


Transferable Skills Analysis: A Vital skill set for SSVE's in the OIS Future

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Learning Objectives

Learn of the beginning of Transferable Skills and the idea it was born out of.

Learn how SSA Defines Skills

Learn how DOL Defines Skill Groupings and Other TSA Groupings


Learn the idea of parameters of TSA from SSA as well as from Vocational Expert Resources.



Observe basic transferability examples in order to start creating your opinions of Transferability of Work Fields from a DOT title.

Become aware of missing Work Fields and MPSMS in the Vocational Resources and how to handle this. (Group Discussion)

Create a group awareness of how to expertly demarcate Skill areas and Transferability post DOT



History

- The idea of Transferable skills was born in the 1950's well before SSA started using VE's.
- The Reexamination of "Transferable Skills" was the first paper known on the subject.
- The idea was to identify similar skills and then discuss occupations with the worker and then a potential employer



Fine's idea

- Saving time and resources and conserving skill.
- Essential components- Data, People, Things, then Work Fields & MPSMS.

Fine, S. A. (1957a). A reexamination of "Transferable Skills" – Pat I. *Monthly Labor Review*, 80(7), 938-948

Fine, S. A. (1957b). A reexamination of "Transferable Skills" – Pat II. *Monthly Labor Review*, 80(7), 803-810

Data – People - Things

Middle Three Digits in DOT Code


Each worker function depicts a broad action which summarizes what the worker does in relation to Data, People, and Things.

These worker functions should not be used in and of themselves to evaluate transferable job skills. "There are numerous instances where hierarchical relationships among them are limited, imprecise, reversed, or non-existent. For this reason the prime value of worker functions in a job analysis is to reflect the nature of the worker's Data, People, and Things relationships, not to indicate job complexity."

Revised Handbook of Analyzing jobs.

Data – People - Things


Data	People	Things
0 Synthesizing	0 Mentoring	0 Setting Up
1 Coordinating	1 Negotiating	1 Precision Working
2 Analyzing	2 Instructing	2 Operating-Controlling
3 Compiling	3 Supervising	3 Driving-Operating
4 Computing	4 Diverting	4 Manipulating
5 Copying	5 Persuading	5 Tending
6 Comparing	6 Speaking-Signaling	6 Feeding-Off Bearing
	7 Serving	7 Handling
	8 Taking Instructions-Helping	

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Work Skills Vs. Personal Traits

Skills are learned or acquired tasks which can be observed and measured.


"Skill to do comes of doing" Joseph E Havranek.

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Social Security Ruling SSR 82-41 Define Work Skills

What a "skill" is. A skill is knowledge of a work activity which requires the exercise of significant judgment that goes beyond the carrying out of simple job duties and is acquired through performance of an occupation which is above the unskilled level (requires more than 30 days to learn).

It is practical and familiar knowledge of the principles and processes of an art, science or trade, combined with the ability to apply them in practice in a proper and approved manner. This includes activities like making precise measurements, reading blueprints, and setting up and operating complex machinery. A skill gives a person a special advantage over unskilled workers in the labor market.

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Defining Skills

Worker Skills

Typing, Recording,
Read Blueprints,
set up complex
machine, using power
tools,
Inspecting, measuring
testing, repairing,
installing, welding.

Worker Traits

Maintains Balance
Social or introvert
Has good eye hand
coord.
Interest in construction
Handles stress well
Rule oriented

A Look at O-NET Skills

Skills Search

Select **skills** from one or more of the six skill groups below. Start by selecting as many skills as you have or plan to acquire. (See [Skills Search](#) for more details.)
[Basic Skills](#) | [Complex Problem Solving Skills](#) | [Resource Management Skills](#) | [Social Skills](#) | [Systems Skills](#) | [Technical Skills](#)

Basic Skills

Developed capacities that facilitate learning or the more rapid acquisition of knowledge.

- Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics** — Using mathematics to solve problems.
- Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

§ 20 CFR 416.968 Skill requirements

SVP 3 & 4

Semi-skilled work. Semi-skilled work is work which needs some skills but does not require doing the more complex work duties.

Semi-skilled jobs **may require alertness and close attention** to watching machine processes; or inspecting, testing or otherwise looking for irregularities; or tending or guarding equipment, property, materials, or persons against loss, damage or injury; or other types of activities which are similarly less complex than skilled work, but more complex than unskilled work.

(Blue Collar Skills) >>

A job may be classified as semi-skilled where coordination and dexterity are necessary, as when hands or feet must be moved quickly to do repetitive tasks.

Conundrum – CFR > SSR 82-41

The regulations definition of semiskilled work in regulations sections 404.1568(b) and 416.968(b) states that semiskilled jobs "may require alertness and close attention ... coordination and dexterity ... as when hands or feet must be moved quickly to do repetitive tasks." These descriptive terms are not intended, however, to illustrate types of skills, in and of themselves. The terms describe worker traits (aptitudes or abilities) rather than acquired work skills.

Skills refer to experience and demonstrated proficiency with work activities in particular tasks or jobs. In evaluating the skill level of PRW or potential occupations, work activities are the determining factors.

Worker traits to be relevant must have been used in connection with a work activity.

Thus, **in the regulations, the trait of alertness is connected with the work activities of close attention to watching machine processes, inspecting, testing, tending or guarding; and the traits of coordination and dexterity with the use of hands or feet for the rapid performance of repetitive work tasks.**

It is the acquired capacity to perform the work activities with facility (rather than the traits themselves) **that gives rise to potentially transferable skills.**



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§ 20 CFR 416.968 Skill requirements

SVP 5 and Above

Skilled work. Skilled work requires qualifications in which a person uses judgment to determine the machine and manual operations to be performed in order to obtain the proper form, quality, or quantity of material to be produced. Skilled work may require laying out work, **estimating quality, determining the suitability** and needed quantities of materials, **making precise measurements**, reading blueprints or other specifications, or making necessary computations or mechanical adjustments to control or regulate the work. Other skilled jobs may require dealing with people, facts, or figures or abstract ideas at a high level of complexity.

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Code of Federal Regulations CFR 20 CFR 404.1568 & § 416.968

Skill requirements. (2) How we determine skills that can be transferred to other jobs.

Transferability is most probable and meaningful among jobs in which—

(i) The same or a lesser degree of skill is required;

(ii) The same or similar tools and machines are used; and

(iii) The same or similar raw materials, products, processes, or services are involved.

(3) Degrees of transferability. There are degrees of transferability of skills ranging from very close similarities to remote and incidental similarities among jobs. A complete similarity of all three factors is not necessary for transferability. However, when skills are so specialized or have been acquired in such an isolated vocational setting (like many jobs in mining, agriculture, or fishing) that they are not readily usable in other industries, jobs, and work settings, we consider that they are not transferable.

Social Security Ruling SSR 82-41 Defines

What "transferability" is. Transferability means applying work skills which a person has demonstrated in vocationally relevant past jobs to meet the requirements of other skilled or semiskilled jobs. Transferability is distinct from the usage of skills recently learned in school which may serve as a basis for direct entry into skilled work (Appendix 2, section 201.00(g)).

§ 20 CFR 416.968 Skill Transferability

Skills that can be used in other work (transferability)—

(1) *What we mean by transferable skills.* We consider you to have skills that can be used in other jobs, when the skilled or semi-skilled work activities you did in past work **can be used to meet the requirements** of skilled or semi-skilled work activities of other jobs or kinds of work. This depends largely on the similarity of occupationally **significant work activities** among different jobs.

Mirroring of DOL and SSA

Definitions

Work Field Code (DOL)/Work Process (SSA)

Work Field are a grouping of skills. For example, typing, as generally defined, is a skill, but in an of itself it doesn't complete a work task; hearing reporters can type, but they must transcribe as well. This is a simplification of the work Process (SSA).

Example for **Work Field** code: 231 VERBAL RECORDING-RECORDKEEPING

A person can be great at Data Entry, a form typing (keying), but cannot be a transcriber, because they do not have the corresponding skills do the work process of a Hearing Reporter.

202.362-010 HEARING REPORTER

R M L SVP: 6 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 3 Temperaments: T P 2 2 4 4 2 2 2 3 5 5
 STRENGTH: S Date of Last DOT Update: 1977

WORK code: 231 VERBAL RECORDING-RECORDKEEPING

MPSMS code: 932 LEGAL SERVICES
 MPSMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING


DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS

G O E code: 07.05.03 RECORD PREPARATION AND MAINTENANCE
 RIASEC Interest Code: CRE Conventional - Realistic - Enterprising
 O O H Page: 246 Court reporters
 CENSUS 2010 code: 2160 MISCELLANEOUS LEGAL SUPPORT WORKERS
 SOC2010 code: 23-2091 Court Reporters

WORK FIELDS ORGANIZATION

The Work Fields have been organized into the following groups on the basis of similar technologies. This arrangement may be helpful in ensuring the applicability of the Work Field(s) selected for the job being analyzed.

ORGANIZATION	DESCRIPTION
221 Stock Checking	Receiving, storing, issuing, shipping, requisitioning, and accounting for stores of materials.
231 Verbal Recording-Record Keeping 232 Numerical Recording-Record Keeping	Preparing and maintaining verbal and numerical records.
233 Data Processing	Planning, developing, testing, evaluating, and executing a systematic sequence of activities or operations to process alphabetic, numeric, and symbolic data or to solve problems by means of computer systems.

 INTERNATIONAL ASSOCIATION OF REHABILITATION PROFESSIONALS

221 STOCK CHECKING

Receiving, storing, issuing, requisitioning, and accounting for stores of materials and materials in use; involves the physical handling of the materials. Representative job activities covered by this work field include processing records and keeping materials on hand in balance with operational needs; assigning locations and space to items according to size, quantity, and type; verifying quantity, identification, condition, and value of items and the physical handling of items, such as binning, picking, stacking, and counting; receiving, checking, and delivering items; verifying completeness of incoming and outgoing shipments; preparing and otherwise committing stocks for shipment; keeping and conducting inventory of merchandise, materials, stocks, and supplies; filling orders and requisitions; and issuing tools, equipment, and materials.

Cataloging	Posting	Routing	Tagging
Marking	Pricing	Securing	Transcribing
Matching	Punching	Selecting	Tying
Measuring	Replacing	Shelving	
Ordering	Replenishing	Sorting	

Typical Occupations: Stock Clerk; Distribution-Warehouse Manager; Librarian; Mail Clerk; Parts Clerk; Order Filler; Shipping-and-Receiving Clerk.



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102 STRUCTURAL FABRICATING-INSTALLING-REPAIRING

Fabricating, installing, and repairing structures and objects whose components are static and may require shaping to fit by any combination of the following work fields: Abrading (051), Bolting-Screwing (071), Boring (053), Brushing-Spraying (153), Caulking (094), Chipping (052), Fastening (062), Fitting-Folding (061), Flame-Cutting-Arc Cutting-Beam Cutting (082), Gluing-Laminating (063), Immersing-Coating (151), Laying-Covering (092), Masoning (091), Milling-Turning-Planing (055), Molding (136), Nailing (072), Paving (095), Pressing-Forging (134), Riveting (073), Sawing (056), Sewing-Tailoring (171), Shearing-Shaving (054), Soldering-Brazing (083), and Welding (081).

Aligning	Clinching	Measuring	Sinking
Anchoring	Coupling	Padding	Splicing
Blocking Up	Glazing	Plumbing	Staying
Bracing	Knocking Down	Positioning	Truing
Cementing	Leveling	Prying	
Clamping	Lining Up	Rigging	

Typical Occupations: Construction Inspector; Carpenter; Boat Builder and Repairer; Boilermaker; Musical-Instrument Maker; Cabinetmaker; Cooper; Aircraft Assembler; Structural-Steel Erector; Pipefitter; Plumber; Propmaker.



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§ 20 CFR 416.968 Transferability

(2) How we determine skills that can be transferred to other jobs.

Transferability is most probable and meaningful among jobs in which—

- (i) The same or a lesser degree of skill is required; (SVP & WF)
- (ii) The same or similar tools and machines are used; and (WF)
- (iii) The same or similar raw materials, products, processes, or services are involved. (MPSMS)



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§ 20 CFR 416.968

Transferability

(3) Degrees of transferability.

There are degrees of transferability of skills ranging from very close similarities to remote and incidental similarities among jobs. A complete similarity of all three factors is not necessary for transferability. However, when skills are so specialized or have been acquired in such an isolated vocational setting (like many jobs in mining, agriculture, or fishing) that they are not readily usable in other industries, jobs, and work settings, we consider that they are not transferable.



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In determining whether or not the claimant has transferable skills, the VE should:

1. Identify the acquired skills from the claimants PRW
2. Eliminate skills which cannot be used due to RFC
3. Eliminate skills which are so specialized they are not readily useable in other occupations
4. Eliminate skills which were only occasionally used
5. Considering the remaining skills, identify jobs consistent with the claimants RFC

The Vocational Expert: Revised and Updated (2005)



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819.281-022 WELDER, EXPERIMENTAL

R M L SVP: 8 Aptitudes: G V N S P Q K F M E C
GED: 4 4 3 Temperaments: J 3 3 3 2 4 3 3 3 4 4
STRENGTH: L Date of Last DOT Update: 1977

WORK code: 081 WELDING

WORK code: 241 LAYING OUT

MPSMS code: 379 ORDNANCE AND ACCESSORIES, OTHER
DOT Industry: 945 WELDING AND RELATED PROCESSES

G O E code: 05.05.06 METAL FABRICATION AND REPAIR
RIASEC Interest Code: RI Realistic - Investigative

O O H Page: 760 Welding, soldering, and brazing workers

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248.367-018 CARGO AGENT

R M L SVP: 5 Aptitudes: G V N S P Q K F M E C
 GED: 3 3 3 Temperaments: J 3 3 3 4 3 3 3 4 4
 STRENGTH: M Date of Last DOT Update: 1977

WORK code: 013 TRANSPORTING

WORK code: 221 STOCK CHECKING
 MPSMS code: 855 AIR TRANSPORTATION
 DOT Industry: 125 AIR TRANSPORTATION

G O E code: 05.09.01 SHIPPING, RECEIVING, AND STOCK CHECKING
 RIASEC Interest Code: CRE Conventional - Realistic - Enterprising
 O O H Page: 582 Cargo and freight agents
 CENSUS 2000 code: 550 CARGO AND FREIGHT AGENTS

295.467-026 AUTOMOBILE RENTAL CLERK

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 3 3 3 Temperaments: P J 3 3 3 4 4 3 4 4 5 5
 STRENGTH: L Date of Last DOT Update: 1981

WORK code: 292 MERCHANDISING-SALES

MPSMS code: 884 AUCTIONEERING, VENDING, AND RENTAL SERVICES
 DOT Industry: 154 AUTOMOTIVE SERVICES

G O E code: 09.04.02 SALES SERVICES
 RIASEC Interest Code: CER Conventional - Enterprising - Realistic
 O O H Page: 514 Counter and rental clerks
 CENSUS 2000 code: 474 COUNTER AND RENTAL CLERKS

299.357-014 TELEPHONE SALES REP

R M L SVP: 3 Aptitudes: G V N S P Q K F M E C
 GED: 3 3 3 Temperaments: I P J 3 3 3 4 4 3 4 4 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 292 MERCHANDISING-SALES

MPSMS code: 885 SALES PROMOTION SERVICES
 DOT Industry: 138 ANY INDUSTRY (Many industries)

G O E code: 08.02.08 SOLICITING-SELLING
 RIASEC Interest Code: ECS Enterprising - Conventional - Social
 O O H Page: 848 Telemarketers

332.271-018 HAIR STYLIST

R M L SVP: 6 Aptitudes: G V N S P Q K F M E C
 GED: 4 3 3 Temperaments: V P J 3 3 4 3 3 4 2 3 3 5 3
 STRENGTH: L Date of Last DOT Update: 1977

WORK code: 291 ACCOMMODATING

WORK code: 264 STYLING
 MPSMS code: 904 BEAUTY AND BARBERING SERVICES
 DOT Industry: 674 PERSONAL SERVICE

G O E code: 09.02.01 COSMETOLOGY
 RIASEC Interest Code: ESA Enterprising - Social - Artistic
 O O H Page: 489 Barbers, cosmetologists, and other personal appearance workers
 CENSUS 2000 code: 451 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

WORK FIELD:

29	PEOPLE SERVICES
291	ACCOMMODATING
292	MERCHANDISING-SALES
293	PROTECTING
294	HEALTH CARING-MEDICAL
295	ADMINISTERING
296	TEACHING
297	ENTERTAINING
298	ADVISING-COUNSELING

291 ACCOMMODATING

Providing specialized personal convenience and physical services to people and animals. Distinguish from services provided in Health Caring-Medical (294).

Attending	Exercising	Manicuring	Tinting
Bathing	Feeding	Massaging	Ushering
Currying	Greeting	Paging	Waiting (on)
Cutting (hair)	Grooming	Posting	Watering (animals)
Dressing	Introducing	Running Errands	Waving (hair)
Escorting	Making Arrangements	Shampooing	

Typical Occupations: Undertaker; Waitress; Cosmetologist; Barber; Attendant; Animal Caretaker.

292 MERCHANDISING-SALES

Buying, selling, renting, and demonstrating materials, products, and services, usually in retail and wholesale establishments. Includes soliciting contributions of money and time for charitable and other causes. Distinguish from Information Giving (282).

Collecting	Fitting	Peddling	Supplying
Describing	Interviewing	Promoting	Taking Tickets
Displaying	Leasing	Purchasing	
Distributing	Negotiating	Showing	

Typical Occupations: Sales Engineer; Sales Manager; Sales Agent; Auctioneer; Dispensing Optician; Salesperson.

295 ADMINISTERING

Managing and directing people, organizations, programs, and activities above the first-line supervision level.

Analyzing	Coordinating	Negotiating
Authorizing	Formulating	Planning
Contracting	Hiring	Scheduling


Typical Occupations: Principal; Dean; Director; Manager; Superintendent.

296 TEACHING

Instructing and training people and animals. Distinguish from Information Giving (282).

Demonstrating	Grading	Planning	Testing
Directing	Lecturing	Reviewing	
Examining	Observing	Supervising	

Typical Occupations: Faculty Member; Instructor; Teacher; Dramatic Coach; Animal Trainer.




231 VERBAL RECORDING-RECORD KEEPING

Preparing, keeping, sorting, and distributing records and communications, primarily verbal in character but including symbol devices, to communicate and systematize information and data by methods not specifically defined elsewhere, as in Developing-Printing (202), Inprinting (192), Photographing (201), Printing (191), and Stock Checking (221). Distinguish from Numerical Recording-Record Keeping (232), where records are also involved but the primary activity is computation.

Addressing	Listing	Reading	Taking Dictation
Checking	Locating	Routing	Taking Minutes
Collating	Mailing	Searching	Typing
Counting	Marking	Segregating	Verifying
Editing	Posting	Selecting	Writing
Filing	Punching	Stamping	

Typical Occupations: Secretary; Stenographer; File Clerk; Typist.



039.264-010 MICROCOMPUTER SUPPORT SPECIALIST

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
 GED: 4 3 4 Temperaments: V T P J 2 3 3 3 3 2 3 3 5 4
 STRENGTH: M Date of Last DOT Update: 1990

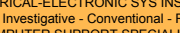
WORK code: 233 DATA PROCESSING

WORK code: 296 TEACHING

WORK code: 111 ELECTRICAL-ELECTRONIC FABRICATION-INSTALL-REPAIR

MPSMS code: 571 OFFICE, COMPUTING, AND ACCOUNTING MACHINES

DOT Industry: 705 PROFESSIONAL AND KINDRED OCCUPATIONS
 G O E code: 05.05.05 ELECTRICAL-ELECTRONIC SYS INSTALLATION AND REPAIR
 RIASEC Interest Code: ICR Investigative - Conventional - Realistic
 CENSUS 2000 code: 104 COMPUTER SUPPORT SPECIALISTS



233 DATA PROCESSING

Planning, developing, testing, evaluating, and executing a systematic sequence of activities or operations to process alphabetic, numeric, and symbolic data or to solve problems by means of computer systems. This work field applies only to jobs in which processing data and solving related problems are the purpose of the job, rather than the means by which the worker accomplishes a task. Distinguish from Verbal Recording-Record Keeping (231) which involves the keeping of records without computation; Numerical Recording-Record Keeping (232) which involves the keeping of records with computation; and from Printing (191) in which computerized equipment may be used in reproducing printed matter. Computer hardware engineering is included in Work Field 244-Engineering. Data entry is included in Work Field 231-Verbal Recording-Record Keeping.

- | | | | |
|-------------|--------------|-------------|------------|
| Analyzing | Editing | Modifying | Scheduling |
| Correcting | Entering | Monitoring | Storing |
| Deleting | Explaining | Programming | Verifying |
| Documenting | Interpreting | Retrieving | |

Typical Occupations: Systems Analyst; Computer Programmer; Computer Operator; User Support Specialist; Software Engineer; Data Communications Technician.



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Degrees of Transferability

- Closest – Same 3 Digit Work field Same MPSMS
- Good – Same WF & Similar MPSMS
 - Similar WF & Any MPSMS
 - Any WF & Same MPSMS
 - Any WF & Similar

MPSMS



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**MPSMS –
Materials, Products, Subject Matter, and Services**

What does the Worker Work with

MPSMS is codified in

48 Groups that are Subdivided into
336 Categories



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MATERIALS, PRODUCTS, SUBJECT MATTER, AND SERVICES

The Work Performed component of MPSMS includes:

Basic **Materials** processed, such as fabric, metal, or wood.

Final **Products** made, such as automobiles; cultivated, such as field crops; harvested, such as sponges; or captured, such as wild animals.

Subject Matter or data dealt with or applied, such as astronomy or journalism.

Services rendered, such as barbering or janitorial.

MPSMS is the final link in a chain describing (1) what the worker does (Worker Functions); (2) what gets done (Work Fields); (3) to what (MPSMS).

The determination and assignment of an appropriate MPSMS code and title for a specific job is essential (1) to place the job in its occupational group of the DOT and (2) to contribute to an understanding of the basic knowledge required of the worker. The assigned Work Field(s) and MPSMS together answer the question, "What does the worker need to know?"

MPSMS categories are closely related in organization and content to categories in the Standard Industrial Classification Manual (SIC) and to educational classifications of subject matter. Some categories of MPSMS are tangible and some are intangible. Categories of tangibles cover materials and products, such as Grains and Alcoholic Beverages. Categories of intangibles involve specialized knowledge or services, such as Dramatics and Air Transportation, and cannot be expressed by listing a material or product.

273.353-010 SALESPERSON, AUTOMOBILES

R M L SVP: 6 Aptitudes: G V N S P Q K F M E C
GED: 4 3 4 Temperaments: I P 3 3 3 3 3 4 4 4 3 4
STRENGTH: L Date of Last DOT Update: 1981

WORK code: 292 MERCHANDISING-SALES

MPSMS code: 591 MOTOR VEHICLES AND MOTOR-VEHICLE EQUIPMENT

MPSMS code: 881 RETAIL TRADE

DOT Industry: 741 RETAIL TRADE
G O E code: 08.02.02 RETAIL SALES
RIASEC Interest Code: ES Enterprising - Social
O O H Page: 527 Retail salespersons
CENSUS 2000 code: 476 RETAIL SALESPERSONS
CENSUS 2010 code: 4760 Retail salespersons

241.387-010 Automotive CLAIMS CLERK

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
GED: 4 3 3 Temperaments: J 3 3 3 4 4 3 3 3 4 5 5
STRENGTH: S Date of Last DOT Update: 1990

WORK code: 212 INSPECTING-MEASURING-TESTING

WORK code: 231 VERBAL RECORDING-RECORDKEEPING

MPSMS code: 591 MOTOR VEHICLES AND MOTOR-VEHICLE EQUIPMENT

MPSMS code: 151 AUTOMOBILE MANUFACTURING

G O E code: 07.05.02 RECORD VERIFICATION AND PROOFING
RIASEC Interest Code: CES Conventional - Enterprising - Social
O O H Page: 563 Customer service representatives
CENSUS 2000 code: 524 CUSTOMER SERVICE REPRESENTATIVES

SkillTRAN – OASYS TSA Searches						
TRANSFER	SkillTRAN	WORK	LEVEL	MPSMS	OASYS	TRAINING
Same 3-digit Match	Directly	Same	1	Same	Closest	Minimal
		Similar	2	Same	Good	
Similar 2-digit Match	Closely	Same	3	Similar	Good	Minor
	Generally	Similar	4	Similar	Good	
		Same	5	Not Used	Fair	
		Similar	6	Not Used	Fair	Moderate
		Not Used	7	Same	Fair	
		Not Used	8	Similar	Fair	
	Within Basic Capacities	Not Used	9	Not Used	Potential	Substantial

237.367-038 RECEPTIONIST

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 3 Temperaments: R P 3 3 4 4 4 3 4 4 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 282 INFORMATION-GIVING
 WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 MPSMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING

DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS
 G O E code: 07.04.04 RECEPTION AND INFORMATION GIVING
 RIASEC Interest Code: CES Conventional - Enterprising - Social
 O O H Page: 578 Receptionists and information clerks
 CENSUS 2000 code: 540 RECEPTIONISTS AND INFORMATION CLERKS

222.387-050 SHIPPING AND RECEIVING CLERK

R M L SVP: 5 Aptitudes: G V N S P Q K F M E C
 GED: 3 3 2 Temperaments: V J 3 3 3 3 3 4 4 3 5 5
 STRENGTH: M Date of Last DOT Update: 1988

WORK code: 221 STOCK CHECKING
 MPSMS code: 898 PRODUCTION SERVICES
 DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS

G O E code: 05.09.01 SHIPPING, RECEIVING, AND STOCK CHECKING
 RIASEC Interest Code: CR Conventional - Realistic
 O O H Page: 593 Shipping, receiving, and traffic clerks
 CENSUS 2000 code: 561 SHIPPING, RECEIVING, AND TRAFFIC CLERKS

203.362-010 ORDER CLERK CLERK-TYPIST

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 3 3 3 Temperaments: R U 3 3 3 4 3 2 3 3 3 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 WORK code: 232 NUMERICAL RECORDING-RECORDKEEPING
 MPSMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING

DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS
 G O E code: 07.06.02 KEYBOARD MACHINE OPERATION
 RIASEC Interest Code: CR Conventional - Realistic
 O O H Page: 603 Data entry and information processing workers
 CENSUS 2000 code: 582 WORD PROCESSORS AND TYPISTS
 CENSUS 2010 code: 5820 Word processors and typists
 SOC2000 code: 43-9022 Word Processors and Typists

205.567-010 insurance customer service clerk

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 3 3 3 Temperaments: T P 3 3 3 5 5 2 3 3 3 5 5
 STRENGTH: S Date of Last DOT Update: 1980

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 WORK code: 282 INFORMATION-GIVING
 MPSMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING

DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS
 G O E code: 07.05.03 RECORD PREPARATION AND MAINTENANCE
 RIASEC Interest Code: CES Conventional - Enterprising - Social
 O O H Page: 570 Human resources assistants, except payroll and time

209.362-026 Human Resource CLERK

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 4 2 4 Temperaments: V T P 3 3 3 4 4 2 3 3 4 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 MPSMS code: 890 GENERAL BUSINESS, FINANCE, INSURANCE, AND REAL ESTATE

DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS
 G O E code: 07.05.03 RECORD PREPARATION AND MAINTENANCE
 RIASEC Interest Code: CES Conventional - Enterprising - Social

205.362-022 Human Resource assistant

R M L SVP: 3 Aptitudes: G V N S P Q K F M E C
 GED: 3 1 3 Temperaments: V T P 3 3 4 5 4 2 3 3 5 5
 STRENGTH: S Date of Last DOT Update: 1977

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 MPMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING
 DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS
 G O E code: 07.04.01 INTERVIEWING

RIASEC Interest Code: CES Conventional - Enterprising - Social
 O O H Page: 570 Human resources assistants, except payroll and timekeeping
 CENSUS 2000 code: 536 HUMAN RESOURCES ASSISTANTS, EXCEPT PAYROLL AND TIMEKEEPING
 CENSUS 2010 code: 5360 Human resources assistants, except payroll and timekeeping
 SOC2000 code: 43-4

205.362-018 HOSPITAL-ADMITTING CLERK

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 3 Temperaments: V P 3 3 3 4 4 3 3 3 4 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 WORK code: 282 INFORMATION-GIVING

MPMS code: 890 GENERAL BUSINESS, FINANCE, INSURANCE, AND REAL ESTATE
 MPMS code: 929 MEDICAL AND OTHER HEALTH SERVICES, OTHER

DOT Industry: 573 MEDICAL SERVICES
 G O E code: 07.04.01 INTERVIEWING
 RIASEC Interest Code: CSE Conventional - Social - Enterprising
 O O H Page: 572 Interviewers
 CENSUS 2000 code: 531 INTERVIEWERS, EXCEPT ELIGIBILITY AND LOAN

237.367-042 REFERRAL-AND-INFORMATION AIDE

R M L SVP: 3 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 3 Temperaments: P J 3 2 4 4 4 3 4 4 4 5 5
 STRENGTH: S Date of Last DOT Update: 1977

WORK code: 282 INFORMATION-GIVING
 WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 MPMS code: 959 REGULATION, PROTECTION AND RELATED GOVERNMENT SERVICES, OTHER

DOT Industry: 425 GOVERNMENT SERVICES
 G O E code: 07.04.02 ORDER, COMPLAINT, AND CLAIMS HANDLING
 RIASEC Interest Code: CES Conventional - Enterprising - Social
 O O H Page: 578 Receptionists and information clerks
 CENSUS 2000 code: 540 RECEPTIONISTS AND INFORMATION CLERKS
 CENSUS 2010 code: 5400 Receptionists and information clerks
 SOC2000 code: 43-4171 Receptionists and Information Clerks

620.261-010 AUTOMOBILE MECHANIC

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
 GED: 4 3 3 Temperaments: V T J 3 3 4 2 3 4 3 3 2 4 4
 STRENGTH: M Date of Last DOT Update: 1977

WORK code: 111 ELECTRICAL-ELECTRONIC FABRICATION-
 INSTALL-REPAIR

WORK code: 121 MECHANICAL FABRICATION-INSTALL-REPAIR

MPSMS code: 591 MOTOR VEHICLES AND MOTOR-VEHICLE
 EQUIPMENT

DOT Industry: 154 AUTOMOTIVE SERVICES

G O E code: 05.05.09 MECHANICAL WORK
 RIASEC Interest Code: RC Realistic - Conventional
 O O H Page: 704 Automotive service technicians and mechanics
 CENSUS 2000 code: 720 AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

[Redacted content]

211.362-018 TELLER

R M L SVP: 5 Aptitudes: G V N S P Q K F M E C
 GED: 4 3 3 Temperaments: T P 3 3 3 4 3 2 2 2 3 5 4
 STRENGTH: L Date of Last DOT Update: 1988

WORK code: 232 NUMERICAL RECORDING-RECORDKEEPING

MPSMS code: 894 FINANCIAL SERVICES

DOT Industry: 375 FINANCIAL INSTITUTIONS

G O E code: 07.03.01 PAYING AND RECEIVING
 RIASEC Interest Code: CE Conventional - Enterprising
 O O H Page: 557 Tellers
 CENSUS 2000 code: 516 TELLERS
 CENSUS 2010 code: 5160 Tellers

210.382-014 BOOKKEEPER

R M L SVP: 6 Aptitudes: G V N S P Q K F M E C
 GED: 4 4 3 Temperaments: T 3 3 2 4 3 2 3 3 3 5 5
 STRENGTH: S Date of Last DOT Update: 1987

WORK code: 232 NUMERICAL RECORDING-RECORDKEEPING
 MPSMS code: 892 ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES
 DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS

G O E code: 07.02.01 BOOKKEEPING AND AUDITING
 RIASEC Interest Code: CE Conventional - Enterprising
 O O H Page: 550 Bookkeeping, accounting, and auditing clerks
 CENSUS 2000 code: 512 BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

160.162-026 ACCOUNTANT

R M L SVP: 8 Aptitudes: G V N S P Q K F M E C
 GED: 5 5 5 Temperaments: T P J 2 2 2 4 4 2 4 3 4 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 232 NUMERICAL RECORDING-RECORDKEEPING
 MPSMS code: 892 ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES
 DOT Industry: 705 PROFESSIONAL AND KINDRED OCCUPATIONS

G O E code: 11.06.01 ACCOUNTING AND AUDITING
 RIASEC Interest Code: CE Conventional - Enterprising
 O O H Page: 83 Accountants and auditors
 CENSUS 2000 code: 080 ACCOUNTANTS AND AUDITORS

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239.362-014 SERVICE REPRESENTATIVE

R M L SVP: 5 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 3 Temperaments: V P 3 3 4 4 4 3 4 4 4 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 WORK code: 282 INFORMATION-GIVING
 MPSMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING

CENSUS 2000 code: 524 CUSTOMER SERVICE REPRESENTATIVES
 CENSUS 2010 code: 5240 Customer service representatives

237.367-038 FRONT DESK RECEPTIONIST

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 3 Temperaments: R P 3 3 4 4 4 3 4 4 4 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 282 INFORMATION-GIVING
 WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 MPSMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING

DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS
 G O E code: 07.04.04 RECEPTION AND INFORMATION GIVING
 RIASEC Interest Code: CES Conventional - Enterprising - Social
 O O H Page: 578 Receptionists and information clerks
 CENSUS 2000 code: 540 RECEPTIONISTS AND INFORMATION CLERKS

203.362-010 CLERK-TYPIST - ORDER CLERK

R M L SVP: 4 Aptitudes: G V N S P Q K F M E C
 GED: 3 3 3 Temperaments: R U 3 3 3 4 3 2 3 3 3 5 5
 STRENGTH: S Date of Last DOT Update: 1988

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
 WORK code: 232 NUMERICAL RECORDING-RECORDKEEPING
 MPSMS code: 891 CLERICAL SERVICES, EXCEPT BOOKKEEPING

DOT Industry: 249 CLERICAL AND KINDRED OCCUPATIONS
 G O E code: 07.06.02 KEYBOARD MACHINE OPERATION
 RIASEC Interest Code: CR Conventional - Realistic
 O O H Page: 603 Data entry and information processing workers
 CENSUS 2000 code: 582 WORD PROCESSORS AND TYPISTS
 SOC2000 code: 43-9022 Word Processors and Typists



806.384-034 ASSEMBLER, SUBASSEMBLY

R M L SVP: 5 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 3 Temperaments: T J 3 3 4 3 4 4 3 3 5 4
 STRENGTH: M Date of Last DOT Update: 1987

Physical Demands: CL BA ST KN CR CW RE HA FI FE TA HE TS NE FA DE AC CV FV
 N N O O O N F F F O N N N N F N F O O N

Environmental Conditions: WE CO HO WT NO VI AT MV EL HI RA EX TX OT
 N N N N 5 O N O N N N N N N

WORK code: 102 STRUCTURAL FABRICATION-INSTALL-REPAIR
 MPSMS code: 592 AIRCRAFT AND PARTS
 DOT Industry: 123 AIRCRAFT-AEROSPACE MANUFACTURING

G O E code: 06.02.22 MANUAL WORK, ASSEMBLY LARGE PARTS
 RIASEC Interest Code: RC Realistic - Conventional
 CENSUS 2000 code: 896 PRODUCTION WORKERS, ALL OTHER

82

637.261-014 HEATING-AND-AIR-CONDITIONING INSTALLER-SERVICER

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
 GED: 4 3 3 Temperaments: V T J 3 3 2 3 4 3 3 3 4 5
 STRENGTH: M Date of Last DOT Update: 1983

WORK code: 111 ELECTRICAL-ELECTRONIC FABRICATION-INSTALL-REPAIR
 WORK code: 121 MECHANICAL FABRICATION-INSTALL-REPAIR
 MPSMS code: 573 REFRIGERATION AND AIR-CONDITIONING EQUIPMENT
 DOT Industry: 271 CONSTRUCTION

G O E code: 05.05.09 MECHANICAL WORK
 RIASEC Interest Code: RC Realistic - Conventional

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869.381-010 HOUSE REPAIRER

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
 GED: 4 3 3 Temperaments: V T J 3 3 3 3 2 4 3 3 3 4 4
 STRENGTH: M Date of Last DOT Update: 1977

WORK code: 102 STRUCTURAL FABRICATION-INSTALL-REPAIR
MPSMS code: 361 BUILDINGS, EXCEPT PREFABRICATED
 DOT Industry: 271 CONSTRUCTION

G O E code: 05.10.04 STRUCTURAL-MECHANICAL-ELECTRICAL-ELECTRONIC
 RIASEC Interest Code: R Realistic
 O O H Page: 632 Carpenters
 CENSUS 2010 code: 6230 Carpenters

860.381-022 CARPENTER

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
 GED: 4 3 3 Temperaments: V T J 3 3 3 3 3 4 3 3 3 4 4
 STRENGTH: M Date of Last DOT Update: 1988

WORK code: 102 STRUCTURAL FABRICATION-INSTALL-REPAIR
MPSMS code: 360 STRUCTURES
 MPSMS code: 450 LUMBER AND WOOD PRODUCTS
 DOT Industry: 271 CONSTRUCTION

G O E code: 05.05.02 CONSTRUCTION AND MAINTENANCE
 RIASEC Interest Code: R Realistic
 O O H Page: 632 Carpenters
 CENSUS 2000 code: 623 CARPENTERS

372.667-030 GATE GUARD

R M L SVP: 3 Aptitudes: G V N S P Q K F M E C
 GED: 3 2 2 Temperaments: R P 3 3 4 4 4 4 4 4 5 5
 STRENGTH: L Date of Last DOT Update: 1980

WORK code: 293 PROTECTING **MPSMS code: 361** BUILDINGS, EXCEPT PREFABRICATED
 MPSMS code: 951 PROTECTIVE SERVICES, EXCEPT MILITARY
 MPSMS code: 969 MISCELLANEOUS SERVICES, OTHER
 DOT Industry: 138 ANY INDUSTRY (Many industries)

G O E code: 04.02.02 PROPERTY AND PEOPLE
 RIASEC Interest Code: SEC Social - Enterprising - Conventional
 O O H Page: 464 Security guards and gaming surveillance officers



290.477-014 Retail SALES CLERK

R M L SVP: 3 Aptitudes: G V N S P Q K F M E C
GED: 3 2 2 Temperaments: P 3 3 3 4 4 3 4 4 4 5 4
STRENGTH: L Date of Last DOT Update: 1982

WORK code: 292 MERCHANDISING-SALES
WORK code: 221 STOCK CHECKING
MPSMS code: 881 RETAIL TRADE
DOT Industry: 741 RETAIL TRADE
G O E code: 09.04.02 SALES SERVICES
RIASEC Interest Code: ES Enterprising - Social
O O H Page: 527 Retail salespersons

88

211.462-014 CASHIER-CHECKER

R M L SVP: 3 Aptitudes: G V N S P Q K F M E C
GED: 3 2 2 Temperaments: R T P 3 3 3 4 4 3 2 3 3 5 5
STRENGTH: L Date of Last DOT Update: 1981

WORK code: 221 STOCK CHECKING
WORK code: 232 NUMERICAL RECORDING-RECORDKEEPING
MPSMS code: 881 RETAIL TRADE
DOT Industry: 741 RETAIL TRADE
G O E code: 07.03.01 PAYING AND RECEIVING
RIASEC Interest Code: CER Conventional - Enterprising - Realistic
O O H Page: 512 Cashiers
CENSUS 2000 code: 472 CASHIERS

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185.167-046 MANAGER, RETAIL STORE

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
GED: 4 4 4 Temperaments: D V P J 2 2 3 4 4 3 4 4 4 5 5
STRENGTH: L Date of Last DOT Update: 1981

WORK code: 292 MERCHANDISING-SALES
MPSMS code: 881 RETAIL TRADE
DOT Industry: 741 RETAIL TRADE
G O E code: 11.11.05 WHOLESALE-RETAIL

RIASEC Interest Code: EC Enterprising - Conventional
O O H Page: 535 Sales worker supervisors
CENSUS 2010 code: 4700 First-line supervisors of retail sales workers
SOC2010 code: 41-1011 First-Line Supervisors of Retail Sales Workers
O*NET code: 41-1011.00 First-Line Supervisors/Managers of Retail Sales Workers
ONET2006 code: 41-1011.00 First-Line Supervisors/Managers of Retail Sales Workers

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189.167-018 MANAGEMENT TRAINEE (Retail)

R M L SVP: 6 Aptitudes: G V N S P Q K F M E C
GED: 5 3 4 Temperaments: V P J 2 2 3 4 4 3 4 4 4 5 5
STRENGTH: L Date of Last DOT Update: 1987

WORK code: 295 ADMINISTERING
MPSMS code: 893 GENERAL ADMINISTRATION & ADMINISTRATIVE SPECIALTIES
DOT Industry: 138 ANY INDUSTRY (Many industries)

G O E code: 11.05.02 ADMINISTRATIVE SPECIALIZATION
RIASEC Interest Code: ECS Enterprising - Conventional - Social
CENSUS 2000 code: 043 MANAGERS, ALL OTHER
CENSUS 2010 code: 0430 Managers, all other

71



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187.167-058 MANAGER, BARBER OR BEAUTY SHOP

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
GED: 4 4 4 Temperaments: D V P J 3 3 3 3 3 3 4 3 3 5 4
STRENGTH: L Date of Last DOT Update: 1977

WORK code: 295 ADMINISTERING
WORK code: 291 ACCOMMODATING
MPSMS code: 904 BEAUTY AND BARBERING SERVICES
DOT Industry: 674 PERSONAL SERVICE

G O E code: 11.11.04 SERVICES
RIASEC Interest Code: ECS Enterprising - Conventional - Social
CENSUS 2000 code: 043 MANAGERS, ALL OTHER
CENSUS 2010 code: 0430 Managers, all other
SOC2000 code: 11-9199 Managers, All Other

73

169.167-034 MANAGER, OFFICE

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
GED: 4 3 4 Temperaments: D V P J 2 2 3 4 4 3 4 3 4 5 5
STRENGTH: S Date of Last DOT Update: 1988

WORK code: 231 VERBAL RECORDING-RECORDKEEPING
WORK code: 232 NUMERICAL RECORDING-RECORDKEEPING
WORK code: 295 ADMINISTERING

MPSMS code: 890 GENERAL BUSINESS, FINANCE, INSURANCE, AND REAL ESTATE

DOT Industry: 138 ANY INDUSTRY (Many industries)
G O E code: 07.01.02 ADMINISTRATION
RIASEC Interest Code: ECS Enterprising - Conventional - Social
O H Page: 27 Administrative services managers

74

299.137-010 MANAGER, DEPARTMENT

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
GED: 4 3 3 Temperaments: D P J 3 3 3 4 3 3 4 4 4 5 4
STRENGTH: M Date of Last DOT Update: 1978

WORK code: 221 STOCK CHECKING
WORK code: 292 MERCHANDISING-SALES
MPSMS code: 881 RETAIL TRADE

DOT Industry: 741 RETAIL TRADE
G O E code: 11.11.05 WHOLESALE-RETAIL
RIASEC Interest Code: EC Enterprising - Conventional
O H Page: 535 Sales worker supervisors
SOC2010 code: 41-1011 First-Line Supervisors of Retail Sales Workers
O*NET code: 41-1011.00 First-Line Supervisors/Managers of Retail Sales Workers
ONET2006 code: 41-1011.00 First-Line Supervisors/Managers of Retail Sales

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185.167-046 MANAGER, RETAIL STORE

R M L SVP: 7 Aptitudes: G V N S P Q K F M E C
 GED: 4 4 4 Temperaments: D V P J 2 2 3 4 4 3 4 4 4 5 5
 STRENGTH: L Date of Last DOT Update: 1981

WORK code: 292 MERCHANDISING-SALES
 MPSMS code: 881 RETAIL TRADE
 DOT Industry: 741 RETAIL TRADE
 G O E code: 11.11.05 WHOLESALE-RETAIL

RIASEC Interest Code: EC Enterprising - Conventional
 O O H Page: 535 Sales worker supervisors
 CENSUS 2010 code: 4700 First-line supervisors of retail sales workers
 SOC2010 code: 41-1011 First-Line Supervisors of Retail Sales Workers
 ONET2006 code: 41-1011.00 First-Line Supervisors/Managers of Retail Sales Workers


Learning Objectives

Learn of the beginning of Transferable Skills and the idea it was born out of.

Learn how SSA Defines Skills

Learn how DOL Defines Skill Groupings and Other TSA Groupings

Learn the idea of parameters of TSA from SSA as well as from Vocational Expert Resources.



Observe basic transferability examples in order to start creating your opinions of Transferability of Work Fields from a DOT title.

Become aware of missing Work Fields and MPSMS in the Vocational Resources and how to handle this. (Group Discussion)

Create a group awareness of how to expertly demarcate Skill areas and Transferability post DOT



A Look at O-NET Skills

Technical Skills

Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems.

- Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
- Installation** — Installing equipment, machines, wiring, or programs to meet specifications.
- Operation and Control** — Controlling operations of equipment or systems.
- Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Operations Analysis** — Analyzing needs and product requirements to create a design.
- Programming** — Writing computer programs for various purposes.
- Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Repairing** — Repairing machines or systems using the needed tools.
- Technology Design** — Generating or adapting equipment and technology to serve user needs.
- Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

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O-NET Accounting

Summary Report for:
13-2011.01 - Accountants



Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Sample of reported job titles: Accountant, Accounting Manager, Accounting Officer, Accounting Supervisor, Business Analyst, Certified Public Accountant (CPA), Cost Accountant, General Accountant, Project Accountant, Staff Accountant

View report: Summary Details Custom

Tasks | Technology Skills | Task Used | Knowledge | Skills | Abilities | Work Activities | Detailed Work Activities | Work Context | Job Zones | Education | Credentials | Interests | Work Styles | Work Values | Related Occupations | Origin & Location | Job Demands | Additional Information

Tasks

5 of 17 displayed



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O-NET Accounting

Technology Skills

5 of 28 displayed [Show all tools used](#)

- Accounting software — Fund accounting software; Intuit QuickBooks; Intuit QuickBooks Premier; Sage 50 Accounting
- Data base user interface and query software — Best Software CPAPayroll; FileMaker Pro; Microsoft Access; Yardi Systems Yardi Enterprise
- Enterprise resource planning ERP software — Microsoft Dynamics GP; NetSuite ERP; Oracle PeopleSoft Financials; SAP Business Objects
- Financial analysis software — Brentmark Estate Planning Quickview; Cartesis Magnitude Analysis; Delphi Technology; Oracle E-Business Suite Financials
- Tax preparation software — ATX Total Tax Office; CCH ProSystem fx TAX; Intuit Lacerte; Ontax Software IntelliTax Classic

††† Technology — a technology requirement frequently included in employer job postings.


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Out with the DOT - OIS

- With OIS Transferable skills will be more important.
- Do we stick with the outlines of Work Fields and MPSMS?
- With Software so specialized should we start asking information about the client on this in some fields?



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