

If You Want More Details About the O*NET Occupations

You may want more detailed information about occupations than we can provide in this book. For example, you may want to know the control precision measures for an occupation. If so, we suggest that you access the O*NET database. It is available on the Internet at <http://www.onetcenter.org>.

The O*NET database on the Internet can be difficult to understand, since it includes an enormous amount of detailed information on each job. Software and Web sites from other sources, including JIST Publishing, include the O*NET information in electronic form. In some cases, this makes it much easier to find and use the details in the O*NET you really want. Please contact JIST or visit www.careeroink.com if you are interested in software or a Web site that includes the O*NET data. CareerOINK.com offers job information at free and paid levels.

Details on Each Information Element in the Job Descriptions

While short, each description is packed with useful information that will be quite helpful for most readers. Most content is easy enough to understand, although some details will interest only those who require them. Other elements require some explanation. Following are details on each information element included in the job descriptions. Some of this information may be more detailed than you need, so skim the content to find what you want to know.

We tried to keep our explanation nontechnical. However, some of the O*NET is technical, and some readers have inquiring minds that want to know such details. For this reason, we felt compelled to add more information than some of you might want. Too much, too little—it's a balancing act we hope gives most of you what you need.

How This Book Is Organized

This book is organized in two parts. Part I shows you six ways to find job descriptions that interest you. You can browse the jobs by O*NET number; by interest area; by amount of education and training required; by ranking on earnings, growth, and openings lists; by related military job; and by title. You can read more about these criteria later in the following section and in Part I. Part II presents the job descriptions in order by O*NET number.

A Sample O*NET Description—and What It Includes

It would take more than 10 pages to print all the data on one job in the O*NET database, and much of that data would be in coded form that is not easy to understand without study. That's simply too much information for most people, and it would result in a book of more than 10,000 pages. So our challenge was to create a description of each O*NET occupation that would be useful to most people and would also be practical in book form.

We stayed up late many nights considering how to do this. The result is the carefully thought-out job descriptions you find in this book. Because a picture is worth a thousand words, we provide a sample O*NET job description next. To help you understand all that it includes, we point out its many elements and then explain each one.

O*NET Number

Each O*NET occupation is assigned a unique number. These are not random numbers because they are based on the Standard Occupational Classification (SOC) system established by the federal government. The SOC is a structure for organizing jobs based on the work performed, and it has been adopted by all federal agencies that collect and distribute occupation-related data. Because the O*NET numbering system puts job titles into groupings of related jobs, it's pretty logical to use. You can see how this system works by looking at the list of O*NET occupations in the Table of Contents. Occupations in this book are presented in numerical order, using their assigned O*NET number. Although some numbers appear to be missing, these absent numbers allow for future expansion of the numbering system or represent places where jobs have been deleted.

Quick tip on how to use this information: The O*NET number allows you to quickly cross-reference other O*NET information sources, including the government's Web site that provides more details on the O*NET jobs.

O*NET Occupational Title

This title, which appears in bold, is assigned to the job by the Department of Labor. We include the newest O*NET titles, which are based on those used in the SOC system.

Education/Training Required

This line lists the education or training typically required for entry into a job. Please note, however, that some (or many) who work in the job may have higher or lower