

# Hennepin-Carver Workforce Development Area Technical Assistance

July 27, 2021  
Hennepin County

Occupational Code Assignments: O\*Net; NAICS, CIP





# Industrial, Occupational and Instructional Program Code Assignments





# Industry vs. Occupation

**Industry** describes the main activity of the establishment in which the work is done

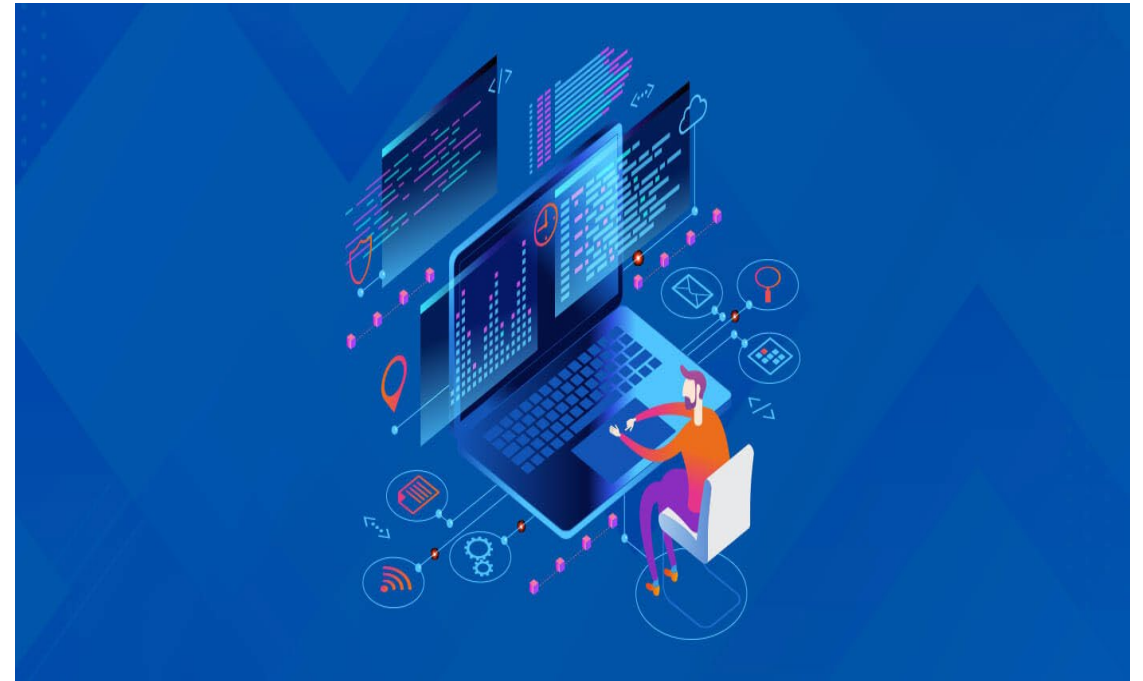
**Occupation** refers to the type of work a person does





# Industry & Occupation Coding

- Codes are standardized
- Coding data allows for the analysis of patterns and trends



# North American Industry Classification System (NAICS)



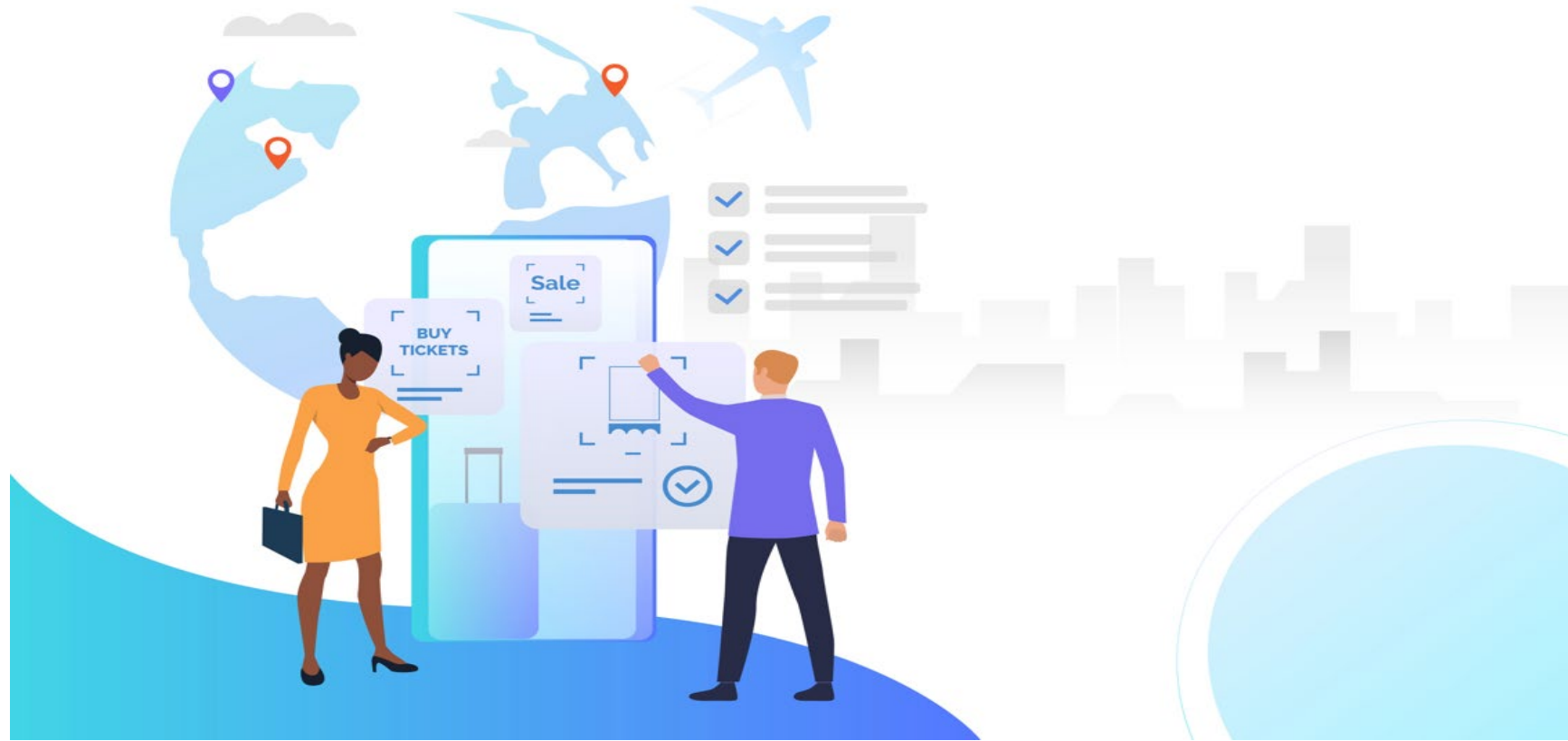
# North American Industry Classification System (NAICS)



- Used by businesses and governments to classify and measure economic activity
- 6-digit code system
- Describes industries not occupations



# Primary NAICS Codes



Each company will have a primary NAICS code – the number indicates a company's primary line of business.





# NAICS Structure

Five levels of classification:

- Sector (Top Level) – First two digits
- Subsector (3<sup>rd</sup> Level) – Third digit
- Industry Group (4<sup>th</sup> Level) – Fourth digit
- Industry (5<sup>th</sup> Level) – Fifth digit
- U.S. Industry (Final Level) – 6<sup>th</sup> digit





# NAICS Code Breakdown

Top Level: Sector – Accommodation & Food Service

3<sup>rd</sup> Level: Subsector – Food Services & Drinking Places

4<sup>th</sup> Level: Industry Group – Restaurants & Other Eating Places

5<sup>th</sup> Level: Industry – Restaurants & Other Eating Places

Final Level: U.S. Industry





3-DIGITS

4-DIGITS

5-DIGITS

6-DIGITS

722 - Food Services and Drinking Places



7225 - Restaurants and Other Eating Places



72251 - Restaurants and Other Eating Places



722511 - Full-Service Restaurants



722513 - Limited-Service Restaurants



722514 - Cafeterias, Grill Buffets, and Buffets



722515 - Snack and Nonalcoholic Beverage Bars



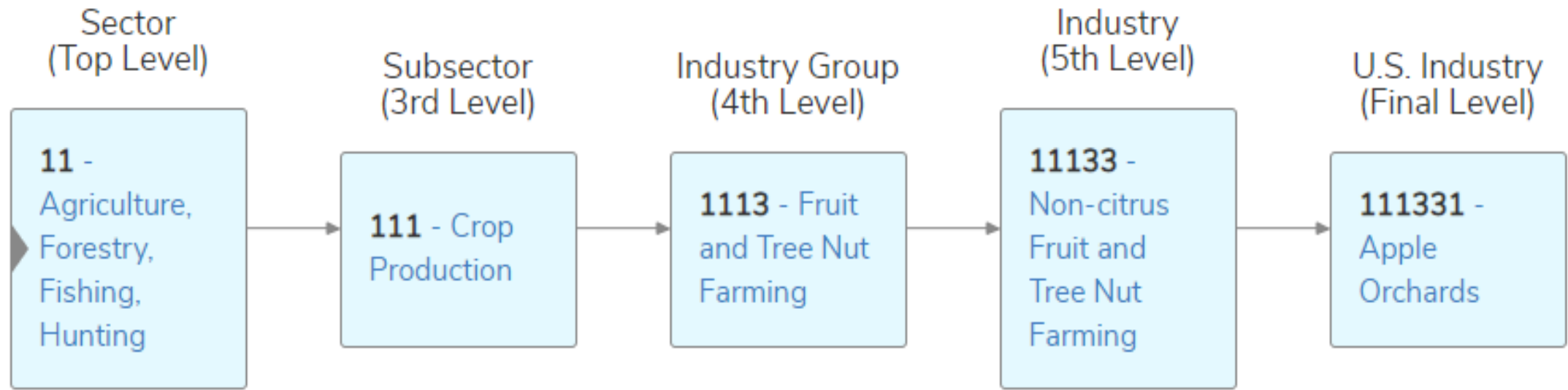


# CATEGORIES

GENERAL



SPECIFIC





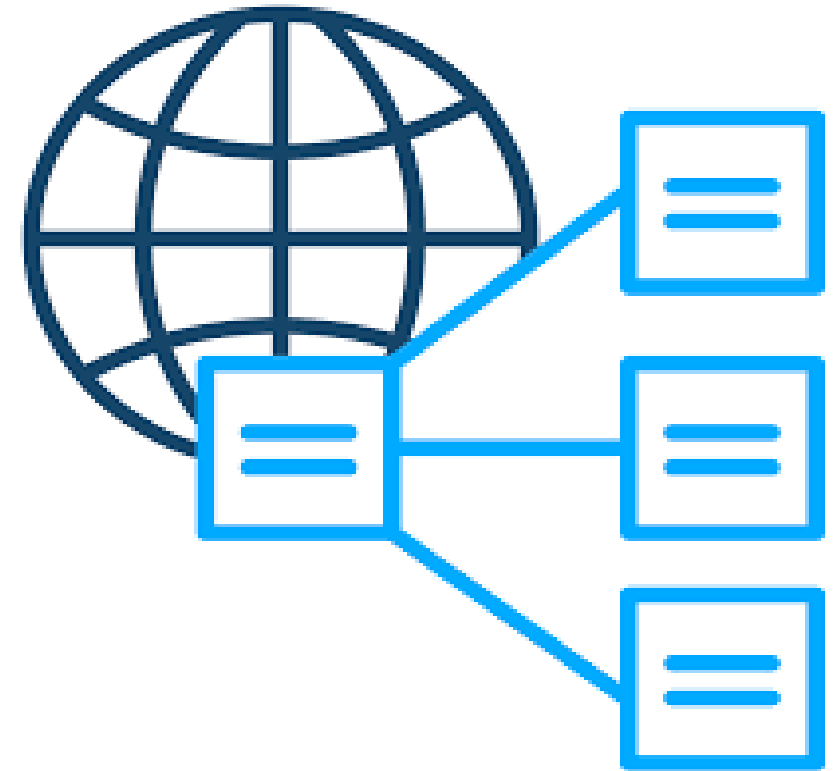
# Standard Occupational Classification (SOC) Codes





# U.S. Standard Occupational Classification (SOC)

- A universal classification system
- Mandatory for all federal agencies that collect data
- SOC groups workers by skill and work performed





# SOC Guidelines

- A worker should be assigned an SOC based on work performed
- When a worker could be coded in more than one occupation, they should be coded in the occupation that requires the highest skill level
- Data collection and reporting agencies should assign workers to the most detailed occupation possible
- Licensed and non-licensed workers performing the same work should be coded in the same detailed occupation





# SOC Structure

Four levels of classification:

- 23 Major Groups Occupations
- 98 Minor Groups
- 459 Broad Occupations
- 867 Detailed Occupations



# SOC Code Breakdown

Major Group – Protective Services

Minor Group – Law Enforcement Workers

Broad Occupation – Bailiffs, Correctional Officers, Jailers

Detailed Occupation





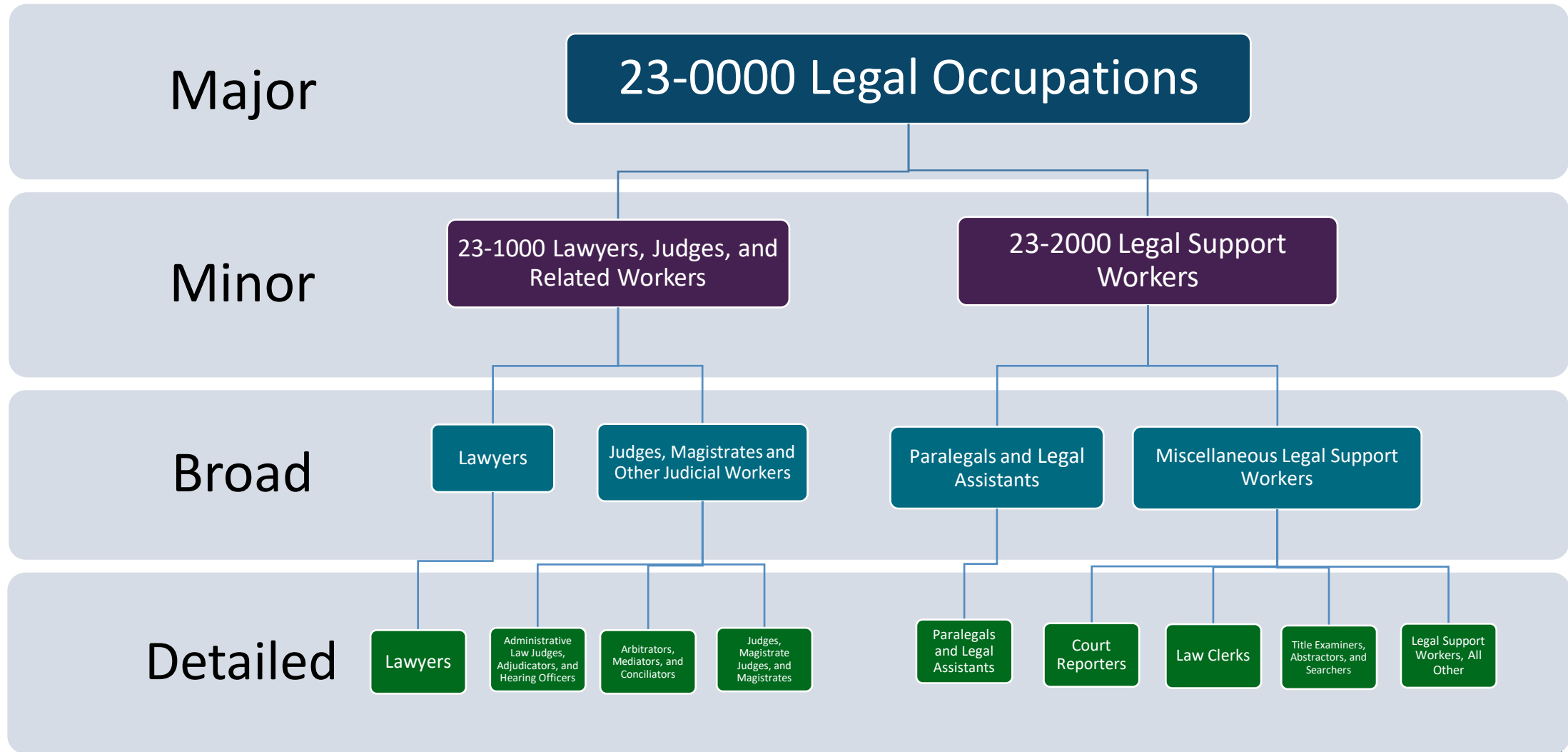


# SOC Structure Example

33-3000 - Law Enforcement Workers >	33-3010 - Bailiffs, Correctional Officers, and Jailers >	33-3011 - Bailiffs >
		33-3012 - Correctional Officers and Jailers >
	33-3020 - Detectives and Criminal Investigators >	33-3021 - Detectives and Criminal Investigators >
	33-3030 - Fish and Game Wardens >	33-3031 - Fish and Game Wardens >
	33-3040 - Parking Enforcement Workers >	33-3041 - Parking Enforcement Workers >
	33-3050 - Police Officers >	33-3051 - Police and Sheriff's Patrol Officers >
		33-3052 - Transit and Railroad Police >



# The SOC Structure





# Important SOC Code Classification Principles:

- ✓ The SOC covers all occupations in which work is performed for pay or profit





# Important SOC Code Classification Principles:



- ✓ Occupations are classified based on work performed, skills, education and/or training





# Important SOC Code Classification Principles:

Workers engaged in planning and directing are classified in management occupations (Major Group 11-0000 – Management Occupations)

11-2000 - Advertising, Marketing, Promotions, Public Relations, and Sales Managers >

11-2010 - Advertising and Promotions Managers >

11-2011 - Advertising and Promotions Managers >

11-2020 - Marketing and Sales Managers >

11-2021 - Marketing Managers >

11-2022 - Sales Managers >

11-2030 - Public Relations and Fundraising Managers >

11-2032 - Public Relations Managers >

11-2033 - Fundraising Managers >



# Important SOC Code Classification Principles:

<u>13-0000</u>	<u>Business and Financial Operations Occupations</u>
<u>15-0000</u>	<u>Computer and Mathematical Occupations</u>
<u>17-0000</u>	<u>Architecture and Engineering Occupations</u>
<u>19-0000</u>	<u>Life, Physical, and Social Science Occupations</u>
<u>21-0000</u>	<u>Community and Social Service Occupations</u>
<u>23-0000</u>	<u>Legal Occupations</u>
<u>25-0000</u>	<u>Educational Instruction and Library Occupations</u>
<u>27-0000</u>	<u>Arts, Design, Entertainment, Sports, and Media Occupations</u>
<u>29-0000</u>	<u>Healthcare Practitioners and Technical Occupations</u>

- ✓ Supervisors of workers in Major Groups 13-0000 through 29-0000 usually have work experience and perform similar tasks of those they supervise





# Important SOC Code Classification Principles:

- ✓ Workers in Major Group 31-0000 – Healthcare Support Occupations are usually supervised by Major Group 29-0000 – Healthcare Practitioners and Technical Occupations

29-0000 Healthcare Practitioners and Technical Occupations

31-0000 Healthcare Support Occupations





# Important SOC Code Classification Principles:

- 33-0000 Protective Service Occupations
- 35-0000 Food Preparation and Serving Related Occupations
- 37-0000 Building and Grounds Cleaning and Maintenance Occupations
- 39-0000 Personal Care and Service Occupations
- 41-0000 Sales and Related Occupations
- 43-0000 Office and Administrative Support Occupations
- 45-0000 Farming, Fishing, and Forestry Occupations
- 47-0000 Construction and Extraction Occupations
- 49-0000 Installation, Maintenance, and Repair Occupations
- 51-0000 Production Occupations
- 53-0000 Transportation and Material Moving Occupations

✓ Workers in Major Groups 33-0000 through 53-0000 whose primary duty is supervising are classified in the appropriate first-line supervisor category





# Important SOC Code Classification Principles:

- ✓ Apprentices and trainees are classified with the occupations for which they are being trained
- ✓ Helpers and Aides are classified separately





# Important SOC Code Classification Principles:



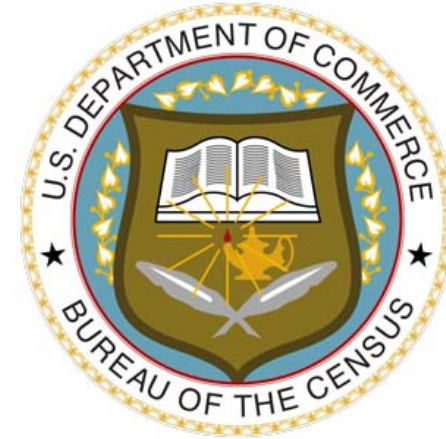
- ✓ If an occupation is not included as a distinct detailed occupation in the coding structure, it is classified in an appropriate "All Other" occupation





# Important SOC Code Classification Principles:

- ✓ In order to have a detailed occupation included in the SOC, either the Bureau of Labor Statistics or the Census Bureau must be able to collect and report data on that occupation



# BLS

BUREAU OF LABOR STATISTICS  
U.S. DEPARTMENT OF LABOR



# How do NAICS and SOC relate?



[CDC - NIOSH Industry and Occupation Computerized Coding System \(NIOCCS\) – NIOSH](#)





# So, what is O\*NET for?

The screenshot shows the O\*NET OnLine website interface. At the top left is the O\*NET logo. To its right is the text "O\*NET OnLine". Further right is an "Occupation Quick Search" bar with a magnifying glass icon and a right-pointing arrow. Below the logo and title is a navigation menu with links for "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O\*NET Sites".

The main content area features a large banner with a construction crane silhouette against a sunset sky. The banner text reads: "Build your future with O\*NET OnLine. Welcome to your tool for career exploration and job analysis! O\*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!" A "What is O\*NET?" button is located at the bottom right of the banner.

Below the banner is an "Occupation Search" section with a search input field and a dropdown menu. The dropdown menu is currently set to "Bright Outlook".

Below the search section are three columns of featured content:

- Find Occupations:** "Browse groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more." Includes a dropdown menu set to "Bright Outlook".
- Advanced Search:** "Focus on occupations that use a specific tool or software. Explore occupations that need your skills." Includes a dropdown menu set to "Browse by O\*NET Data".
- Crosswalks:** "Connect to a wealth of O\*NET data. Enter a code or title from another classification to find the related O\*NET-SOC occupation." Includes a dropdown menu set to "Apprenticeship".

On the right side of the page, there are several promotional boxes:

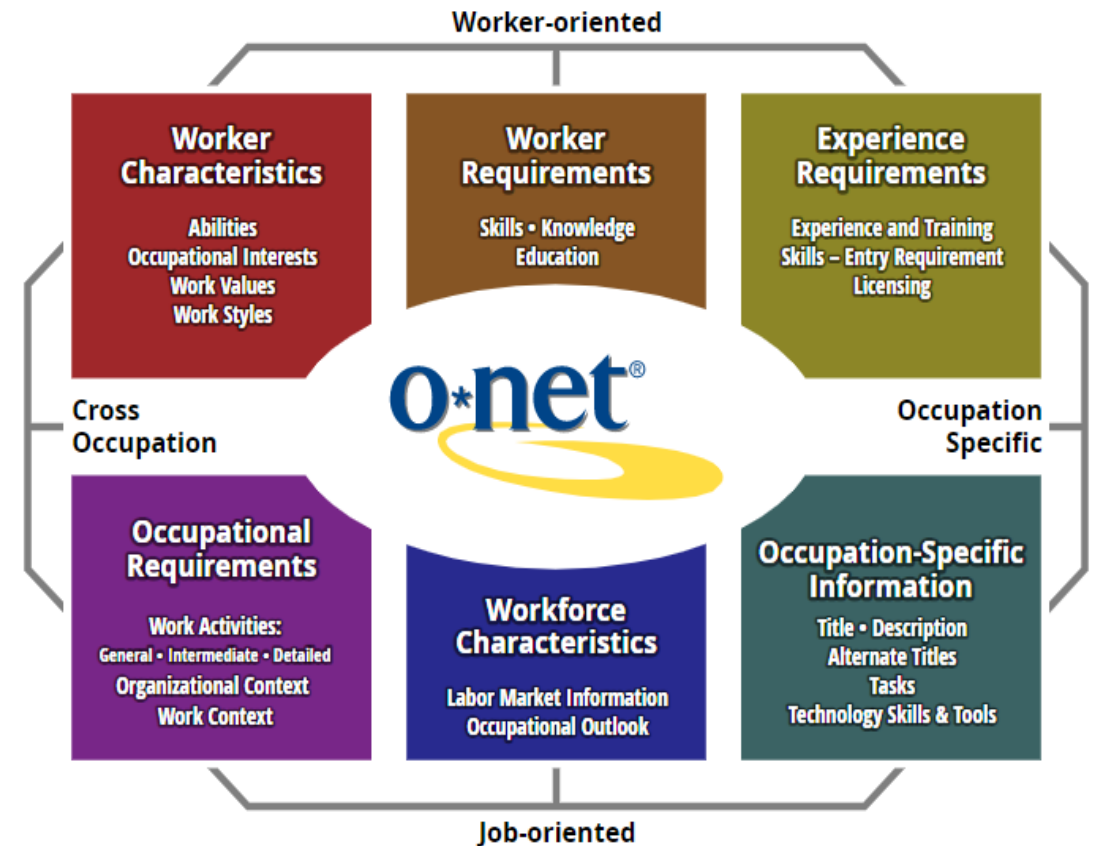
- What's New?** "O\*NET Database and websites updated." Includes a "Learn More" button and a link to "Get O\*NET news by email or RSS."
- I want to be a...** "Start the career you've dreamed about, or find one you never imagined." Includes a "Find It Now at My Next Move" button.
- ATTN: VETERANS** "Put your military skills and experience to work in civilian life. Learn how at: MY NEXT MOVE FOR VETERANS." Includes a "Get Started" button.
- Hot Technologies** "are frequently included in employer job postings." Includes a "Learn More" button.

# O\*NET Content Model

## Descriptors

1. Job-Oriented
2. Worker-Oriented
3. Occupational Specific
4. Cross Occupation

The O\*NET® Content Model at O\*NET  
Resource Center ([onetcenter.org](http://onetcenter.org))





# O\*NET-SOC Taxonomy & Data Collection



- Content Model defines the information structure for a single occupation
- O\*Net-SOC Taxonomy defines the set of occupations across the world of work





# Classification of Instructional Programs (CIP)







# Classification of Instructional Programs (CIP)

- Maps educational programs to a curriculum
- Collects data from schools
- Creates reports on educational trends

[CIP user site \(ed.gov\)](https://www.ed.gov/cip)





# CIP Guidelines:

U.S. Department of Education



The National Center for Education Statistics (NCES)



Integrated Postsecondary Education Data System (IPEDS)



U.S. Postsecondary Schools - Keyholder



# CIP Codes – Three-level Structure

**2-digit Series:** 14 = Engineering

**4-digit Series:** 14.08 = Civil Engineering

**6-digit Series:** 14.0804 = Transportation & Highway Engineering

Career Clusters: [What is a Career Cluster? \(state.mn.us\)](http://state.mn.us)





Where are these codes entered in WF1?





# O\*Net (SOC Code)

Required Entry	Not Required Entry
Eligibility/Enrollment (Employment Section)	WF1 Work Preferences
Apprenticeship Activity	ESL Training Activity
Classroom Training Activity	Financial Literacy Activity
Credential Attained without Training Activity	GED Training Activity
Customized Training Activity	Incumbent Worker Training Activity
Employed, Pending Exit Activity	Local Flag Activity
Entrepreneurial Training Activity	Non-Credentialed Training Activity
On-the-Job Training Activity	Partnering Activity
Work Experience Activity	Planned Extended Leave Activity
	Staff Assisted Job Placement Activity
	CLIMB Consulting Activity
	CLIMB Training Activity
	Staff Assisted Relocation Activity
	Temporary Call-Back Activity





# CIP

Required Entry	Not Required Entry
Apprenticeship Activity	GED Training Activity (auto-populates)
Classroom Training Activity	Local Flag Activity
Credential Attained without Training Activity	CLIMB Training Activity (auto-populates)
Customized Training Activity	
Entrepreneurial Training Activity	
Incumbent Worker Training Activity	
Non-Credentialed Training Activity	
On-the-Job Training Activity	





# NAICS

**NAICS will never be a required entry field in WF1 (exception at Exit)**

Apprenticeship Activity

Customized Training Activity

Employed, Pending Exit Activity

Local Flag Activity

On-the-Job Training Activity

Planned Extended Leave Activity

Staff Assisted Job Placement Activity

Work Experience

Staff Assisted Relocation Activity

Temporary Call-Back Activity





# Codes in WF1 Exits

## Exit Reasons that require O\*Net & NAICS Code Entry

Called Back

Entered Registered Apprenticeship Training

Entered Unsubsidized Employment

Remained Employed

Started Business / Self Employed





# QUESTIONS?

Hennepin-Carver  
Workforce Development Board





# Resources:

[What is a SOC Code? - SICCODE.com](#)

[What is a NAICS Code? - SICCODE.com](#)

[Classification of Instructional Programs \(CIP\) | Study in the States \(dhs.gov\)](#)

[CIP user site \(ed.gov\)](#)

[O\\*NET OnLine \(onetonline.org\)](#)

[Code - Industry and Occupation Coding | NIOSH | CDC](#)

[U.S. Bureau of Labor Statistics \(bls.gov\)](#)

[North American Industry Classification System | Encyclopedia.com](#)