Workforce Data Quality Initiative

As part of Indiana's Workforce Data Quality Initiative, payroll employers were asked to assign and submit occupation job titles with their wage records. By 2021, approximately 50% of Indiana employers are doing just that. One of the bigger hurdles faced was providing employers with a simple, straightforward way for them to translate their internal job titles to a standardized code.

Frequently Asked Questions by Employers
HOW DO I ASSIGN OCCUPATION CODES TO EACH EMPLOYEE?

1. **What is an occupation code or SOC code?**

The U.S. Bureau of Labor Statistics defines Standard Industrial Classification (SOC) codes as a federal statistical standard used to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 867 detailed occupations according to their occupational definition.

To facilitate classification, detailed occupations are combined to form 459 broad occupations, 98 minor groups, and 23 major groups. Detailed occupations in the SOC with similar job duties, and in some cases skills, education, and/or training, are grouped together.

Please note that there are two versions of SOC codes available – the 2010 version and the 2018 version. Indiana will accept either. **How can I find occupation codes for my employees?**

To find each of your employee's occupation code you can use our occupation coder tool available on our website. You can access the tool here. You can type in the employee's job title to find occupation codes associated with that job title. Once you find an appropriate code for your employee you will not have to change it again unless the employee changes their job.

Find Occupation Codes

The Standard Occupational Classification (SOC) Code system is a federal statistical standard used to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data. Employers can use job titles to find SOC Codes online using this website.

If you have a small number of employees, you can use the "enter one at a time" option and type in the job title, etc. If you have many employees, you can copy and paste in the job titles for each of your employees and then get back the codes to assign to each employee.

| Enter one at a time | Do a bunch at once |

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:

welder

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)

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

High Wage
High Demand

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
Median Annual Wage
$29,730
$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

Income Range for Welders, Cutters, and Welder Fitters

24,720
29,730
36,300
44,970
56,130
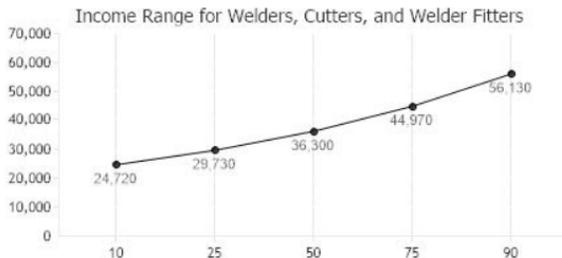
If you click on the O*net Detail link, you will be taken to O*net website which lists the tasks performed and gives examples of job titles associated with those tasks. **Assign the most appropriate code by looking at tasks that best fits what your employee is doing**.

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