



**2. When I use the occupation coder tool on your website and type in my employee’s job title, there are a lot of occupation codes that show up. How do I know which one I should assign to each of my employees?**

After you access the coding tool and type in the job title, you can click on each of the occupation codes associated with that job title. The following screen shots take you through the process from typing in a title, choosing by clicking on one of the results, and then using the importation that comes back to make your determination.

**Find a Single Code**

Use OccuCoder, an interactive tool to find the correct occupation code for a given job title.

Type in actual job title:

**Quick Steps to Use This Tool**

1. Type in current/previous job "title."
2. Click on a best match in the results list to see more details.
3. If the exact title does not lead to acceptable results, try minor va

Select the coded title that best matches it:

**Welders, Cutters, Solderers, and Brazers (51-4121)**

**Welders, Cutters, and Welder Fitters (51-4121)**

**Solderers and Brazers (51-4121)**

**Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders (51-4122)**



**Welders, Cutters, and Welder Fitters (O-NET Detail)**

Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Median Wage	Projected Growth
\$36,300	12.5%

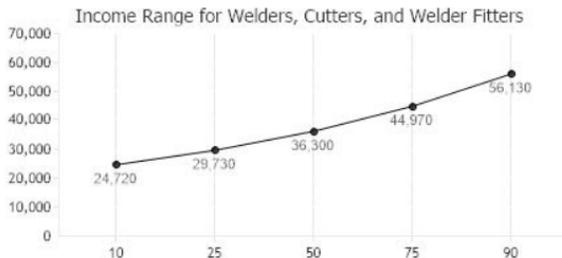
**Starting Annual Wage**  
**\$29,730**

**Median Annual Wage**  
**\$36,300**

**Starting annual wage** refers to the salary earned by the bottom fourth of workers in this occupation in Indiana.

**Median annual wage** is the "middle wage." Half of the workers in the occupation earn higher wages and half earn lower wages.

**Income Distribution**



If you click on the O\*net Detail link, you will be taken to O\*net website which lists the tasks performed and gives examples of job titles associated with those tasks. **Assign the most appropriate code by looking at tasks that best fits what your employee is doing.**

The screenshot shows the O\*NET OnLine website interface. At the top, there is a search bar labeled 'Occupation Quick Search:'. Below the search bar, there are navigation links: 'Help', 'Find Occupations', 'Advanced Search', 'Crosswalks', 'Share', and 'O\*NET Sites'. The main heading is 'Summary Report for: 43-4071.00 - File Clerks', with a 'Updated 2021' note. Below the heading, there is a description of the occupation: 'File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.' A 'Sample of reported job titles' is listed: 'Claims Clerk, Clerk, Documentation Specialist, File Clerk, Manufacturing Clerk, Medical Records Clerk, Office Assistant, Police Records Clerk, Records Clerk'. There are several tabs for viewing the report: 'Summary', 'Details', 'Custom', 'Easy Read', 'Veterans', and 'Español'. Below the tabs, there is a navigation menu with links for 'Tasks', 'Technology Skills', 'Tools Used', 'Knowledge', 'Skills', 'Abilities', 'Work Activities', 'Detailed Work Activities', 'Work Context', 'Job Zone', 'Education', 'Credentials', 'Interests', 'Work Styles', 'Work Values', 'Related Occupations', 'Wages & Employment', 'Job Openings', and 'Additional Information'. The 'Tasks' link is highlighted with a red box. Below the 'Tasks' link, there is a list of 19 tasks, each preceded by a plus sign in a circle. The tasks are: 1. Scan or read incoming materials to determine how and where they should be classified or filed. 2. Input data, such as file numbers, new or updated information, or document information codes into computer systems to support document and information retrieval. 3. Perform general office activities, such as typing, answering telephones, operating office machines, processing mail, or securing confidential materials. 4. Sort or classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order. 5. Answer questions about records or files. 6. Keep records of materials filed or removed, using logbooks or computers and generate computerized reports. 7. Add new material to file records or create new records as necessary. 8. Gather materials to be filed from departments or employees. 9. Find, retrieve, and make copies of information from files in response to requests and deliver information to authorized users. 10. Track materials removed from files to ensure that borrowed files are returned. 11. Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information. 12. Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage, according to file maintenance guidelines or legal requirements. 13. Perform periodic inspections of materials or files to ensure correct placement, legibility, or proper condition. 14. Modify or improve filing systems or implement new filing systems. 15. Design forms related to filing systems. 16. Complete general financial activities, such as processing accounts payable, reviewing invoices, collecting cash payments, or issuing receipts. 17. Operate mechanized files that rotate to bring needed records to a particular location. 18. Assign and record or stamp identification numbers or codes to index materials for filing. 19. Retrieve documents stored in microfilm or microfiche and place them in viewers for reading.

### 3. I looked at the list of tasks and I have an employee that can be coded into two occupations. How do I choose which one to use?

Per [BLS guidelines](#), if a worker has one job that can be coded in multiple occupations they should be coded in the occupation that requires the highest level of skill.

If the level of skill is comparable, the worker should be coded in the occupation in which they spend the most time.

For more information, please contact us at [LMIdata@dwd.in.gov](mailto:LMIdata@dwd.in.gov)