.

Floor Layers, except, Carpet, Wood, and hard Tiles...

apply blocks, strips, or sheets of shock-absorbing, sound-deadening, or decorative coverings to floors and cabinets. Include soft tile setters. Exclude Acoustical Carpenters and installers of carpets, wood, or hard tile.

Food Batchmakers...

set up and operate equipment that mixes, blends or cooks ingredients used in the manufacture of food products according to formulas or recipes. They may modify or reformulate recipes to produce products of specific flavor, texture and color. Such occupations as candy makers, almond paste mixers, cheesemakers, flavorings compounders, and honey graders and blenders are included in this group. This occupation requires at least one year (and often more) of training or experience.

Foundry Mold Assembly and Shake-out Workers...

prepare molds for pouring by doing work such as cleaning and assembling molds, assembling fixtures of automatic core-sorting machines and bonding cope and drags together to form completed shell molds.

Freight, Stock and Material Movers, Hand...

include workers who move material manually. Freight, stock and material movers (hand) work in a variety of settings such as warehouses, production areas, stockrooms or shipping departments.

Furnace Operators and Tenders...

operate or tend furnaces such as gas, oil, coal, electric-arc, electric induction, open hearth or oxygen furnaces, to melt and refine metal prior to casting or to produce specified types of steel. Heat treating and related furnace operators are excluded from this group.

Furnace, Kiln, Oven, Drier or Kettle Operators...

operate or tend heating equipment other than basic metal or plastic processing equipment. Oven operators or tenders perform such operations as baking fiberglass or painted products, fusing glass or enamel to metal products, carbonizing coal or curing rubber or other products. Furnace operators or tenders perform such operations as annealing glass, roasting sulfur, converting chemicals or processing petroleum. Kettle operators or tenders perform such operations as boiling soap or melting antimony or asphalt materials. Drier operators and tenders perform such operations as removing moisture from paper, chemicals, ore, clay products or slurry. Kiln operators and tenders perform such operations as heating minerals, drying lumber, firing greenware, annealing glassware or baking clay products.

Furniture Finishers...

shape, finish and refinish damaged, worn or used furniture or new high-grade furniture to specified color or finish, utilizing knowledge of wood properties, finishes and furniture style.

Gas Appliance Repairers and Installers...

repair and install gas appliances and equipment such as ovens, dryers and hot water heaters.

Glaziers...

install glass in windows, skylights, store fronts and display cases, or on surfaces such as building fronts, interior walls, ceilings and tabletops. Glaziers who work primarily on production lines are excluded from this group. Safety glass installers are included with other assemblers, fabricators and handworkers.

Golf Cartmen...

assist players with arrival and departure of golf course. They assist players by removing golf clubs and other equipment from their vehicles and securing to golf cart. After golfers complete play, cartmen assist players with golf equipment.

Golf Starters and Rangers...

patrols golf course to prevent unauthorized persons from using facilities, keeps play running smoothly, and assists injured or ill players. Advises players to speed up or slow down in order to alleviate bottlenecks. Assists players by explaining rules of game. Helps to settle golfing disputes. May deliver urgent messages to players on the course.

Grader, Bulldozer and Scraper Operators...

operate power vehicles equipped with blades to remove, distribute, level or grade earth.

Grinding and Polishing Workers, Hand...

grind and polish, using hand tools or hand-held power tools patterns, designs, etchings, trademarks or lettering onto flat or curved surfaces of a wide variety of metal, glass, plastic or paper items such as name plates, glass, optical glass, bowling balls, tags and stamps. Occupations below the precision level are included in this group such as etcher-circuit processors, pantograph engravers and silkscreen etchers.

Grinding, Buffing Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate grinding and related tools that remove excess materials or burrs from internal and external surfaces; sharpen edges or corners; or buff, hone and polish metal or plastic workpieces according to specifications.

Hand Compositors and Typesetters...

set up and arrange type by hand, assemble and lock set up of type and cuts and pull proofs. Photo typesetters or other occupations concerned with typesetting by electronic or word processing methods are excluded.

Hand Packers and Packagers...

pack or package by hand a wide variety of products or materials. This group does not include workers whose jobs require more than minimum training.

Hard Tile Setters...

apply tiles to walls, floors, ceilings and promenade roof decks following design specifications.

Head Sawyers...

operate head saws and feed. carriages to saw logs into rough cants or boards from heading bolts.

Heat Treating, Annealing, and Tempering Machine Operators...

operate or tend machines, such as furnaces, baths, flame-hardening machines, and electronic induction machines, to harden, anneal, and heat-treat metal products or metal parts.

Heating Equipment Setters and Set-up Operators...

set up or set up and operate heating equipment, such as heat-treating furnaces, flame hardening machines, and induction machines, that anneal or heat-treat metal objects.

Heating, A.C. and Refrigeration Mechanics...

install and repair heating, air conditioning and refrigerating systems. Their duties include installation and repair of oil burners, hot-air furnaces, heating stoves and similar equipment in homes and commercial establishments using hand and pipe threading tools. They also install and repair cooling and central air conditioning systems.

Helpers, Brick, Stonemasons and Tile Setters...

help Brickmasons, Stonemasons or Hard Tile Setters by performing duties of lesser skill. Duties include supplying or holding materials or tools and cleaning work area and equipment. Exclude apprentice workers. Exclude construction or maintenance laborers who do not primarily assist Brickmasons, Stonemasons or Hard Tile Setters.

Helpers, Carpenters...

help carpenters or carpentry-related craft workers by performing duties of a lesser skill. Their duties include supplying or holding materials or tools and cleaning work areas and equipment. Apprentice workers are excluded and should be reported with the appropriate construction or maintenance trade occupation previously listed. Construction or maintenance laborers who do not primarily assist carpenters or carpentry related craft workers are also excluded from this category.

Helpers, Construction Trade and Extractive...

help workers in the construction trades, such as Brickmasons, Carpenters, Electricians, Painters, Plumbers and Surveyors. Perform duties such as furnishing tools, materials and supplies to other workers; cleaning work areas, machines and tools; and holding materials or tools for other workers.

Helpers, Electricians...

help electricians or power line transmission installers by performing duties of a lesser skill. Their duties include supplying or holding materials or tools and cleaning work areas and equipment. Apprentice workers are excluded and should be reported with the appropriate construction or maintenance trade occupation previously listed. Construction or maintenance laborers who do not primarily assist electricians or power line transmission installers are excluded.

Helpers, Mechanics and Repairers...

help mechanics and repairers in maintenance, parts replacement and repair of vehicles, industrial machinery and electrical and electronic equipment. They perform duties such as furnishing tools, materials and supplies to other workers; cleaning work areas, machines and tools; and holding materials or tools for other workers.

Helpers, Painters, Paperhangers and Plasterers...

help painters, paperhangers, plasterers and stucco masons by performing duties of a lesser skill. Their duties include supplying or holding materials or tools and cleaning work areas and equipment. Apprentice workers are excluded and should be reported with the appropriate construction or maintenance trade occupation previously listed. Construction or maintenance laborers who do not primarily assist painters, paperhangers, plasterers and stucco masons are excluded.

Helpers, Plumbers and Pipefitters...

help plumbers, pipefitters and steamfitters by performing duties of a lesser skill. Their duties include supplying or holding materials or tools and cleaning work areas and equipment. Apprentice workers are excluded and should be reported with the appropriate construction or maintenance trade occupation previously listed. Construction or maintenance laborers who do not primarily assist plumbers, pipefitters and steamfitters are excluded.

Helpers Roofers...

help roofers by performing duties of a lesser skill. Their duties include supplying or holding materials or tools and cleaning work areas and equipment. Apprentice workers are excluded and should be reported with the appropriate construction or maintenance trade occupation previously listed. Construction or maintenance laborers who do not primarily assist roofers are excluded.

Industrial Truck, Tractor and Fork Lift Operators...

operate gasoline-or electric-powered industrial trucks or tractors equipped with fork lifts elevated platforms or trailer hitches to move materials in an establishment, warehouse, storage yard, factory or at a construction site. Logging tractor operators are excluded from this group.

Insulation Workers...

perform duties concerned with covering and lining structures with asbestos, cork, canvas, tar paper, magnesia and related materials using saws, knives, rasps, trowels and other tools and implements. They may also specialize in providing blown-in insulation.

Jewelers and Silversmiths...

Jewelers fabricate and repair jewelry articles such as rings, broaches, pendants, brace and lockets. They may also cut, file, solder and polish articles using hand tools and polishing wheels. Silversmiths hammer, shape and glue silver articles and cut open designs in ornamentation. They may operate a lathe to shape articles.

Job Printers...

set type according to copy and operate cylinder or automatic platen press to print job order. These workers read proof for errors and clarity of impression and correct imperfections and are often found in small establishments where work combines several job skills such as typesetting, printing, reading and selecting of materials to reproduce copy.

Lathe, Turning Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate plastic or metal lathe and turning machines to turn, bore, thread, form or face plastic or metal materials such as wire, rod or bar stock, according to specifications.

Laundry and Drycleaning Machine Operators and Tenders...

operate or tend washing or dry cleaning machines to clean or dry clean commercial, industrial, or household articles such as suede, leather and cloth garments, furs, blankets, draperies, fine linens, rugs and carpets.

Longshore Equipment Operators...

operate equipment to load crates, containers and other items on or off ships. Exclude loading and unloading of bulk liquids.

Machine Assemblers...

include machine assemblers who perform work at a level less than that required of the precision level. Occupations such as air conditioning coil assemblers, ball bearing ring assemblers, fuel injection assemblers and subassemblers should be included.

Machine Builders and Other Precision Machine Assemblers...

construct, assemble or rebuild machines or equipment such as engines, turbines, construction, oil field, rolling mill, textile, woodworking, paper, printing, food wrapping machinery or office machines. They fit or assemble components or subassemblies, install moving parts, assemble systems of gears by aligning and meshing gears in the gearbox and may test or assist in testing operations or a completed project.

Machine Feeders and Offbearers...

feed materials into machines or remove materials from machines or equipment that is automatic or tended by other workers.

Machine Forming Operators and Tenders (Metal/Plastic)...

operate or tend one type of forming machine which has previously been set up. Workers who operate more than one type of forming machine should be reported with combination machine tool operators and tenders, metal and plastic. Types of forming machines used by these workers include: punching machines, shear and slitter machines, extruding and drawing machines, rolling machines, press and press brake machines and forging machines.

Machine Tool Cutting Operators and Tenders (Metal/Plastic)...

operate or tend one type of cutting machine tool which has previously been set up. Workers who operate or tend more than one type of cutting machine should be reported with combination machine tool operators and tenders, metal and plastic. Types of cutting machine tools used by these workers include: sawing machines, lathe and turning machines, grinding machines, buffing and polishing machines, drilling and boring machines, milling and planing machines and lapping and honing machines.

Machinery Maintenance Mechanics...

repair and maintain the operating condition of industrial production and processing machinery, printing machinery and refinery and pipeline distribution systems. Their duties include repairing, in accordance to diagrams, operating manuals or manufacturer's specifications, machinery and mechanical equipment such as pumps, conveyor systems and motors. Millwrights and mobile heavy equipment mechanics, such as crane, bulldozer, grader or conveyor mechanics, are excluded..

Machinery Maintenance Mechanics, Sewing Machines...

repair, adjust and maintain sewing machines in sewing departments of industrial establishments, homes or shops.

Machinery Maintenance Mechanics, Textile Machines...

adjust and repair one or a variety of textile machines which may be of one group or type called a section.

Machinery Maintenance Mechanics, Water and Power Plant...

install, adjust, repair and maintain machinery in power generating stations and water treatment plants. Their duties include the repair and maintenance of the mechanical elements of generators, waterwheels, water-inlet controls and piping in generating stations; steam boilers, condensers, pumps, compressors and similar equipment in gas manufacturing plants; and equipment used to process and distribute water for human consumption and industrial use. Workers specializing in electrical repair are excluded from this group and reported with powerhouse, substation and relay electricians.

Machinery Maintenance Workers...

perform routine maintenance of machinery such as changing of parts and lubrication of machinery. Workers who repair machinery are excluded.

Machinists...

set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines applying knowledge of mechanics, shop mathematics, metal properties and layout machining procedures. Machinists study specifications such as blueprints, sketches or descriptions of parts to be replaced and plan sequence of operations.

Maintenance Repairers, General Utility...

perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in small establishments where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors or stairs.

Mates-Ship, Boat and Barge...

supervise and coordinate activities of crew aboard ships, boats, barges or dredges.

Meat, Poultry and Fish Cutters and Trimmers, Hand...

perform a wide variety of food cutting and trimming tasks, using hand tools, that require skill less than that of the precision level occupations such as meat boners, carcass splitters, poultry eviscerators, fish cleaners and butchers, skinners and stickers are included in this category.

Menders-Garments, Linens and Related...

repair defects such as tears and holes in garments, linens, curtains and draperies and rebind cleaned blankets by hand or by operating a sewing machine.

Metal Fabricators, Structural Metal Products...

fabricate and assemble structural metal products such as frameworks or shells for machine ovens, tanks, stacks and metal parts for buildings and bridges, according to job orders or blueprints.

Metal Molding, Coremaking, Casting Machine Operators and Tenders...

operate or tend metal molding, casting or coremaking machines such as centrifugal casting machines, vacuum casting machines, turnover draw-type core making machines, conveyor-screw core making machines and die casting machines, to mold or cast metal products such as pipes, brake drums and rods and metal parts such as automobile trim, carburetor housings and motor parts.

Metal Molding, Coremaking, Casting Machine Setters and Set-up Operators...

set up or set up and operate metal casting machines such as die casting, continuous casting, molding, coremaking, roll-over, squeeze and shell molding machines, to mold or cast metal products such as tubes and rods and metal parts such as automobile trim, carburetor housings and motor parts.

Metal Pourers and Casters, Basic Shapes...

pour and regulate the flow of molten metal into molds to produce castings or ingots of specific quantity and size by operating hand controlled mechanisms adjunctive to specialized machinery and equipment. Such operations as steel pourers, casters and ladle and metal pourers are included in this group.

Milling, Planing Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate milling or planing machines to mill, plane, shape, groove or profile metal or plastic workpieces according to specifications.

Millwrights...

install new machinery and heavy equipment according to layout plans, blueprints and other drawings in an establishment and dismantle and move machinery and heavy equipment when changes in plant layout are required. Millwrights use a variety of hand tools, hoists, dollies and trucks and may construct foundations for machines.

Mobile Heavy Equipment Mechanics, except Engines...

repair and maintain mobile mechanical, hydraulic and pneumatic equipment such as cranes, bulldozers, graders and conveyors, used in construction, logging and surface mining.

Molders and Casters, Hand...

mold and cast using hand tools or hand held power tools any of a wide variety of items such as food products, lamps, figurines, ashtrays, tile, pipes, mannequins and candles. Candy molders, pottery and porcelain casters, refractory molders, concrete vault makers and candle molders are included in this category. Metal pourers who cast basic shapes such as slabs, blooms, bars or billets are excluded.

Motion Picture Projectionists...

set up and operate motion picture projection and sound-reproducing equipment to produce coordinated effects on screen.

Musical Instrument Repairers and Tuners...

repair percussion, stringed, and wind instruments. May specialize in tuning one type of instrument, such as a piano tuner. Exclude electric organ repairers.

Numerical Control Machine Tool Operators and Tenders (Metal/Plastic)...

set up and operate magnetic or punched-tape controlled machine tools that automatically mill, drill, broach and ream metal parts. They may adjust machine feed and speed and change cutters to machine parts to specification when automatic programming is faulty or if machine malfunctions.

Office Machine and Cash Register Servicers...

repair and service office machines such as adding, accounting, calculating, duplicating and typewriting. They also repair manual and electrical and electronic office machines.

Offset Lithographic Press Setters and Set-up Operators...

setup or setup and operate offset printing presses, sheet or web fed, to print single and multicolor copy from lithographic plates. They examine job orders to determine press operating time, quantity to be printed and stock specifications.

Operating Engineers...

operate several types of power construction equipment such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers or motor graders, to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. Operating engineers may repair and maintain equipment in addition to other duties. Workers who specialize in operation of a single type of heavy equipment, such as a bulldozer or crane, are excluded.

Packaging and Filling Machine Operators and Tenders...

operate or tend machines such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines and stuffing machines to prepare industrial or consumer products such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys, athletic equipment and upholstered pads as end products or for storage and shipment.

Painters and Paperhangers, Construction and Maintenance...

painters paint walls, equipment, buildings, bridges and other structural surfaces using rushes, rollers and spray guns. They may mix colors or oils to obtain desired colors or consistencies. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Painters, Transportation Equipment...

operate or tend painting machines to paint surfaces of transportation equipment such as automobiles, buses, trucks, boats and airplanes, according to specifications.

Paper Goods Machine Setters and Set-up Operators...

set up or set up and operate paper goods machines that perform a variety of functions such as converting, sawing, corrugating, banding, wrapping, boxing, stitching, forming or sealing paper or paperboard sheets into products such as toilet tissue, towels, napkins, bags, envelopes, tubing, cartons, wax rolls and containers according to specifications.

Parking Lot Attendants...

park autos or issue tickets for customers in a parking lot or garage.

Paving, Surfacing and Tamping Equipment Operators...

operate equipment used for applying concrete, asphalt or other materials to road beds, parking lots or airport runways and taxiways or equipment used for tamping gravel, dirt or other materials. Equipment operators such as concrete and asphalt paving machine operators, form tampers, tamping machine operators and stone spreader operators are included.

Pipelayers...

lay glazed or unglazed clay, concrete, plastic or cast-iron pipe for storm or sanitation sewers, drains, water mains and oil or gas lines, performing any combination of the following tasks: grade trenches or culverts, position pipe or seal joints.

Plasterers and Stucco Masons...

apply cement, sand, pigment, or marble chips to floors, stairways and cabinet fixtures to finish and attain durable and decorative surfaces, according to specifications and drawings. Finish surfaces to remove imperfections from freshly poured concrete walls, roads, walkways and ornamental stone facings of concrete structural products. Include concrete Rubbers.

Plastic Molding and Casting Machine Operators and Tenders...

operate or tend plastic molding machines such as compression or injection molding machines, to mold or cast products to specified shape from thermoplastic materials.

Plastic Molding and Casting Machine Setters and Set-up Operators....

set up or set up. and operate plastic molding machines such as compression or injection molding machines, to mold or cast products to specified shapes from thermoplastic materials.

Plumbers, Pipefitters and Steamfitters...

assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air or other liquids or gases.

Portable Machine Cutters...

cut multiple layers of fabric into parts for articles such as awnings, fitted sheets, garments, hats, stuffed toys and upholstered furniture, using portable electric cutters.

Power Distributors and Dispatchers...

coordinate, regulate or distribute electricity or steam in generating stations, substations and over electric power lines. They may work for a utility company or in large industrial establishments. In addition to distributing power, some of these workers' time may be spent generating power.

Power Generating Plant Operators...

control or operate machinery, such as steam-driven turbogenerators, to generate electric power, often through the use of panelboards, control boards, or semi-automatic equipment. Exclude workers operating auxiliary equipment such as pumps, fans, compressors, filters, feedwater heaters, chlorinated condensers.

Power Reactor Operators...

control nuclear reactor that produces steam for generation of electric power. Coordinate operation of auxiliary equipment.

Powerhouse, Substation and Relay Electricians...

inspect, test, repair, and maintain electrical equipment in generating stations or powerhouses; substation equipment, such as oil circuit breakers and transformers; and in-service relays, to prevent and remedy abnormal behavior of transmission and distribution lines and equipment.

Precision Dental Laboratory Technicians...

construct and repair full or partial dentures or dental appliances or apparatus, following prescriptions or specifications of dentists or orthodontists. May also provide analytical and diagnostic services. Include dental ceramists, crown and bridge technicians and orthodontic technicians. Exclude assistants, bite-block makers, opaquers and denture and coiler packers.

Precision Dyers...

change or restore the color of articles by means of dyes. Their work requires the knowledge of the composition of the textiles being dyed or restored and the chemical properties of bleaches and dyes and their effects upon such textiles. Items to be dyed include garments, drapes and slipcovers. Rug dyers are included in this group.

Precision Foundry Mold and Core Makers...

make and form wax or sand cores and molds used in the production of metal castings in foundries using hand and power tools and applying knowledge of variables such as metal characteristics, molding sand, contour of patterns, reinforcing and pouring procedures.

Precision Inspectors, Testers and Graders...

include workers who perform precision inspecting, testing and grading of parts, products and equipment for defects, wear and deviations from specifications. Most of these workers use precision measuring instruments and complex test equipment and hand tools. They may make minor repairs. Workers who combine inspection and testing with major repair work are reported in the mechanics, installers an category.

Precision Instrument Repairers...

install, test, repair, maintain and adjust indicating, recording, telemetering and controlling instruments used to measure and control variables such as pressure, flow, temperature, motion, force and chemical composition. This group includes instrument repairers who repair, calibrate and test instruments such as voltmeters, ammeters and galvanometers.

Precision Layout Workers, Metal...

lay out reference points or dimensions on structural steel shapes or plates and metal stock or workpieces such as castings, plates, tubes or machine parts, to indicate processing to be done such as machining, fabricating, welding and assembling.

Precision Lithography and Photoengraving Workers...

photograph, produce, modify, assemble and transfer detailed precision images or designs to metal plates for use in printing. Such occupations as platemakers, retouchers and strippers are included in this category. Workers who primarily lay out copy are excluded unless they also perform work described above.

Precision Molders, Shapers, Casters and Carvers...

mold, shape, cast or carve products consisting of clay, glass, concrete and stone or combinations of materials into semi-finished or finished products.

Precision Patternmakers, Model Makers, Lay-out Workers and Cutters...

construct patterns and models for use in forming products composed of single materials (except metal, plastic, wood, or textiles) or a combination of materials. Exclude workers who work with metal, plastic, wood, or textiles only.

Press Brake Machine Setters and Set-up Operators, (Metal/Plastic)...

set up or set up and operate power press machines or power brake machines to bend, form, stretch, notch, punch or to straighten metal or plastic late and structural shapes as specified by work orders, blueprints, drawings, templates or layouts.

Pressers, Hand...

press articles such as drapes, knit goods, millinery parts, parachutes, garments and slip covers or delicate textiles such as lace, rayons and silk to remove wrinkles, flatten seams and give shape to articles using a hand iron. These pressers may block (shape) knitted garments after cleaning or may press leather goods.

Pressing Machine Operators, Textile...

operate or tend pressing machines such as hot-head pressing, steam pressing, automatic pressing, ironing, plunger pressing and hydraulic pressing machines, to press and shape articles such as leather, fur and cloth garments, or drapes, slipcovers, handkerchiefs and millinery. Delicate fabric (precision) pressers are excluded.

Printing Press Machine Operators and Tenders...

operate or tend various types of printing machines such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth or rubber.

Printing Press Machine Setters and Set-up Operators...

set up or set up and operate various types of printing machines such as offset lithographic presses, letter or letterset presses, flexographic presses or gravure presses to produce printed materials such as books, manuals or pamphlets.

Production Inspectors, Testers, Graders and Sorters...

inspect, test, grade, sort, sample or weigh nonagricultural raw materials or processed, machined, fabricated or assembled parts or products. Their work may be performed before, during or after processing.

Punching Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate machines to punch, crimp, cut blanks or notch metal or plastic workpieces between preset dies according to specifications.

Refuse and Recyclable Material Collectors...

collect and dump refuse or recyclable materials from containers into truck, on a designated route in a municipality. May drive truck.

Roasting, Baking and Drying Machine. Operators, Food and Tobacco...

operate or tend roasting, baking or drying equipment to: Reduce moisture content of food or tobacco products, such as tobacco, cocoa and coffee beans, macaroni and grain; roast grain, nuts or coffee beans; bake bread or other bakery products; or process food preparatory to canning. These machines include hearth ovens, kiln friers, roasters, char kilns, steam ovens and vacuum drying equipment.

Rolling Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate machines to roll steel or plastic material such as strips, bars and flats, to form bends, beads, knurls, rolls or plate or to flatten, temper and reduce gage of material, following rolling orders or blueprints and using measuring instruments.

Roofers...

perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood and related materials using brushes, knives, punches, hammers and other tools. They may spray roofs, sidings and walls with material to bind, seal, insulate or soundproof sections of structures.

Sawing Machine Operators and Tenders...

operate or tend wood sawing machines such as circular saws, band saws, multiple blade sawing machines, scroll saws, rip saws, equalizer saws, power saws and crozer machines, to saw logs to specifications; cut lumber to specified dimensions; saw curved or irregular designs; trim edges and remove defects from lumber; or to cut grooves, bevel and miter according to specifications or work orders.

Sawing Machine Setters and Set-up Operators...

set up or set up and operate machines to saw wood. They examine blueprints, drawings, work orders and patterns to determine size and shape of items to be sawed, sawing machines to set up and sequence of sawing operations.

Screen Printing Machine Setters and Set-up Operators...

set up or set up and operate screen printing machines to print designs onto articles and materials such as glass or plastic containers or ware, cloth and paper.

Separating, Filtering Clarifying and Still Machine Operators and Tenders...

operate or tend machines such as filter presses, shaker screens, centrifuges, condenser tubes, precipitator tanks, fermenting tanks, evaporating tanks, scrubbing towers, and batch skills. These machines extract, sort, or separate liquids, gases, or solid materials from other materials in order to recover a refined product or material.

Excludes workers who operate equipment to control chemical changes or reactors.

Service Station Attendants...

service automobiles, buses, trucks, boats and other automotive or marine vehicles with fuel, lubricants and accessories. They may lubricate vehicles and change motor oil, replace lights or other accessories such as windshield wiper blades or fan belts, install antifreeze, repair or replace tires and collect payment or services and supplies.

Sewers, Hand...

sew, join, reinforce or finish, usually with needle and thread, any of a wide variety of manufactured items such as shoes, hats, umbrellas, rugs, baseballs and hosiery. Weavers, stitchers and finishers are included in this group. Hand sewers who repair articles are reported with menders.

Sewing Machine Operators, Garment...

operate or tend sewing machines to perform garment sewing operations such as joining, reinforcing or decorating garments or garment parts. Sewing machine operators and tenders who perform specialized or automatic sewing machine functions, such as buttonhole making or tacking, should be included in this category.

Sewing Machine Operators, Non-garment...

operate or tend sewing machines to join together, reinforce, decorate or perform related sewing operations in the manufacture of nongarment products such as upholstery, draperies, linens, carpets and mattresses.

Shear, Slitter Machine Setters and Set-up Operators (Metal/Plastic)...

set up or set up and operate power shear or slitting machines to cut metal or plastic material such as plates, sheets, slabs, billets or bars, to specified dimensions and angles.

Sheet Metal Duct Installers...

install prefabricated sheet metal ducts used for heating, air conditioning or other purposes in buildings and similar structures.

Sheet Metal Workers...

fabricate, assemble, install and repair sheet metal products and equipment such as control boxes, drainpipes and furnace casings. Their work may involve any of the following: set up and operate fabricating machines to cut, bend and straighten sheet metal; shape metal over anvils, blocks or forms using a hammer; operate soldering and welding equipment to join sheet metal parts; inspect, assemble and smooth seams and joints of burred surfaces.

Shipfitters...

lay out and fabricate metal structural parts, such as plates, bulkheads and frames. Brace them in position within hull or ship for riveting or welding. May prepare molds and templates for fabrication of nonstandard parts.

Slaughterers and Butchers...

work in slaughtering and meat packing establishments to prepare meat for sale by performing precision tasks such as stunning, skinning and trimming; cutting standard cuts of meat for marketing; cleaning and salting hides; making sausage; preparing meats for salting; and wrapping meats.

Small Engine Specialists...

repair and maintain the operating condition of non-automobile, gasoline powered, internal-combustion engines and the equipment powered by those engines. Repairers of outboard motors, snowmobiles, lawn mowers and chain saws are included. Motorcycle repairers are excluded.

Solderers and Brazers...

join together metal parts or their components or fill holes, indentations and seams of fabricated metal products using hand soldering and brazing equipment according to specifications of job orders, work layouts or blueprints.

Soldering, Brazing Machine Operators and Tenders...

operate or tend soldering and brazing machines that braze, solder or spot weld fabricated metal products or components as specified by work orders, blueprints and layout specifications.

Specialty Materials Printing Machine Setters and Set-up Operators...

set up or set up and operate machines to print designs or multicolored identification symbols or trademarks on materials (other than published and related printed materials such as pamphlets, books, magazines and business cards). Printers using screen printing techniques are excluded from this category.

Station Installers and Repairers, Telephone...

install and repair telephone station equipment such as telephones, coin collectors, telephone booths and switching-key equipment.

Structural Metal Workers...

perform any combination of duties to raise, place and unite girders, columns and other structural steel members to form completed structures or structural frameworks. This category includes workers who erect metal storage tanks and assemble prefabricated metal buildings. Reinforcing metal workers are excluded.

Tapers...

seal joints between plasterboard or other wallboard to prepare wall surface for paint or papering.

Taxi Drivers and Chauffeurs...

drive automobiles, limousines; custom-built sedans, or hearses to transport passengers or cargo. May drive automobiles for delivery. Exclude ambulance drivers and bus drivers.

Telegraph and Teletype Installers and Repairers...

install and repair telegraphic transmitting and receiving equipment, following floor plan sketches and wiring diagrams.

Telephone and Cable Television Line Installers...

string and repair telephone and telegraph cable and other equipment for transmitting messages or TV programming. Their duties include locating and repairing defects in existing systems; placing, rearranging and removing underground or aerial cables; installing supports, insulation or guywire systems; and other auxiliary tasks as necessary to maintain lines and cables.

Textile Bleaching and Dyeing Machine Operators and Tenders...

operate or tend machines, such as padding machines, treating tanks, dye jigs, and vats, to bleach, shrink, wash, dye, and finish textiles, such as cloth, yarn, greige cloth, and fiberglass silver, preparatory to further processing.

Textile Draw-out Machine Operators and Tenders...

operate or tend machines such as slubber machines and drawing frames, that draw out and combine sliver, such as wool, hemp, synthetic and blended sliver, preparatory to further processing.

Textile Machine Operators, Winding, Twisting, and Knitting...

operate or tend textile machines that perform textile processing and manufacturing operations such as winding, twisting, knitting, weaving, bonding and stretching, using knowledge of machine function. Textile sewing machine operators and tenders are excluded from this group.

Textile Machine Setters and Set-up Operators...

set up or set up and operate textile machines that perform textile processing and manufacturing operations such as winding twisting, knitting, weaving, bonding and stretching, using knowledge of machine function

Tire Repairers and Changers...

repair and replace tires, tubes, treads and related products on automobiles, buses, trucks and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels and testing and repairing damaged tires and inner tubes.

Tool Grinders, Filers and Sharpeners...

perform such operations as precision smoothing, sharpening, polishing and grinding of metal objects by the wearing action of abrasive materials or machine files. Occupations included in this group are tool, cylinder or card grinders, or grinder operators, saw filers and filer-finishers.

Tool and Die Makers...

analyze a variety of specifications, lay out metal stock, set and operate machine tools and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges and machinists' hand tools. Paper die makers and die sinkers are included while die setters are excluded.

Transportation Inspectors...

inspect equipment or goods in connection with the safe transport of cargo or people. Include rail transport inspectors, such as freight inspectors, car inspectors, rail inspectors, and other nonprecision inspectors of other types of transportation vehicles. Exclude Precision Inspectors.

Truck Drivers, Heavy or Tractor Trailer...

drive tractor-trailer combinations or trucks with a capacity of at least three tons to transport and deliver goods, livestock or materials in liquid, loose or packaged form. Drivers may be required to unload trucks.

Truck Drivers, Light-including Delivery...

drive trucks, vans or automobiles with a capacity under three tons. They may drive light trucks to deliver or pick-up merchandise and load and unload trucks.

Typesetting and Composing Machine Operators and Tenders...

operate or tend typesetting and composing equipment such as phototypesetters, linotype-or monotype-keyboard machines, photocomposers, linocasters and photoletterers. Data entry keyers of computerized systems should be reported as data entry keyers, composing.

Vehicle Washers and Equipment Cleaners...

wash or otherwise clean vehicles, machinery and other equipment using such materials as water, cleaning agents, brushes, clothes and hoses. Janitors and building cleaners are excluded.

Water and Liquid Waste Treatment Plant Operators...

operate and/or control an entire process or system, often through the use of panel boards, control boards or semi-automatic equipment, to transfer or treat water and/or liquid waste.

Welders and Cutters...

use hand welding and flame cutting equipment such as arc welders, gas welders and as torches to weld together metal components of such products as pipelines, automobiles, boilers and ships; or join together components of fabricated sheet metal assemblies; or cut, trim or scarf metal objects to dimensions as specified by layouts, work orders or blueprints.

Welding Machine Operators and Tenders...

operate or tend welding machines that join or bond together parts of fabricated metal products and metal components such as panels, frames, yokes, tubes and containers, according to specifications and blueprints. Laser cutters and laser-beam machine operators are included in this category.

Welding Machine Setters and Set-up Operators...

set up or set up and operate welding machines that join or bond together parts of fabricated metal products and metal components such as panels, frames, yokes, tubes and containers, according to specifications and blueprints. Workers who set up or set up and operate laser cutters or laser-beam machines should be included in this group.

Wood Machinists...

set up and operate a variety of woodworking machines to surface, cut and shape lumber and to fabricate parts for wood products, such as door and window frames, furniture and sashes, according to specifications. Workers who are primarily concerned with one or a limited number of machine phases should be classified according to their specialty.

Woodworking Machine Operators and Tenders...

operate or tend woodworking machines such as drill presses, lathes, shapers, routers, sanders, planers and wood nailing machines to perform woodworking operations. Sawyers are excluded.

Woodworking Machine Setters and Set-up Operators...

set up woodworking machines such as drill presses, lathes, shapers, routers, sanders, planers and wood nailing machines to perform woodworking operations. Sawyers are excluded from this group.