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| Orig Title | Orig Descript | WC | FK | New Title | New Descr. | WC | FK |
| [**Information Input**](https://www.onetonline.org/find/descriptor/browse/Work_Activities/4.A.1/)**(5 elements):** | Where and how are the information and data gained that are needed to perform this job? | 16 | 6.8 | **Working with Info** | Getting the info needed to do this job. | 8 | 3.7 |
| [**Estimating the Quantifiable Characteristics of Products, Events, or Information**](https://www.onetonline.org/find/descriptor/result/4.A.1.b.3)**:** | Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity. | 18 | 12.1 | **Working with Numbers** | Find sizes, distances, and amounts. Find time, costs, or materials needed to do a task. | 15 | 4.6 |
| [**Getting Information**](https://www.onetonline.org/find/descriptor/result/4.A.1.a.1)**:** | Observing, receiving, and otherwise obtaining information from all relevant sources. | 10 | 15.4 | **Getting Info:** | Get info in many ways. Ways include seeing, hearing, reading, and more. Info comes from many places. | 17 | 3.9 |
| [**Identifying Objects, Actions, and Events**](https://www.onetonline.org/find/descriptor/result/4.A.1.b.1)**:**. | Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. | 16 | 23.1 | **Learning about Things, Actions, and Events:** | Put info into groups. Learn how things are alike or not alike. Find changes in actions or events. | 18 | 3.1 |
| [**Inspecting Equipment, Structures, or Material**](https://www.onetonline.org/find/descriptor/result/4.A.1.b.2)**:** | Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. | 16 | 13.5 | **Checking and Testing:** | Check things for problems. Test if they are working well. Look for mistakes, problems, or flaws. | 16 | 1.2 |
| [**Monitor Processes, Materials, or Surroundings**](https://www.onetonline.org/find/descriptor/result/4.A.1.a.2)**:** | Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems. | 15 | 16.2 | **Tracking Info:** | Watch and review workers, events, and tasks. Look for problems. Keep track of info. | 14 | 2.2 |
| [**Interacting With Others**](https://www.onetonline.org/find/descriptor/browse/Work_Activities/4.A.4/)**(17 elements):** | What interactions with other persons or supervisory activities occur while performing this job? | 13 | 14.8 | **Working with Others:** | Working with other people and bosses on this job. | 9 | 4.9 |
| [**Assisting and Caring for Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.5)**:** | Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients. | 19 | 17.9 | **Helping and Caring for Others:** | Help others with their needs feelings, thoughts, or health. | 9 | 2.3 |
| [**Coaching and Developing Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.b.5)**:** | Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. | 19 | 14.1 | **Helping Others with Their Goals:** | Find out what others need to help them grow and improve. Help them learn new things and improve their skills. Offer support. | 22 | 1.7 |
| [**Communicating with Persons Outside Organization**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.3)**:** | Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail. | 32 | 14.9 | **Connecting with Clients:** | Connect with people outside of your job. That includes clients, the public, the government, and more. Talk, write, call, or email clients. | 22 | 3.3 |
| [**Communicating with Supervisors, Peers, or Subordinates**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.2)**:** | Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. | 16 | 15.7 | **Connecting with Bosses and Coworkers:** | Give info to bosses and coworkers. Talk, write, call, or email people you work with. | 15 | 3.8 |
| [**Coordinating the Work and Activities of Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.b.1)**:** | Getting members of a group to work together to accomplish tasks. | 11 | 6.9 | **Getting Others to Work Together:** | Get members of a group to work together. Get them to do tasks. | 14 | 1.4 |
| [**Developing and Building Teams**](https://www.onetonline.org/find/descriptor/result/4.A.4.b.2)**:** | Encouraging and building mutual trust, respect, and cooperation among team members. | 11 | 12.3 | **Building Teams:** | Build trust and respect among team members. Help them to work well as a group. Offer support. | 17 | 1.8 |
| [**Establishing and Maintaining Interpersonal Relationships**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.4)**:** | Developing constructive and cooperative working relationships with others, and maintaining them over time. | 13 | 15.8 | **Building Relationships:** | Build good working relationships with others. Keep those relationships strong over time. | 12 | 7.4 |
| [**Guiding, Directing, and Motivating Subordinates**](https://www.onetonline.org/find/descriptor/result/4.A.4.b.4)**:** | Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. | 13 | 18.5 | **Directing Workers:** | Give other workers tasks to do. Set their work goals. Make sure they do their jobs well. | 17 | 0 |
| [**Interpreting the Meaning of Information for Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.1)**:** | Translating or explaining what information means and how it can be used. | 12 | 7.7 | **Explaining Info to Others:** | Help others understand what info means. Explain how that info can be used. | 13 | 4.1 |
| [**Monitoring and Controlling Resources**](https://www.onetonline.org/find/descriptor/result/4.A.4.c.3)**:** | Monitoring and controlling resources and overseeing the spending of money. | 10 | 13 | **Managing Money and Supplies:** | Watch and control how money is spent and supplies are used. | 11 | 3.7 |
| [**Performing Administrative Activities**](https://www.onetonline.org/find/descriptor/result/4.A.4.c.1)**:** | Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. | 12 | 17.6 | **Doing Office Work:** | Do daily office and business tasks. Keep files. Handle paperwork. | 10 | 5.7 |
| [**Performing for or Working Directly with the Public**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.8)**:** | Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests. | 22 | 8.5 | **Working with the Public:** | Serve customers in many ways. Greet clients and guests. | 9 | 1.8 |
| [**Provide Consultation and Advice to Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.b.6)**:** | Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics. | 16 | 14.9 | **Advising Others:** | Offer expert advice to others. Explain how to do tasks. Explain how systems work. | 14 | 3.9 |
| [**Resolving Conflicts and Negotiating with Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.7)**:** | Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. | 14 | 13.4 | **Solving Conflicts:** | Solve conflicts and problems. Handle complaints. Help people reach an agreement. | 11 | 5.1 |
| [**Selling or Influencing Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.a.6)**:** | Convincing others to buy merchandise/goods or to otherwise change their minds or actions. | 14 | 18.4 | **Selling and Convincing:** | Make someone else want to buy something. Change people’s minds. Make people act in a way you want. | 18 | 2.4 |
| [**Staffing Organizational Units**](https://www.onetonline.org/find/descriptor/result/4.A.4.c.2)**:** | Recruiting, interviewing, selecting, hiring, and promoting employees in an organization. | 10 | 18.9 | **Hiring:** | Find workers to fill jobs. Learn if someone is a good fit for a job. Hire workers. | 17 | 1.1 |
| [**Training and Teaching Others**](https://www.onetonline.org/find/descriptor/result/4.A.4.b.3)**:** | Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others. | 19 | 17.9 | **Training and Teaching:** | Learn what others need to know. Teach or train them. Run classes or training programs. | 15 | 1.3 |
| [**Mental Processes**](https://www.onetonline.org/find/descriptor/browse/Work_Activities/4.A.2/)**(10 elements):** | What processing, planning, problem-solving, decision-making, and innovating activities are performed with job-relevant information? | 13 | 22.1 | **Thinking:** | Thinking skills needed to do this job. | 7 | 2.3 |
| [**Analyzing Data or Information**](https://www.onetonline.org/find/descriptor/result/4.A.2.a.4)**:** | Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. | 18 | 15.6 | **Learning from Info:** | Learn the reasons and facts behind info. Break down info into smaller parts. | 13 | 4.1 |
| [**Developing Objectives and Strategies**](https://www.onetonline.org/find/descriptor/result/4.A.2.b.4)**:** | Establishing long-range objectives and specifying the strategies and actions to achieve them. | 12 | 12.6 | **Setting Goals:** | Set long-term goals. Think of ways to reach those goals. | 10 | 0 |
| [**Evaluating Information to Determine Compliance with Standards**](https://www.onetonline.org/find/descriptor/result/4.A.2.a.3)**:** | Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. | 18 | 16.9 | **Making Sure Laws Are Followed:** | Judge whether laws and rules are being followed. | 8 | 2.2 |
| [**Judging the Qualities of Things, Services, or People**](https://www.onetonline.org/find/descriptor/result/4.A.2.a.1)**:** | Assessing the value, importance, or quality of things or people. | 10 | 9.5 | **Assessing:** | Learn what something or someone is worth. Judge if something is important. Learn what skills someone has. | 17 | 5.3 |
| [**Making Decisions and Solving Problems**](https://www.onetonline.org/find/descriptor/result/4.A.2.b.1)**:** | Analyzing information and evaluating results to choose the best solution and solve problems. | 13 | 13 | **Solving Problems and Making Choices:** | Choose the best way to solve a problem. Study info and judge results. | 13 | 2.3 |
| [**Organizing, Planning, and Prioritizing Work**](https://www.onetonline.org/find/descriptor/result/4.A.2.b.6)**:** | Developing specific goals and plans to prioritize, organize, and accomplish your work. | 12 | 12.6 | **Planning Work:** | Set goals and make plans to get work done. Put steps and goals in order. | 15 | 0 |
| [**Processing Information**](https://www.onetonline.org/find/descriptor/result/4.A.2.a.2)**:** | Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. | 11 | 23 | **Collecting and Organizing Info:** | Collect, check, and clean info. Use codes. Do math. | 9 | 0 |
| [**Scheduling Work and Activities**](https://www.onetonline.org/find/descriptor/result/4.A.2.b.5)**:** | Scheduling events, programs, and activities, as well as the work of others. | 12 | 8.7 | **Scheduling:** | Set dates for events. Plan when tasks will be done. Set work hours for others. | 15 | 0 |
| [**Thinking Creatively**](https://www.onetonline.org/find/descriptor/result/4.A.2.b.2)**:** | Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. | 14 | 20.2 | **Creative Thinking:** | Think up new ways to do tasks. Use art skills. Make things. Come up with ideas. | 16 | 0 |
| [**Updating and Using Relevant Knowledge**](https://www.onetonline.org/find/descriptor/result/4.A.2.b.3)**:** | Keeping up-to-date technically and applying new knowledge to your job. | 10 | 9.5 | **Updating Info:** | Stay up-to-date with the latest info. Use new info to do your job. | 13 | 3.2 |
| [**Work Output**](https://www.onetonline.org/find/descriptor/browse/Work_Activities/4.A.3/)**(9 elements):** | What physical activities are performed, what equipment and vehicles are operated/controlled, and what complex/technical activities are accomplished as job outputs? | 22 | 17.1 | **Work Done:** | Physical work needed to do this job. Equipment used. Skilled work done on the job. | 15 | 2 |
| [**Controlling Machines and Processes**](https://www.onetonline.org/find/descriptor/result/4.A.3.a.3)**:** | Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles). | 18 | 17.6 | **Using Machines:** | Use machines or tell other workers how to use machines. This does not include computers or vehicles. | 17 | 5.7 |
| [**Documenting/Recording Information**](https://www.onetonline.org/find/descriptor/result/4.A.3.b.6)**:** | Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. | 13 | 17.6 | **Keeping Records:** | Enter, write, copy, or store info. Keep files and records. Some records are written. Other records need a computer. | 19 | 4.2 |
| [**Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment**](https://www.onetonline.org/find/descriptor/result/4.A.3.b.2)**:** | Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used. | 27 | 19.8 | **Explaining How to Use Parts and Equipment:** | Explain to others how to use machines, parts, and equipment. Offer written details or drawings. Explain how to build or make something the right way. | 25 | 5.1 |
| [**Handling and Moving Objects**](https://www.onetonline.org/find/descriptor/result/4.A.3.a.2)**:** | Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things. | 14 | 14.3 | **Handling and Moving Things:** | Use your hands and arms to move things. Put things in the right place. Set things up. |  |  |
| [**Interacting With Computers**](https://www.onetonline.org/find/descriptor/result/4.A.3.b.1)**:** | Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. | 21 | 15 | **Using Computers:** | Enter info into computers. Use or set up hardware and software. Program or write code. | 15 | 4.4 |
| [**Operating Vehicles, Mechanized Devices, or Equipment**](https://www.onetonline.org/find/descriptor/result/4.A.3.a.4)**:** | Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft. | 18 | 16.9 | **Using Vehicles:** | Use, steer, and drive vehicles. That includes cars, trucks, buses, forklifts, aircraft, and more. | 14 | 3.9 |
| [**Performing General Physical Activities**](https://www.onetonline.org/find/descriptor/result/4.A.3.a.1)**:** | Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. | 28 | 17.2 | **Doing Physical Work:** | Use your arms and legs to do work. Move your whole body. Climb, lift, walk, bend, and more. | 18 | 0 |
| [**Repairing and Maintaining Electronic Equipment**](https://www.onetonline.org/find/descriptor/result/4.A.3.b.5)**:** | Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles. | 24 | 22.7 | **Fixing Electronics:** | Fix and test electronics. Make sure equipment is working well. Change settings to make machines work better. | 17 | 4.6 |
| [**Repairing and Maintaining Mechanical Equipment**](https://www.onetonline.org/find/descriptor/result/4.A.3.b.4)**:** | Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles. | 22 | 18.7 | **Fixing Mechanical Equipment:** | Fix and test mechanical equipment. Make sure it is working well. Change settings to make it work better. | 18 | 3.7 |
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