Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work
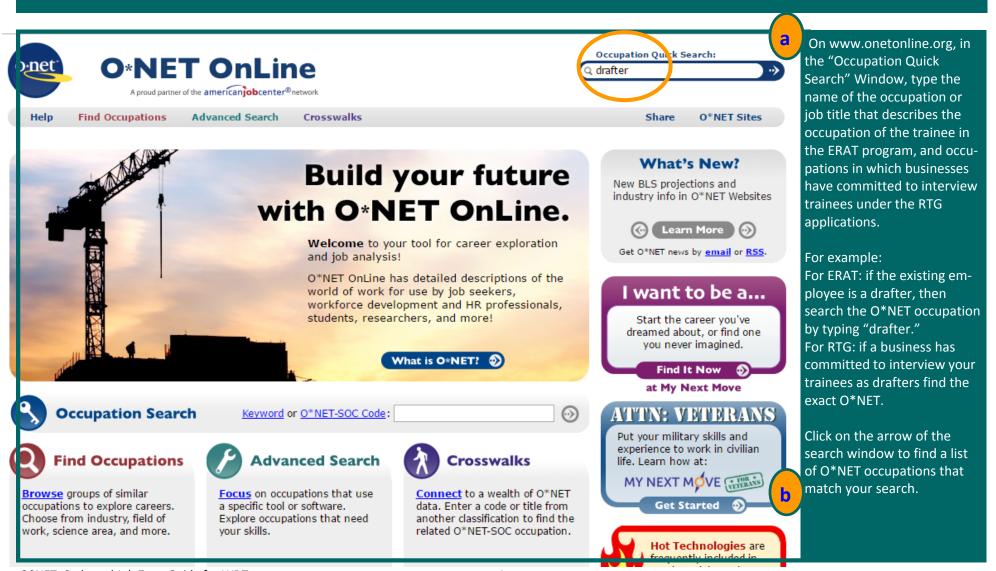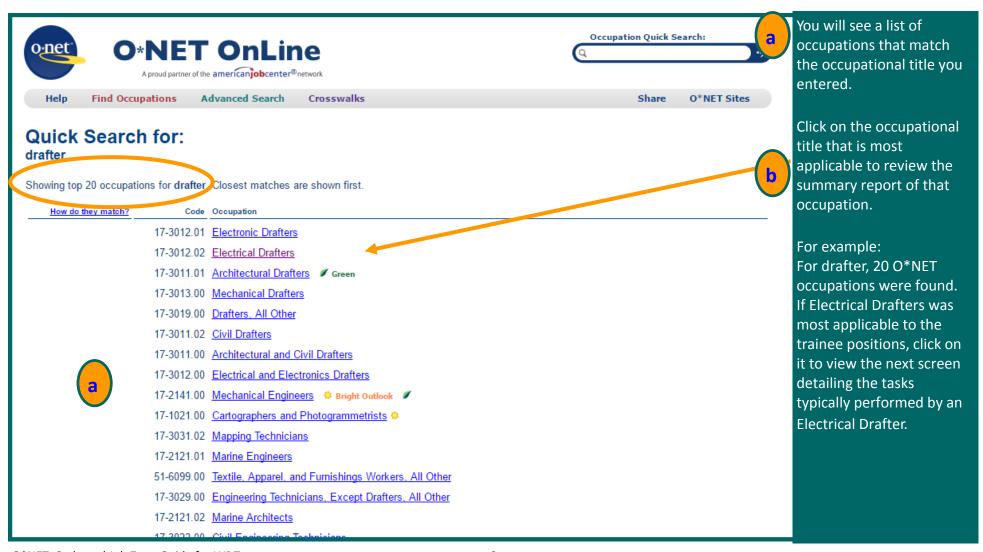
This guide will help Employee Retention and Advancement Training (ERAT) Program applicants complete the Master List of Trainees Attachment.
Reemployment Training Grant (RTG) Program applicants will find this informational attachment helpful for completing the Business Commitment Attachment.

Step 1: Enter the occupational title

a 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 ERAT program, and occupations in which businesses have committed to interview trainees under the RTG applications.

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

b 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

Occupation Quick Search:

O*NET OnLine
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Help   Find Occupations   Advanced Search   Crosswalks   Share   O*NET Sites

Quick Search for:
drafter

Showing top 20 occupations for **drafter** Closest matches are shown first.

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 🌿
	17-1021.00	Cartographers and Photogrammetrists ☀
	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
	17-3022.00	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

a 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.

b 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

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Occupation Quick Search:

Help | Find Occupations | Advanced Search | Crosswalks | Share | O*NET Sites

Updated 2016

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

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.

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Tools & Technology

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

For the RTG Programs: 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 Attach-ment.

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 Employee Retention and Advancement Training (ERAT) RFA
Step 5: Click on the Job Zone link of the applicable O*NET occupation.

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.

O*NET Code and Job Zone Guide for WDT

Steps to Find O*NET Code and Job Zone of an Occupation Applicable to Tasks Performed by Trainee at Work
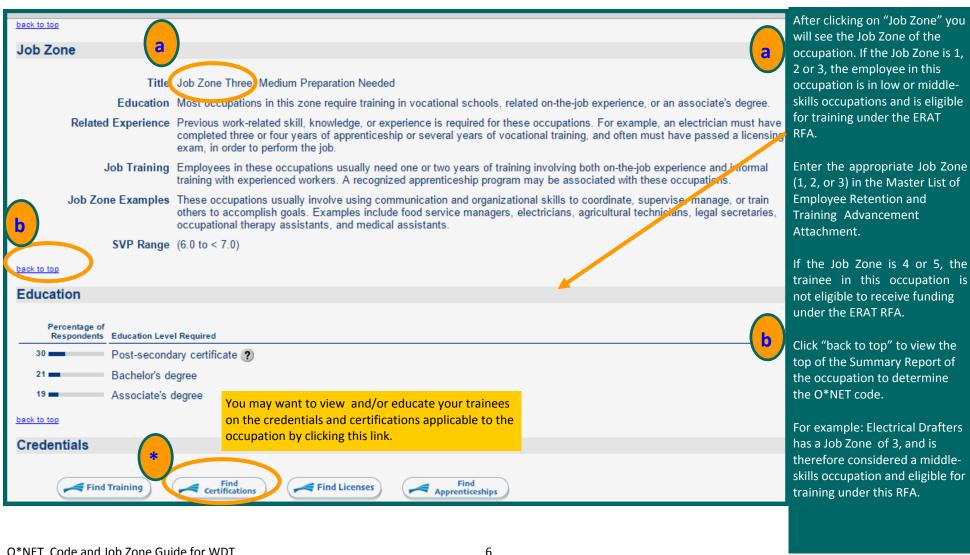
Steps 5-7 in in the guide are only applicable to the Employee Retention and Advancement Training (ERAT) RFA
Step 6: Click on the Job Zone link of the applicable O*NET occupation

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Job Zone **a**

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)

b

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Education

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

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

Credentials *****

Find Training   Find Certifications   Find Licenses   Find Apprenticeships

a

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 ERAT RFA.

Enter the appropriate Job Zone (1, 2, or 3) in the Master List of Employee Retention and Training Advancement Attachment.

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

b

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 RFA.

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 Employee Retention and Advancement Training (ERAT) RFA
Step 7: Enter the O*NET Code of the Applicable Occupation in the Master List of Trainees Attachment

Occupation Quick Search:

o·net
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Updated 2016

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
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.

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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.