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

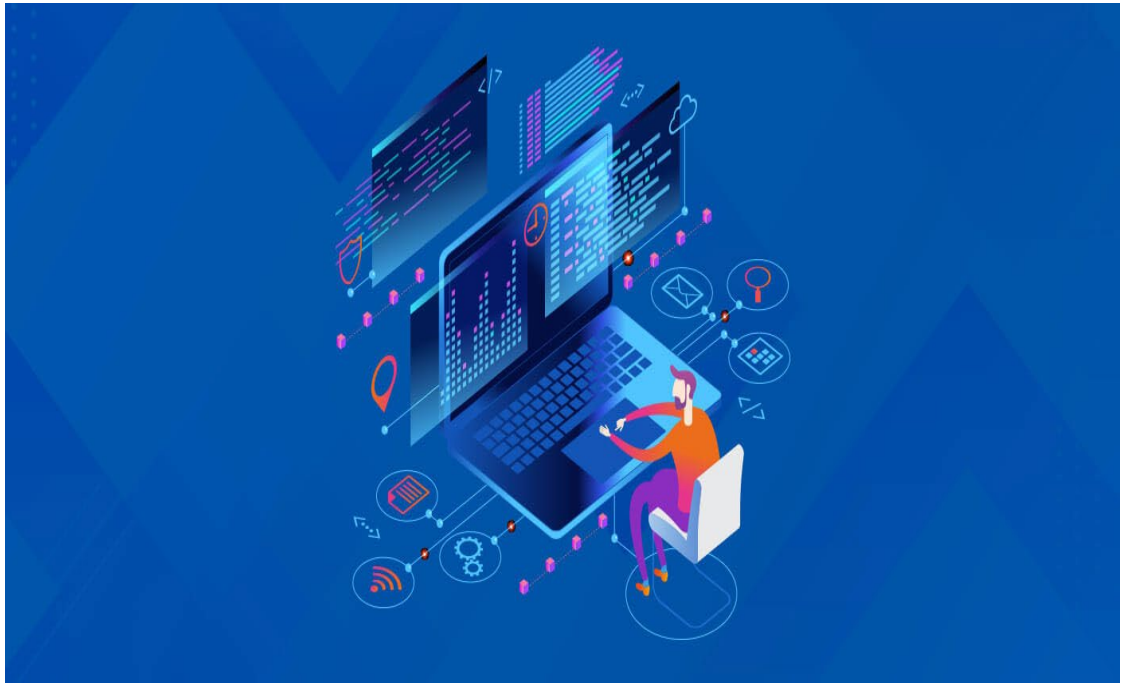
Industry vs. Occupation

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

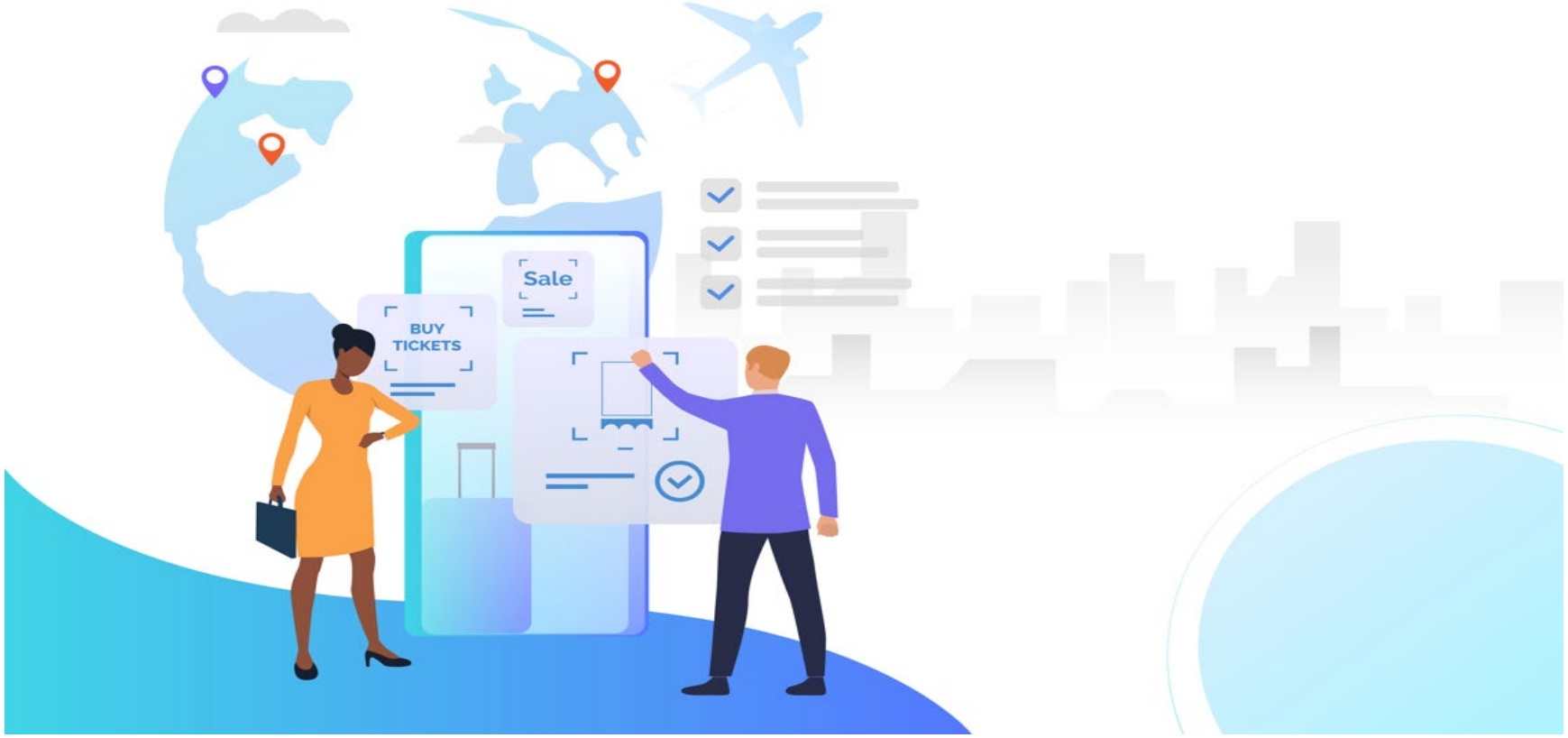


North American Industry Classification System (NAICS)

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 (3rd Level) – Third digit
- Industry Group (4th Level) – Fourth digit
- Industry (5th Level) – Fifth digit
- U.S. Industry (Final Level) – 6th digit

NAICS Code Breakdown

Top Level: Sector – Accommodation & Food Service

3rd Level: Subsector – Food Services & Drinking Places

4th Level: Industry Group – Restaurants & Other Eating Places

5th Level: Industry – Restaurants & Other Eating Places

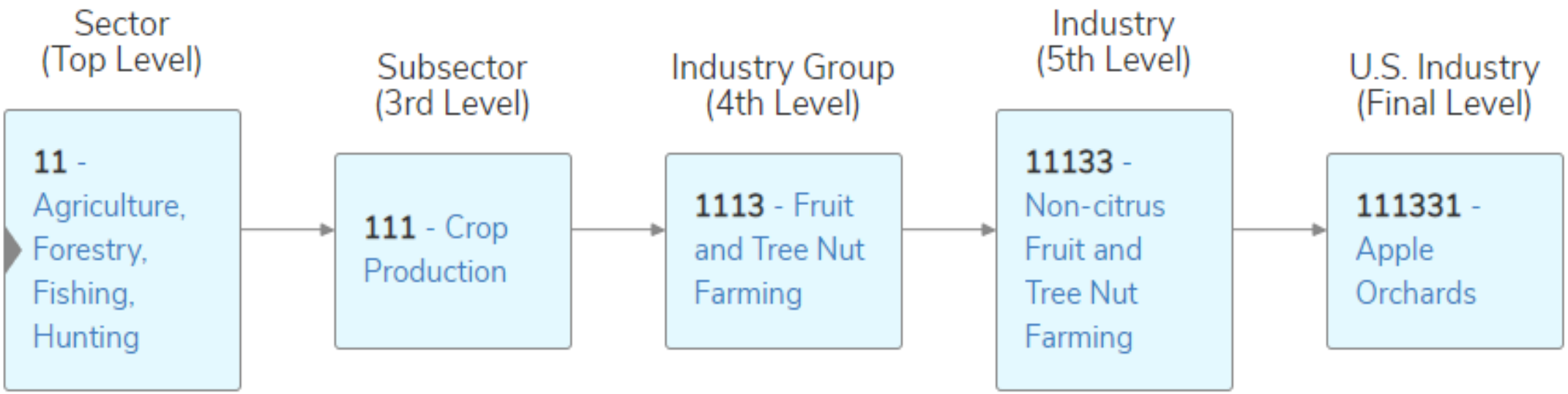
Final Level: U.S. Industry

722511 Full-Service Restaurants

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

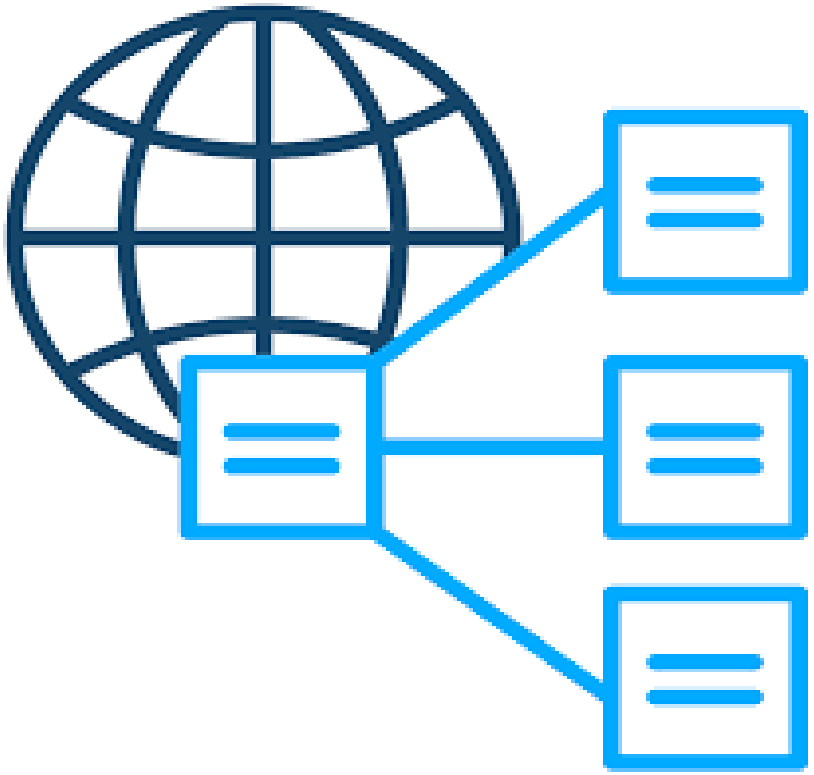
GENERAL → *SPECIFIC*



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

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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

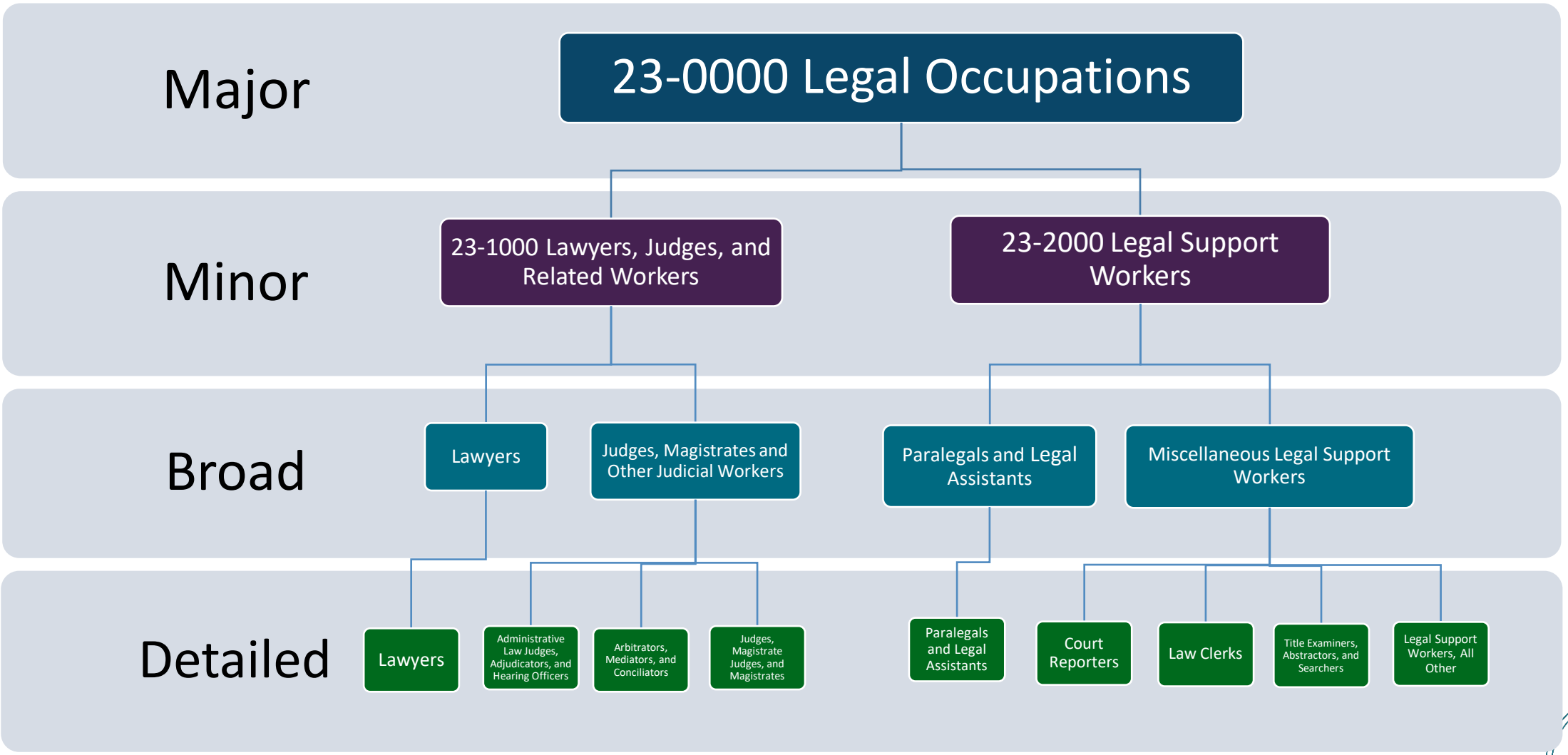
Detailed Occupation

33-3011 Bailiffs

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:

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

- ✓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

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

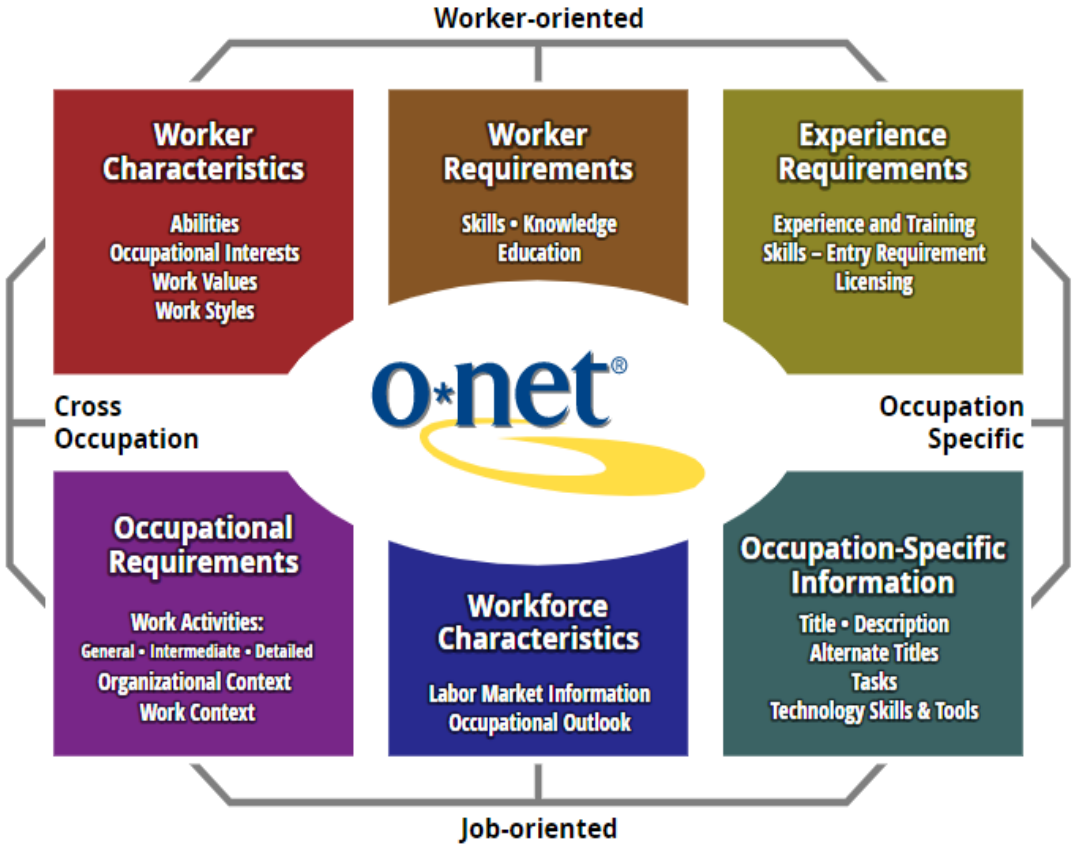
So, what is O*NET for?

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)]



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)

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)

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

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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?

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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