



How To Guide:

How to convert job titles to occupation codes.

There are a myriad number of titles describing any one specific job. In many instances, multiple job titles can be used to describe a job with a common set of tasks. In order for Labor Market Information providers to collect wage and employment information about jobs in a standardized and consistent manner, they must classify jobs as occupations. This classification system is known as the Standard Occupational Classification (SOC). Therefore before accessing wage and employment data, researchers have to convert job titles to SOC codes. Data users can use the O*Net-SOC Autocoder to find the right SOC code to match the job title in which they are interested.

1. Go to the O*Net-SOC Autocoder
 - a. <http://onetsocautocoder.com/plus/onetmatch>

2. Type a job title into the Job Title search box.
 - a. As an example, we will use “Welder” and then click search.
 - b. A box will appear on the right, make sure to select the tab at the top of that box that says SOC 2010.
 - c. You will see that SOC 51-4121 “Welders, Cutters, Solderers, and Brazers” is the occupation with the best fit.
 - d. This SOC Code provides the best occupations for which to find employment and wage data about welders.

3. You can also use key terms from a job description to find the right occupation to use.
 - a. As an example, type “CNC Machine”, “Robotics” and “Metal” into the Job Description Search Box and then type search.
 - b. Again, make sure you are looking at the results under the “SOC 2010” tab on the right.
 - c. You will see that SOC 51-4011 “Computer-Controlled Machine Tool Operators, Metal and Plastic” is the occupation with the best fit.



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PAGE 2 of 2

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