

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work

This guide will help Existing Employee Training (EET) Program applicants complete the Master List of Trainees Attachment. Unemployed Worker Training (UWT) Program applicants will find this informational attachment helpful for completing the Business Commitment Attachment.

Step 1: Enter the occupational title

The screenshot shows the O*NET OnLine website interface. At the top right, there is an "Occupation Quick Search" box with the word "drafter" entered. A yellow circle highlights this search box, with a blue letter 'a' next to it. Below the search box is a navigation menu with options: "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O*NET Sites". The main content area features a large banner with the text "Build your future with O*NET OnLine." and a "What is O*NET?" button. Below the banner is an "Occupation Search" section with a search bar labeled "Keyword or O*NET-SOC Code:". Below the search bar are three categories: "Find Occupations", "Advanced Search", and "Crosswalks". To the right of the search bar are several promotional boxes: "What's New?", "I want to be a...", "ATTN: VETERANS", and "Hot Technologies". A blue letter 'b' is placed over the "Get Started" button in the "ATTN: VETERANS" box.

On www.onetonline.org, in the "Occupation Quick Search" Window, type the name of the occupation or job title that describes the occupation of the trainee in the EET program, and occupations in which businesses have committed to interview trainees under the SPT and UWT applications.

For example:
For EET: if the existing employee is a drafter, then search the O*NET occupation by typing "drafter."
For UWT: if a business has committed to interview your trainees as drafters find the exact O*NET.

Click on the arrow of the search window to find a list of O*NET occupations that match your search.

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work

Step 2: Review the list of occupational titles to find the appropriate occupational title

The screenshot shows the O*NET OnLine website interface. At the top left is the O*NET logo and the text 'O*NET OnLine A proud partner of the americanjobcenter® network'. To the right is a search bar labeled 'Occupation Quick Search:'. Below the search bar are navigation links: 'Help', 'Find Occupations', 'Advanced Search', 'Crosswalks', 'Share', and 'O*NET Sites'. The main content area is titled 'Quick Search for: drafter'. Below this title, a text box says 'Showing top 20 occupations for drafter. Closest matches are shown first.' Below this is a table with three columns: 'How do they match?', 'Code', and 'Occupation'. The table lists 20 occupations, including 'Electronic Drafters', 'Electrical Drafters', 'Architectural Drafters', 'Mechanical Drafters', 'Drafters, All Other', 'Civil Drafters', 'Architectural and Civil Drafters', 'Electrical and Electronics Drafters', 'Mechanical Engineers', 'Cartographers and Photogrammetrists', 'Mapping Technicians', 'Marine Engineers', 'Textile, Apparel, and Furnishings Workers, All Other', 'Engineering Technicians, Except Drafters, All Other', 'Marine Architects', and 'Civil Engineering Technicians'. An orange circle labeled 'a' is around the search results text. An orange circle labeled 'b' is around the search bar. An orange arrow points from 'b' to the 'Electrical Drafters' entry in the table.

How do they match?	Code	Occupation
	17-3012.01	Electronic Drafters
	17-3012.02	Electrical Drafters
	17-3011.01	Architectural Drafters Green
	17-3013.00	Mechanical Drafters
	17-3019.00	Drafters, All Other
	17-3011.02	Civil Drafters
	17-3011.00	Architectural and Civil Drafters
	17-3012.00	Electrical and Electronics Drafters
	17-2141.00	Mechanical Engineers Bright Outlook Green
	17-1021.00	Cartographers and Photogrammetrists Bright Outlook
	17-3031.02	Mapping Technicians
	17-2121.01	Marine Engineers
	51-6099.00	Textile, Apparel, and Furnishings Workers, All Other
	17-3029.00	Engineering Technicians, Except Drafters, All Other
	17-2121.02	Marine Architects
	17-2022.00	Civil Engineering Technicians

You will see a list of occupations that match the occupational title you entered.

Click on the occupational title that is most applicable to review the summary report of that occupation.

For example:
For drafter, 20 O*NET occupations were found. If Electrical Drafters was most applicable to the trainee positions, click on it to view the next screen detailing the tasks typically performed by an Electrical Drafter.

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work

Step 3: Confirm that the O*NET occupation you selected is applicable to the trainee

o-net **O*NET OnLine**
A proud partner of the **americanjobcenter**® network

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Summary Report for: 17-3012.02 - Electrical Drafters

Develop specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy from transmission lines or high-voltage distribution lines to consumers.

Sample of reported job titles: Associate Drafter, CAD Operator (Computer Aided Design Operator), CAD Technician (Computer Aided Drafting Technician), Drafter, Electrical Designer, Electrical Drafter, Engineering Agent, Engineering Associate, Line Staker, Staking Engineer

View report: Summary Details Custom

[Tasks](#) | [Tools & Technology](#) | [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](#) | [Additional Information](#)

Tasks

- Use computer-aided drafting equipment or conventional drafting stations, technical handbooks, tables, calculators, and traditional drafting tools, such as boards, pencils, protractors, and T-squares.
- Draft working drawings, wiring diagrams, wiring connection specifications or cross-sections of underground cables, as required for instructions to installation crew.
- Assemble documentation packages and produce drawing sets which are checked by an engineer or an architect.
- Review completed construction drawings and cost estimates for accuracy and conformity to standards and regulations.
- Confer with engineering staff and other personnel to resolve problems.

[back to top](#)

Tools & Technology

10 of 18 displayed

Review the Summary Report of the O*NET occupation to decide if the tasks performed by the worker match the occupation relevant to your trainees.

If the O*NET occupation is not applicable, go back to the previous screen by clicking the back arrow from the browser window to find the appropriate occupation and repeat step 3(a).

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work

Step 4: Obtain the O*NET code of the applicable occupation

O*NET OnLine
A proud partner of the **americanjobcenter**® network

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Summary Report for:
17-3012.02 Electrical Drafters [Updated 2018](#)

Develop specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy from transmission lines or high-voltage distribution lines to consumers.

Sample of reported job titles: Associate Drafter, CAD Operator (Computer Aided Design Operator), CAD Technician (Computer Aided Drafting Technician), Drafter, Electrical Designer, Electrical Drafter, Engineering Agent, Engineering Associate, Line Staker, Staking Engineer

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [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](#) | [Additional Information](#)

Tasks
5 of 15 displayed

- Use computer-aided drafting equipment or conventional drafting stations, technical handbooks, tables, calculators, and traditional drafting tools, such as boards, pencils, protractors, and T-squares.
- Draft working drawings, wiring diagrams, wiring connection specifications or cross-sections of underground cables, as required for instructions to installation crew.
- Assemble documentation packages and produce drawing sets which are checked by an engineer or an architect.
- Review completed construction drawings and cost estimates for accuracy and conformity to standards and regulations.
- Confer with engineering staff and other personnel to resolve problems.

[back to top](#)

Tools & Technology
10 of 18 displayed

For the EET Program, skip this step (4 (a) and (b)) and follow step 5 after finding the applicable occupation.

For the UWT Pro-grams: If the searched O*NET occupation is applicable, enter the O*NET code of that occupation in the Business Commitment Attachment. For example: If Electrical Drafters is the applicable occupation, enter O*NET code 17-3012.02 and the occupational title “Electrical Drafters” in the Business Commitment Attachment.

Repeat steps 1-4 to find all O*NET codes applicable to occupations for which businesses have committed to interview your trainees.

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work

Steps 5-7 in the guide are only applicable to the Existing Employee Training Program RFP

Step 5: Click on the Job Zone link of the applicable O*NET occupation

The screenshot shows the O*NET OnLine website interface. At the top left is the O*NET logo and the text "O*NET OnLine A proud partner of the americanjobcenter® network". To the right is an "Occupation Quick Search" box with a magnifying glass icon and a letter 'a' in a circle. Below the search box are navigation links: "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O*NET Sites". The main content area is titled "Summary Report for: 17-3012.02 - Electrical Drafters" with a "Updated 2018" link. Below the title is a description of the occupation: "Develop specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy from transmission lines or high-voltage distribution lines to consumers." A "Sample of reported job titles" list includes Associate Drafter, CAD Operator, CAD Technician, Drafter, Electrical Designer, Electrical Drafter, Engineering Agent, Engineering Associate, Line Staker, and Staking Engineer. Below this is a "View report:" section with tabs for "Summary", "Details", and "Custom". The "Details" tab is selected. Below the tabs is a horizontal menu of links: "Tasks", "Tools & Technology", "Knowledge", "Skills", "Abilities", "Work Activities", "Detailed Work Activities", "Work Content", "Job Zone", "Education", "Credentials", "Interests", "Work Styles", "Work Values", "Related Occupations", "Wages & Employment", "Job Openings", and "Additional Information". The "Job Zone" link is circled in orange. Below the menu is a "Tasks" section with a plus icon and "15 of 15 displayed". It contains five bullet points describing tasks like using drafting equipment, drafting working drawings, assembling documentation packages, reviewing construction drawings, and conferencing with engineering staff. Below the tasks is a "Tools & Technology" section with a plus icon and "10 of 18 displayed".

If the O*NET occupation is applicable based on the tasks performed by your prospective trainees, click on “Job Zone” to identify if the occupation is a low, middle, or high-skills occupation.

For example: If Electrical Drafter is the applicable occupation, click on “Job Zone” to determine the level of preparation needed to work as an Electrical Drafter.

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work

Steps 5-7 in the guide are only applicable to the Existing Employee Training Program RFP

Step 6: Click on the Job Zone link of the applicable O*NET occupation

[back to top](#)

Job Zone

Title Job Zone Three Medium Preparation Needed

Education Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

Related Experience Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Job Training Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Job Zone Examples These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, occupational therapy assistants, and medical assistants.

SVP Range (6.0 to < 7.0)

[back to top](#)

Education

Percentage of Respondents	Education Level Required
30	Post-secondary certificate ?
21	Bachelor's degree
19	Associate's degree

[back to top](#)

Credentials

[Find Training](#) [Find Certifications](#) [Find Licenses](#) [Find Apprenticeships](#)

You may want to view and/or educate your trainees on the credentials and certifications applicable to the occupation by clicking this link.

After clicking on "Job Zone" you will see the Job Zone of the occupation. If the Job Zone is 1, 2 or 3, the employee in this occupation is in low or middle-skills occupations and is eligible for training under the EET RFP.

Enter the appropriate Job Zone (1, 2, or 3) in the Master List of Existing Employee Attachment.

If the Job Zone is 4 or 5, the trainee in this occupation is not eligible to receive funding under the EET RFP.

Click "back to top" to view the top of the Summary Report of the occupation to determine the O*NET code.

For example: Electrical Drafters has a Job Zone of 3, and is therefore considered a middle-skills occupation and eligible for training under this RFP.

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work

Steps 5-7 in the guide are only applicable to the Existing Employee Training Program RFP

Step 7: Enter the O*NET Code of the Applicable Occupation in the Master List of Trainees Attachment

O*NET OnLine
A proud partner of the **americanjobcenter**® network

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Summary Report for:
17-3012.02 - Electrical Drafters [Updated 2018](#)

Develop specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy from transmission lines or high-voltage distribution lines to consumers.

Sample of reported job titles: Associate Drafter, CAD Operator (Computer Aided Design Operator), CAD Technician (Computer Aided Drafting Technician), Drafter, Electrical Designer, Electrical Drafter, Engineering Agent, Engineering Associate, Line Staker, Staking Engineer

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [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](#) | [Additional Information](#)

Tasks
5 of 15 displayed

- Use computer-aided drafting equipment or conventional drafting stations, technical handbooks, tables, calculators, and traditional drafting tools, such as boards, pencils, protractors, and T-squares.
- Draft working drawings, wiring diagrams, wiring connection specifications or cross-sections of underground cables, as required for instructions to installation crew.
- Assemble documentation packages and produce drawing sets which are checked by an engineer or an architect.
- Review completed construction drawings and cost estimates for accuracy and conformity to standards and regulations.
- Confer with engineering staff and other personnel to resolve problems.

[back to top](#)

Tools & Technology
10 of 18 displayed

If the Job Zone of the occupation is 1, 2 or 3, enter the O*NET code of that occupation in Column E of the Master List of Trainees Attachment.

For example: If Electrical Drafter is the applicable trainee occupation, enter O*NET code 17-3012.02 in Column E of the Master List of Trainees.

Repeat steps 1-6 to find all the Job Zones and O*NET codes applicable to your trainees and only enter information for trainees in Job Zones 1, 2, or 3 in the Master List of Trainees.