

O*Net Titles in OSOS Guide



WHAT IS O*NET?

The Occupational Network (O*Net) was established in 1998 with sponsorship by the US Department of Labor's Employment and Training Administration (DOLETA). O*Net is an online resource center which uses a Standard Occupational Classification (SOC) which currently includes 1,000 different occupational titles. It includes resources for job seekers, workforce professionals and businesses. The O*Net website is included in the **Resources** section of this guide.

PURPOSE

In OSOS, Department of Labor staff use O*Net for various customer case management purposes, ranging from describing a customer's work history and employment and training goals to recording a customer's employment placement outcomes. Its many functions used by staff include, but is not limited to:

- Providing labor market information (LMI)
- Profiling interests and abilities
- Career exploration
- Job matching
- SMART resume building
- Entering data in OSOS
- Upcoming improvements in OSOS

This guide is intended for users who have experience entering and updating customer records in the **Customer Detail** and **Services** windows. Any users who require additional guidance with entering and updating customer records should refer to the **Resources** section to access the related OSOS guides.

OSOS DATA ENTRY

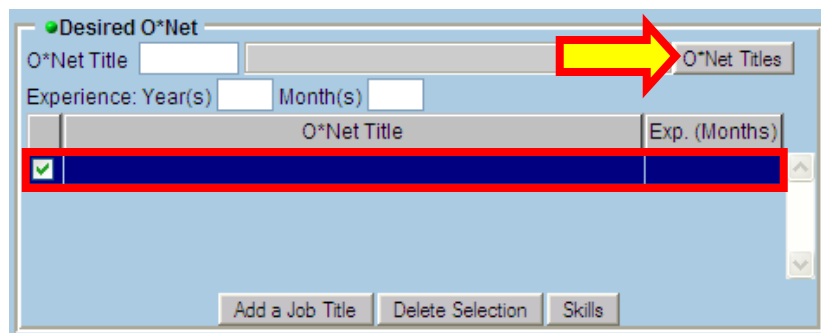
O*NET IN OSOS

O*Net titles are used for a number of functions in OSOS. O*Net is featured on the **Objective** and **Work Hist.** tabs of the **Customer Detail** window and the **Services** and **Outcomes** tab of the **Services** window.

We will first explore how O*Net titles are used on the **Objective** tab and provide an overview of the O*Net window in OSOS. Then we will go over other places O*Net titles are used in OSOS.

OBJECTIVE TAB

On the **Objective** tab of the **Customer Detail** window, the green-dotted **Desired O*Net** box is required and must contain at least one desired O*Net title corresponding to the type of work a customer is seeking. To add an O*Net title, click the **Add a Job Title** button. This will bring up a new active entry. To populate the O*Net title, click the **O*Net Titles** button to bring up the O*Net pop-up window.



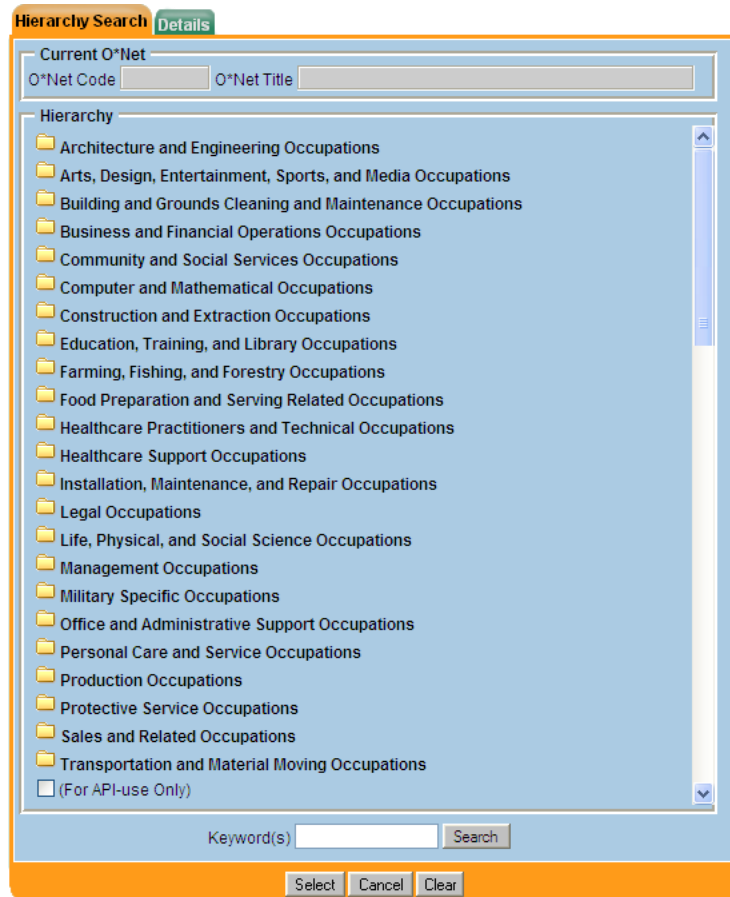
The O*Net pop-up window can be pulled up in various sections of OSOS where an occupational title needs to be added.



*Before continuing, please take note that adding an O*Net title in one part of OSOS will **not** fill in the O*Net title in the other O*Net fields in OSOS. Each O*Net field has its own purpose and needs to be populated separately.*

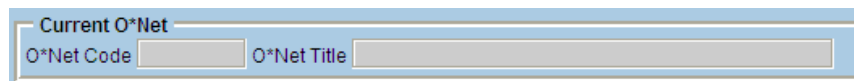
O*NET OVERVIEW

The O*Net window contains two tabs: **Hierarchy Search** and **Details**. By default, whenever we open up an O*Net window in OSOS, the **Hierarchy Search** tab displays.



HIERARCHY SEARCH TAB

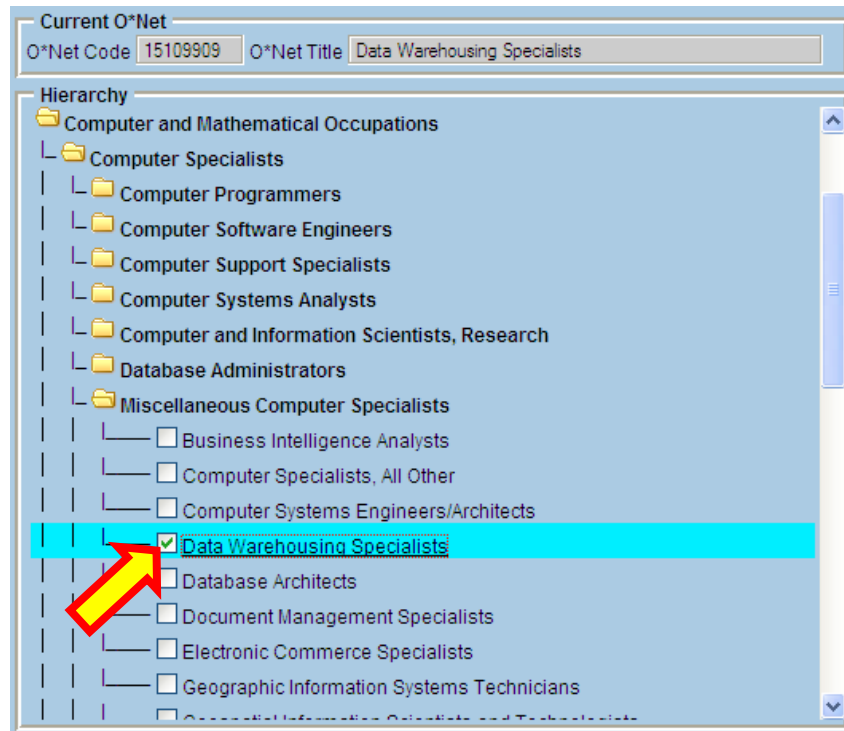
At the top of the **Hierarchy Search** tab is the **Current O*Net** information. The grayed out **O*Net Code** and **O*Net Title** fields will populate once a title is selected.



You may select a title from the **Hierarchy Search** drop-down system of folders or by doing a keyword search.

The **Hierarchy Search** drop-down system of folders is organized by occupational categories. To select a title, you may click a category's folder icon to expand it, then click through the subfolders and click a checkbox to select the title like in this example.

Notice that in this example, the *Computer and Mathematical Occupations* folder was expanded, then the *Computer Specialists* subfolder, and then the *Miscellaneous Computer Specialists* subfolder in order to view and select the *Data Warehousing Specialists* title.



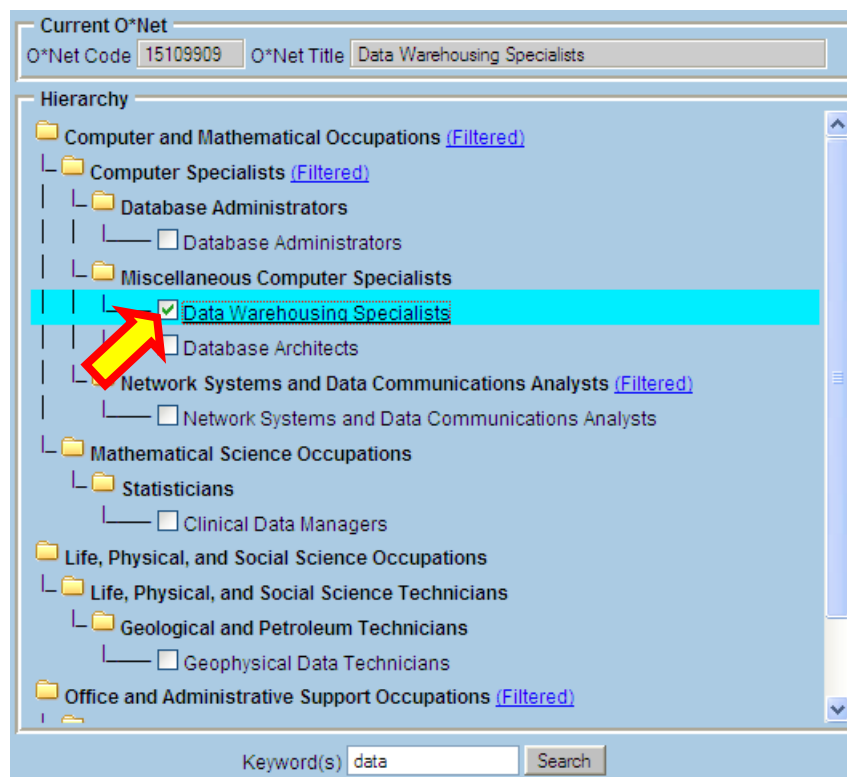
This O*Net search option tends to work best for staff who are reasonably familiar with the O*Net hierarchy. For most staff, the easiest and most direct option to use a keyword search.

Below the **Hierarchy** menu, there is a keyword search field. You may type the keyword(s) in the **Keywords(s)** field and click **Search** to return any matching results in the O*Net hierarchy.

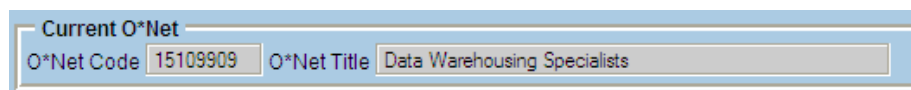


*Some O*Net titles are listed very specifically (e.g., the title for a car washer would be listed as Cleaners of Vehicles and Equipment). Therefore, the more you enter in the Keyword(s) field, the less likely it is you will get an exact title match. It is advisable to do a partial search (e.g., clean or cleaner), and you may want to try a few different keywords searches to get the right match.*

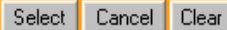
Let's imagine that we want to locate the *Data Warehousing Specialist* title again, only this time we want to find it using a keyword search. We could type *data* in the **Keyword(s)** field and click **Search**. This would search all of the **Hierarchy** folders for any job title results in the O*NET-SOC containing *data* in the title, as well as where the breakdown of where these titles are located in the **Hierarchy** system of folders and subfolders.



Notice that in both examples, once the title was selected, the **O*Net Code** and **O*Net Title** fields populated with the corresponding information.



At this point, we can use the buttons at the bottom of the **Hierarchy Search** tab.



- **Select:** Adds the selected title to the customer record
- **Cancel:** Closes the O*Net window without adding any information to the customer record
- **Clear:** Clears the selection/search information and closes the O*Net window without adding any information to the customer record

PLACEHOLDER O*NET CODE

At times, you may see that a placeholder O*Net code has been used in OSOS. It is labeled as *For API-use Only* and has a code of all 9's (eight 9's in total) as in this example.



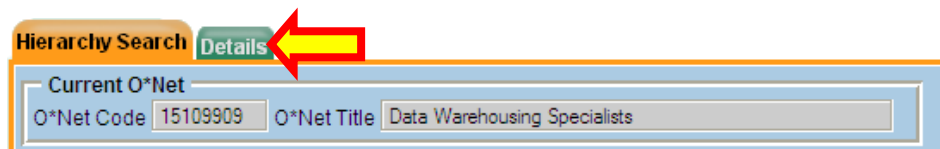
At this point, all staff should be discouraged from using the placeholder O*Net code. If this code has been entered anywhere on a customer's record, please make sure to update the corresponding field with the appropriate O*Net title.



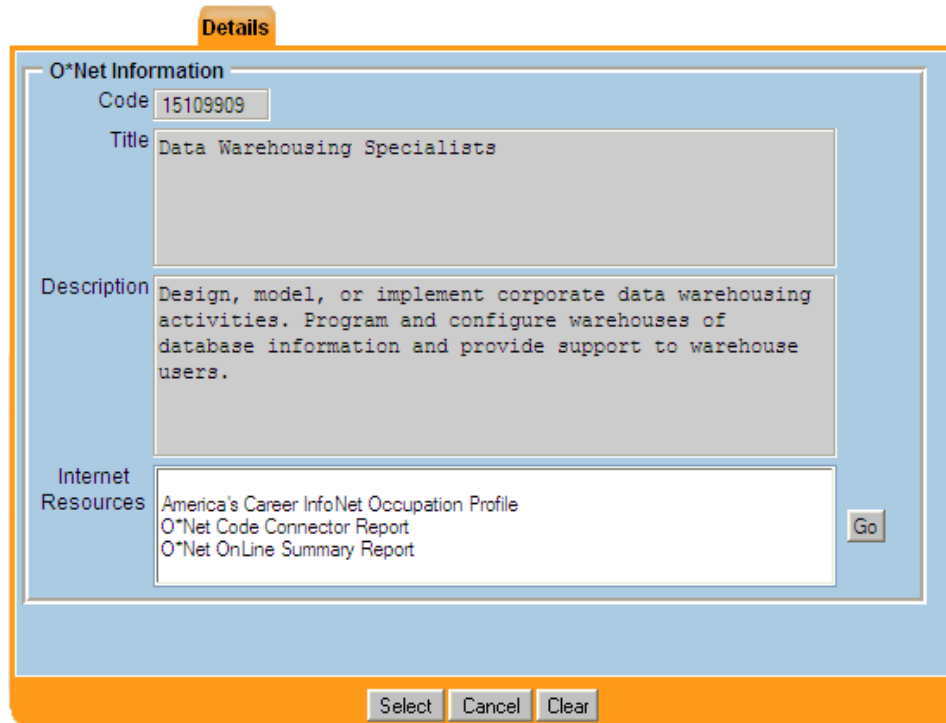
*Do not use the For API-use Only placeholder O*Net title. If you see that it has been entered in any of the O*Net fields on a customer's record, be sure to replace it with an appropriate O*Net title.*

DETAILS TAB

Once the O*Net title has been selected, the features in the **Details** tab of the O*Net window become accessible. With the O*Net title selected on the **Hierarchy Search** tab, click the **Details** tab.



The **Details** tab will also display the O*Net Code and Title in the **Code** and **Title** fields. Below these fields, a **Description** will populate for the O*Net title detailing the tasks and duties for the selected title.



The screenshot shows a window titled "Details" with a tab labeled "Details". Inside the window, there is a section titled "O*Net Information". This section contains three fields: "Code" with the value "15109909", "Title" with the value "Data Warehousing Specialists", and "Description" with the text "Design, model, or implement corporate data warehousing activities. Program and configure warehouses of database information and provide support to warehouse users." Below the description is a section titled "Internet Resources" containing a list of links: "America's Career InfoNet Occupation Profile", "O*Net Code Connector Report", and "O*Net OnLine Summary Report". A "Go" button is located to the right of this list. At the bottom of the window, there are three buttons: "Select", "Cancel", and "Clear".

You can also select any of the Internet Resources listed beneath the **Description** field then click **Go** to access labor market information (LMI), a detailed job summary, projected job outlook, salary projections, national distribution, associated knowledge, skills and abilities (KSA), related occupations and more.



This close-up view shows the "Internet Resources" section. A red rectangular box highlights the list of resources: "America's Career InfoNet Occupation Profile", "O*Net Code Connector Report", and "O*Net OnLine Summary Report". A yellow arrow with a red outline points from the first item in the list towards the "Go" button located to the right.



The **Description** field and **Internet Resources** can be useful when performing many different tasks, including:

- Verifying that the selected job title is correct
- Listing skills for jobs customer have had
- Assisting customers with describing employment-related skills
- Assessing a customer's skill set and career interests

The first listed **Internet Resource** is the *America's Career InfoNet Occupation Profile*. America's Career InfoNet is a job seeker resource created by the USDOL sponsored CareerOneStop. It provides easily accessible information on industry, salary and career outlook (breakout in New York and in the US), related videos and educational resources and other job seeker tools.

- Compare Employment Trends
- Industry/Occupation Trends
- Industry Information
- State Information
- Career Tools
- Videos
- Find It By Topic

AIRCRAFT STRUCTURE, SURFACES, RIGGING, AND SYSTEMS ASSEMBLERS: NEW YORK

Occupation Description

Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems.

State and National Wages

Wage Table
Hourly Wage Chart
Yearly Wage Chart

| Location | Pay Period | 2010 | | | | |
|---------------|------------|----------|----------|----------|----------|----------|
| | | 10% | 25% | Median | 75% | 90% |
| United States | Hourly | \$12.96 | \$15.59 | \$21.55 | \$27.99 | \$31.69 |
| | Yearly | \$27,000 | \$32,400 | \$44,800 | \$58,200 | \$65,900 |
| New York | Hourly | \$11.79 | \$13.36 | \$16.91 | \$22.57 | \$31.97 |
| | Yearly | \$24,500 | \$27,800 | \$35,200 | \$46,900 | \$66,500 |

[Occupation Wages FAQs](#)
[Median Wage by Occupation Across States](#)
[Compare Wages by Occupation and Local Area](#)
[Compare Wages by Metropolitan Areas](#)

National Data Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#)
State Data Source: [New York Wage Information](#)

[Back to Top](#)

State and National Trends

| United States | Employment | | Percent Change | Job Openings 1 |
|---|------------|--------|----------------|-----------------------------------|
| | 2008 | 2018 | | |
| Aircraft structure, surfaces, rigging, and systems assemblers | 44,100 | 48,200 | +9% | 1,340 |

| New York | Employment | | Percent Change | Job Openings 1 |
|----------|------------|------|----------------|-----------------------------------|
| | 2008 | 2018 | | |
| | | | | |

You can scroll further down in the page to review the knowledge, skills and abilities associated with this job, which are useful for developing a resume and other career exploration purposes.

Knowledge, Skills, and Abilities

The most important knowledge, skills, and abilities (KSAs) are listed for **Aircraft Structure, Surfaces, Rigging, and Systems Assemblers**.

Knowledge:

- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Design** - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Education and Training** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:

- **Quality Control Analysis** - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Operation Monitoring** - Watching gauges, dials, or other indicators to make sure a machine is working properly.

Abilities:

- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Finger Dexterity** - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Manual Dexterity** - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Near Vision** - The ability to see details at close range (within a few feet of the observer).
- **Far Vision** - The ability to see details at a distance.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Visualization** - The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Source: [Occupational Information Network: Aircraft Structure, Surfaces, Rigging, and Systems Assemblers](#).

[Back to Top](#)



The second listed resources under **Internet Resources** is the *O*Net Code Connector Report*. This report gives a brief, comprehensive overview of the occupation, comparable job titles, associated tasks and activities, related occupations and occupational title crosswalks for Military, Apprenticeship and DOT titles.

The O*NET-SOC Description on this page will match the **Description** field on the Details tab of the O*Net window in OSOS.

O*NET Code Connector

Occupation Quick Search:

Help Search
Share O*NET Sites

Aircraft Structure, Surfaces, Rigging, and Systems Assemblers - 51-2011.00

[More information from O*NET OnLine:](#)
[Summary](#) • [Details](#) • [Custom](#)

O*NET-SOC Description

Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems.

Sample of Reported Job Titles

| | |
|--|-----------------------|
| Sheet Metal Assembler and Riveter (SMAR) | Assembly Riveter |
| Structures Technician | Helicopter Technician |
| Helicopter Mechanic | Line Assembler |
| Aircraft Line Assembler | Structures Mechanic |

SOC Occupation Groups

| | |
|------------|---|
| 51-0000 | Production Occupations |
| 51-2000 | Assemblers and Fabricators |
| 51-2010 | Aircraft Structure, Surfaces, Rigging, and Systems Assemblers |
| 51-2011.00 | Aircraft Structure, Surfaces, Rigging, and Systems Assemblers |

Related Occupations

5 of 10 displayed

| | | |
|------------|--|---------|
| 17-3024.00 | Electro-Mechanical Technicians | ✔ Green |
| 49-3011.00 | Aircraft Mechanics and Service Technicians | |
| 49-9011.00 | Mechanical Door Repairers | |
| 51-2031.00 | Engine and Other Machine Assemblers | ✔ |
| 51-4022.00 | Forging Machine Setters, Operators, and Tenders, Metal and Plastic | |

Tasks

5 of 30 displayed

- Adjust, repair, rework, or replace parts and assemblies to eliminate malfunctions and to ensure proper operation.
- Align and fit structural assemblies manually, or signal crane operators to position assemblies for joining.
- Align, fit, assemble, connect, or install system components, using jigs, fixtures, measuring instruments, hand tools, or power tools.
- Assemble prefabricated parts to form subassemblies.
- Assemble prototypes or integrated-technology demonstrators of new or emerging environmental technologies for aircraft.

Detailed Work Activities

5 of 48 displayed

- adhere to safety procedures
- adjust or set mechanical controls or components
- align or adjust clearances of mechanical components or parts
- align or adjust clearances of vehicle body parts or components
- apply cleaning solvents

Military Crosswalk Titles

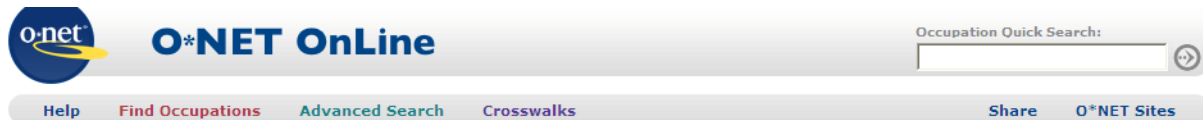
| | |
|--|---|
| Aircraft Intermediate Level Hydraulic/Pneumatic Mechanic (Marine Corps - Enlisted) | Aviation Boatswain's Mate, Launching and Recovery Equipment (Navy - Enlisted) |
| Aircraft Pneudraulics Repairer (Army Journeyman (Air Force - Enlisted) - Enlisted) | Missile And Space Systems Maintenance |
| Aircraft Structural Repairer (Army - Enlisted) | |

Apprenticeship Crosswalk Titles

| | |
|--|------------------------------|
| Aircraft Mechanic, Armament (Aircraft Manufacturing) | Assembler-Installer, General |
| Aircraft Mechanic, Plumbing and Hydraulics | Precision Assembler |
| Assembler, Aircraft, Structures and Surfaces | |

DOT Crosswalk Titles

The third and last listed option under **Internet Resources** is the *O*Net OnLine Summary Report*. This resource includes an extensive and thorough occupational overview, providing information also in the *O*Net Code Connector Report* and additional information about work context, work values, JobZone related information, associated tools and technology for the job and more.



Summary Report for: 51-2011.00 - Aircraft Structure, Surfaces, Rigging, and Systems Assemblers

Updated 2011
green

Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems.

Sample of reported job titles: Sheet Metal Assembler and Riveter (SMAR), Structures Technician, Helicopter Mechanic, Aircraft Line Assembler, Assembly Riveter, Helicopter Technician, Line Assembler, Structures Mechanic

View report:

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

Tasks

- Align and fit structural assemblies manually, or signal crane operators to position assemblies for joining.
- Assemble prefabricated parts to form subassemblies.
- Assemble, install, and connect parts, fittings, and assemblies on aircraft, using layout tools, hand tools, power tools, and fasteners such as bolts, screws, rivets, and clamps.
- Position and align subassemblies in jigs or fixtures, using measuring instruments and following blueprint lines and index points.
- Cut, trim, file, bend, and smooth parts, and verify sizes and fitting tolerances in order to ensure proper fit and clearance of parts.
- Read and interpret blueprints, illustrations, and specifications to determine layouts, sequences of operations, or identities and relationships of parts.
- Align, fit, assemble, connect, or install system components, using jigs, fixtures, measuring instruments, hand tools, or power tools.
- Join structural assemblies, such as wings, tails, or fuselage.
- Layout and mark reference points and locations for installation of parts or components, using jigs, templates, or measuring and marking instruments.
- Adjust, repair, rework, or replace parts and assemblies to eliminate malfunctions and to ensure proper operation.

[back to top](#)

Tools & Technology

Tools used in this occupation:

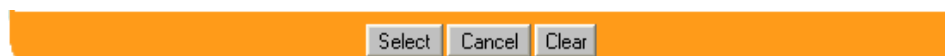
Reamers — Line reamers; Precision tapered reamers

Rivet tools — Alligator jaw compression riveters; C-yoke compression riveters; Metal bucking bars; Recoilless rivet hammers

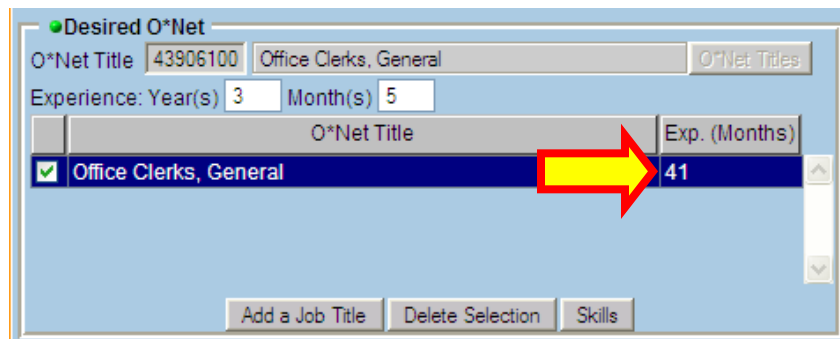
Screwdrivers — Offset screwdrivers; Straight screwdrivers

Specialty wrenches — Case wrenches; Gear shaft wrenches; Input wrenches; Spline key wrenches

After viewing the information and resources on the **Details** tab, you still have the options at the bottom of the tab to **Select**, **Cancel** and **Clear** the selected title.



Once you have selected the appropriate O*Net title to describe the customer's desired employment, be sure to enter the amount of experience the customer may have in this job title in the **Year(s)** and **Month(s)** fields. If the customer has no related work experience, nothing needs to be entered in these fields. The total number of months of experience the customer has for this O*Net title will populate in the **Exp. (Months)** column.



Desired O*Net

O*Net Title: 43906100 Office Clerks, General

Experience: Year(s) 3 Month(s) 5

| O*Net Title | Exp. (Months) |
|--|---------------|
| <input checked="" type="checkbox"/> Office Clerks, General | 41 |

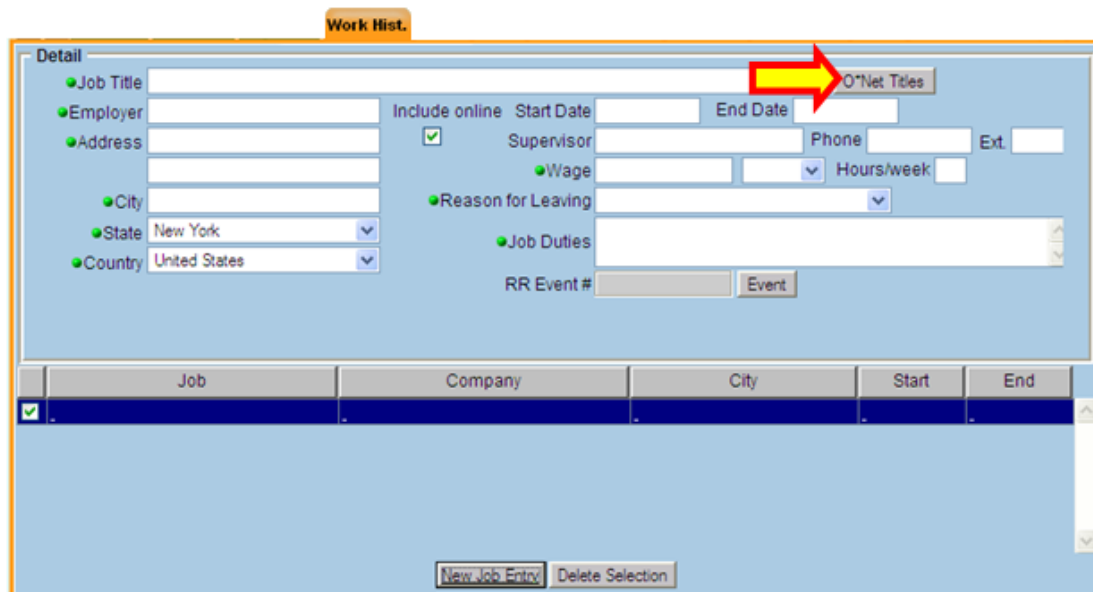
Buttons: Add a Job Title, Delete Selection, Skills



*You may work with customers who do not yet have a clear employment objective, or have the placeholder O*Net title (For API-use Only) entered in this field. Do not leave a placeholder O*Net in this field or leave this field blank. Work with the customer to select an appropriate O*Net title. This field can be updated with any new and/or additional **Desired O*Net** titles as the customer's employment objective(s) change.*

WORK HISTORY TAB

The **Work Hist.** tab in the **Customer Detail** window is where all of the customer's work history should be recorded in OSOS. For each job entry added to the record, a **Job Title** is required. This field should be populated by using the **O*Net Titles** button to the right of the field and following the steps outlined in the [O*Net Overview](#) to add the corresponding title.



Work Hist.

Detail

Job Title: [] O*Net Titles

Employer: []

Address: []

City: []

State: New York

Country: United States

Include online:

Start Date: [] End Date: []

Supervisor: [] Phone: [] Ext: []

Wage: [] Hours/week: []

Reason for Leaving: []

Job Duties: []

RR Event #: [] Event: []

| Job | Company | City | Start | End |
|-------------------------------------|---------|------|-------|-----|
| <input checked="" type="checkbox"/> | | | | |

Buttons: New Job Entry, Delete Selection



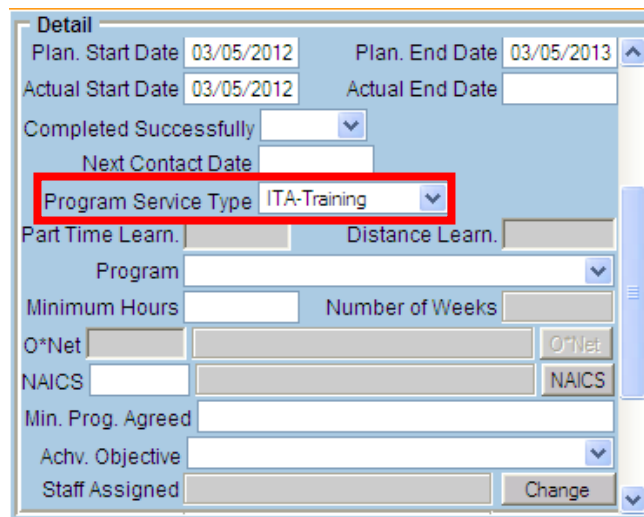
Once a job entry has been created on the **Work Hist.** tab and a **Job Title** has been added, all of the green-dotted fields become required and must be filled out before the entry can be saved to the record.

To complete the **Job Duties** field, you may utilize the **O*Net Internet Resources** and/or copy and paste from the **Description** field of the O*Net window **Details** tab to complete this field. These resources may also be useful to help fill out the **Additional Skills Text** field on the **Skills** tab of the **Customer Detail** window.

SERVICES TAB

On the **Services** tab of the **Services** window, an O*Net title must be added for any ITA or non-ITA training service added to a customer's record. This information was formerly collected on the **Training Add'l Info** tab of the **Services** window, but has been relocated to the **Services** tab to more easily track this information.

Once a training service has been added and the **Program Service Type** has been set to *ITA-Training* or *Non-ITA Training* (depending on whether or not the customer is being served with an individual training account), additional steps are needed to add an associated O*Net title to the service. You will need to scroll down in the **Detail** box to view the O*Net field. It will not be active to enter until funding has been attached to the training service.



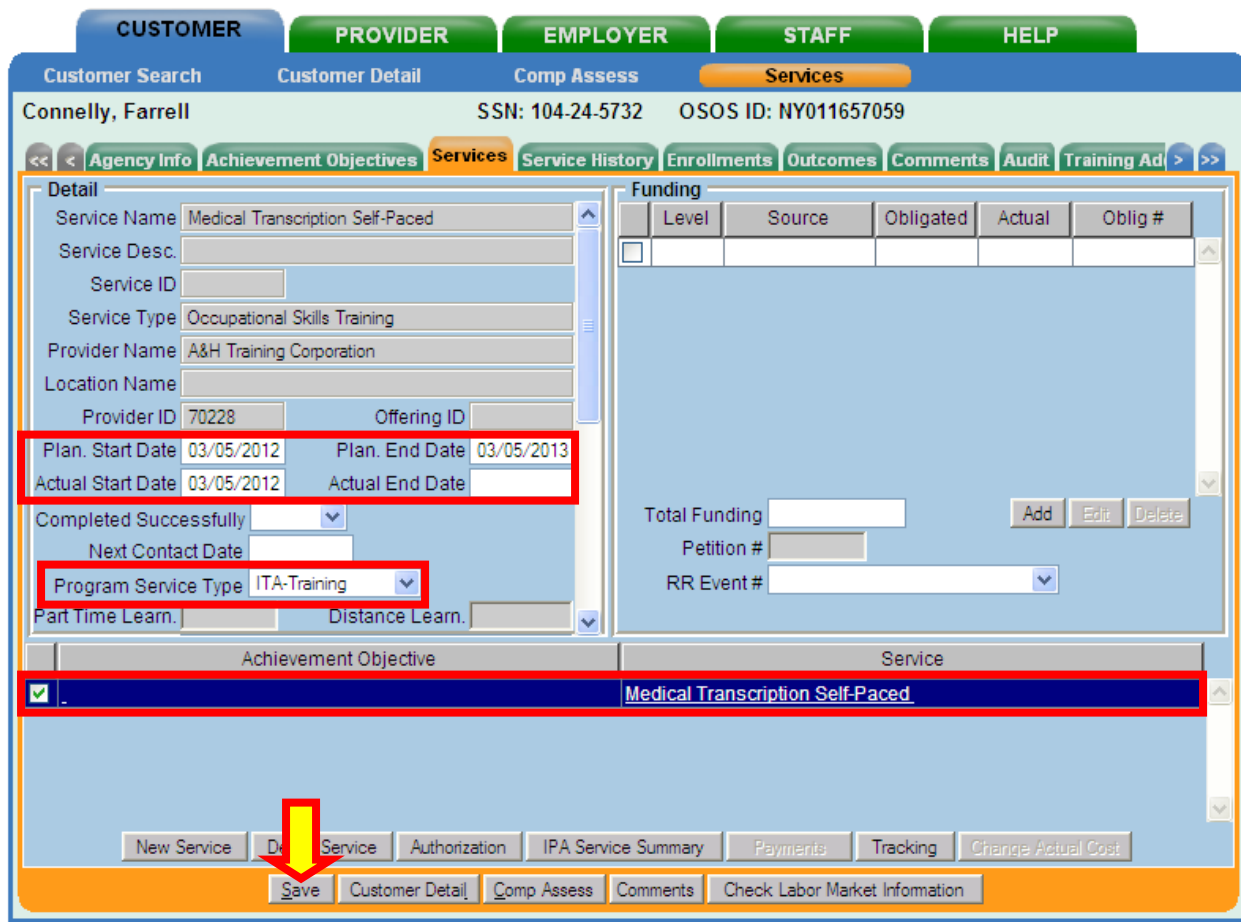

In most all cases, youth training (exceptions include GED training, Academic Learning, Literacy Training, etc.) does not require an associated O*Net title, and these training services should not be included in the adult and dislocated worker training counts for reporting. For youth training services only, the **Program Service Type** should be designated as Youth Services.

In this example, our customer invented for this example is receiving an L2 Training Service (*Medical Transcription Self-Paced*) and the **Program Service Type** is set to *ITA-Training* because the customer has an ITA. An O*Net title associated with the training is required.



*If the customer is currently in an employment-related training, you should take a moment to review the selected O*Net title for the **Desired O*Net** on the **Objective** tab to update this information. This is important since the customer may be taking training for a different type of employment than what the customer reported as the **Desired O*Net** at the time of registration in OSOS. Taking the time to update this field is good customer case management and will ensure that the customer receives the best possible job matches.*

First, you must save the service with at least a **Plan. Start Date**, **Plan. End Date**, **Actual Start Date** and **Program Service Type**.



Customer Search Customer Detail Comp Assess **Services**

Connelly, Farrell SSN: 104-24-5732 OSOS ID: NY011657059

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad > >>

Detail

Service Name: Medical Transcription Self-Paced
 Service Desc.:
 Service ID:
 Service Type: Occupational Skills Training
 Provider Name: A&H Training Corporation
 Location Name:
 Provider ID: 70228 Offering ID:

Plan. Start Date: 03/05/2012 Plan. End Date: 03/05/2013
 Actual Start Date: 03/05/2012 Actual End Date:

Completed Successfully: [v]
 Next Contact Date:
 Program Service Type: ITA-Training [v]
 Part Time Learn.: Distance Learn.:

Funding

| Level | Source | Obligated | Actual | Oblig # |
|--------------------------|--------|-----------|--------|---------|
| <input type="checkbox"/> | | | | |

Total Funding: [] Add Edit Delete
 Petition #: []
 RR Event #: [v]

| Achievement Objective | Service |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Medical Transcription Self-Paced |

New Service De [v] Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information



Next, fund the service with \$1.00 from the appropriate funding stream. This will make the **O*Net** field active. You will not be able to save the funded service until the **O*Net**, **Part Time Learn.** and **Distance Learn.** fields are completed.

Click the **O*Net** button to bring up the O*Net window.

Customer Search Customer Detail Comp Assess **Services**

Connelly, Farrell SSN: 104-24-5732 OSOS ID: NY011657059

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad >>

Detail

Part Time Learn. Distance Learn.

Program

Minimum Hours Number of Weeks

O*Net **O*Net**

NAICS NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned Change

WIB Assigned NYSDOL - CO

Agency DOL - Department of Labor Change Office

Office OSOS/REOS Central Support Unit

Orig. Obligation Total Obligation \$ 1.00

Offering Cost \$ 1.00 Actual Cost

Funding

| Level | Source | Obligated | Actual | Oblig # | |
|-------------------------------------|--------|----------------|---------|---------|---|
| <input checked="" type="checkbox"/> | State | Incumbent Work | \$ 1.00 | \$ 0.00 | . |

Total Funding \$ 1.00 Add Edit Delete

Petition #

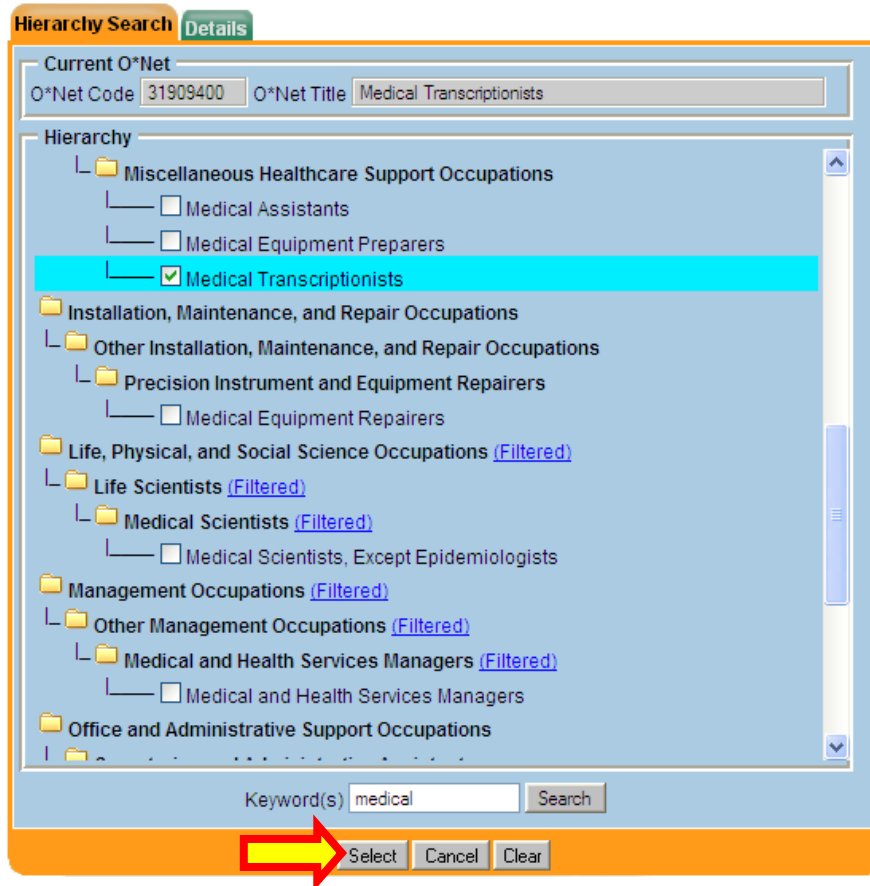
RR Event #

| Achievement Objective | Service |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Medical Transcription Self-Paced |

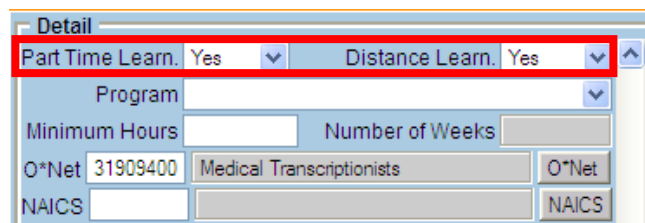
New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information

A quick keyword search of "medical" produces an exact O*Net title match for the type of training the customer is receiving. Click on *Medical Transcriptionists* to select the title and then click on the **Select** button to add it to the record.



This will return you to the **Services** window. Next, you will need to fill in the **Part Time Learn.** and **Distance Learn.** fields. The **Part Time Learn.** field indicates whether or not the training is part time. The **Distance Learn.** field indicates whether or not the training is taking place remotely. Select *Yes* or *No* as appropriate for both of these fields.



Click on **Save** to save this training service to the customer's record.

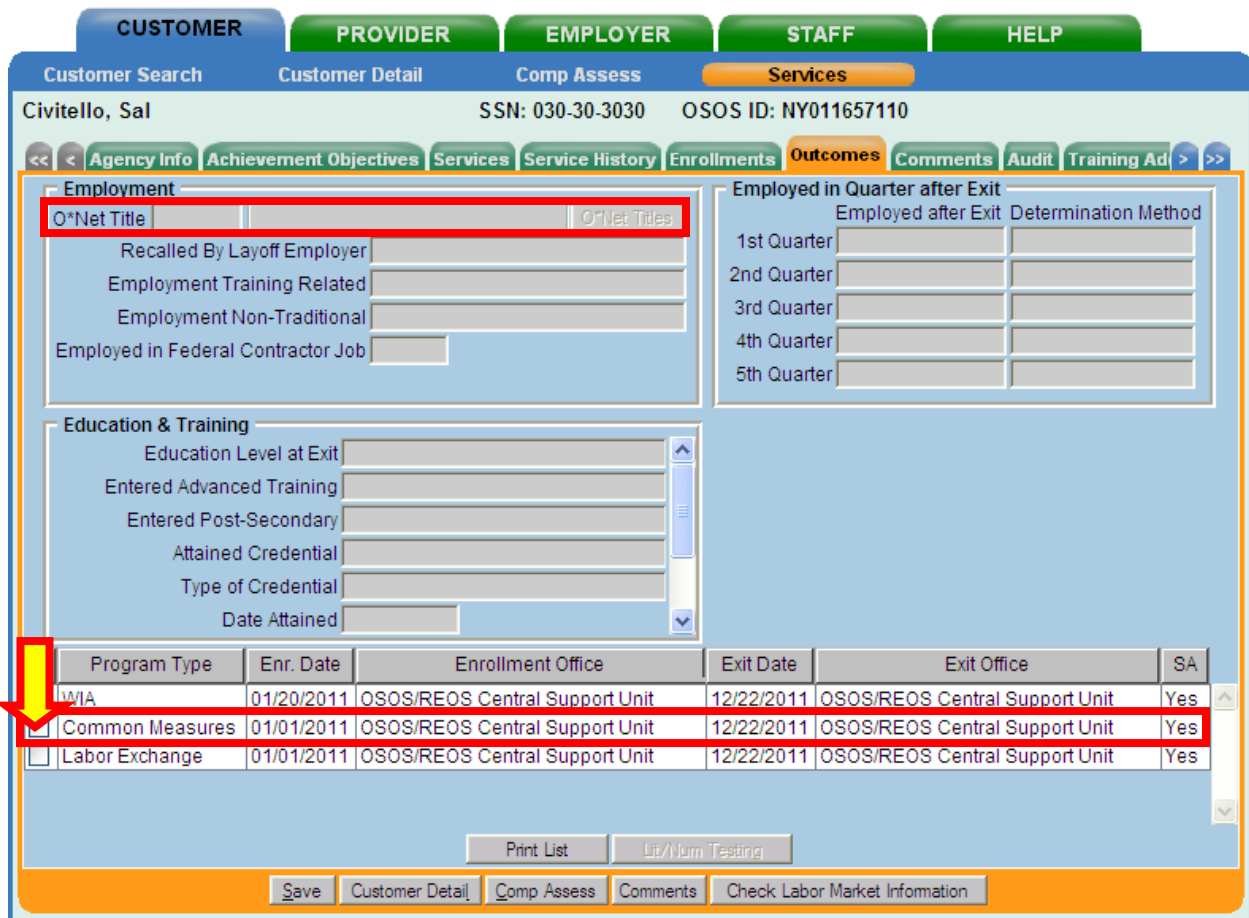
OUTCOMES TAB

The **Outcomes** tab in the **Services** window is used to track employment and training outcomes of customers after they have exited. Some of the fields on this tab, including those in the **Employed in Quarter after Exit** and the **Employment** boxes, are required Data Element Validation (DEV) fields for reporting and must be recorded if the customer has become employed within the first three quarters after exiting (See TA 11-12 for more about DEV).

If known, an O*Net title should be recorded for any customer who has become employed within the five calendar quarters after exiting. To begin, select the *Common Measures* enrollment from the list of enrollments.



*If the customer does not have any **Employment** or **Education & Training** outcomes to record, you do not need to enter anything on this tab. You can only add an O*Net title for customers who have become employed within the five quarters after exiting.*



Customer: Civitello, Sal **SSN:** 030-30-3030 **OSOS ID:** NY011657110

Outcomes Tab: Agency Info | Achievement Objectives | Services | Service History | Enrollments | **Outcomes** | Comments | Audit | Training Ad

Employment

O*Net Title O*Net Titles

Recalled By Layoff Employer

Employment Training Related

Employment Non-Traditional

Employed in Federal Contractor Job

Employed in Quarter after Exit

| Employed after Exit | Determination Method |
|---------------------|----------------------|
| 1st Quarter | <input type="text"/> |
| 2nd Quarter | <input type="text"/> |
| 3rd Quarter | <input type="text"/> |
| 4th Quarter | <input type="text"/> |
| 5th Quarter | <input type="text"/> |

Education & Training

Education Level at Exit

Entered Advanced Training

Entered Post-Secondary

Attained Credential

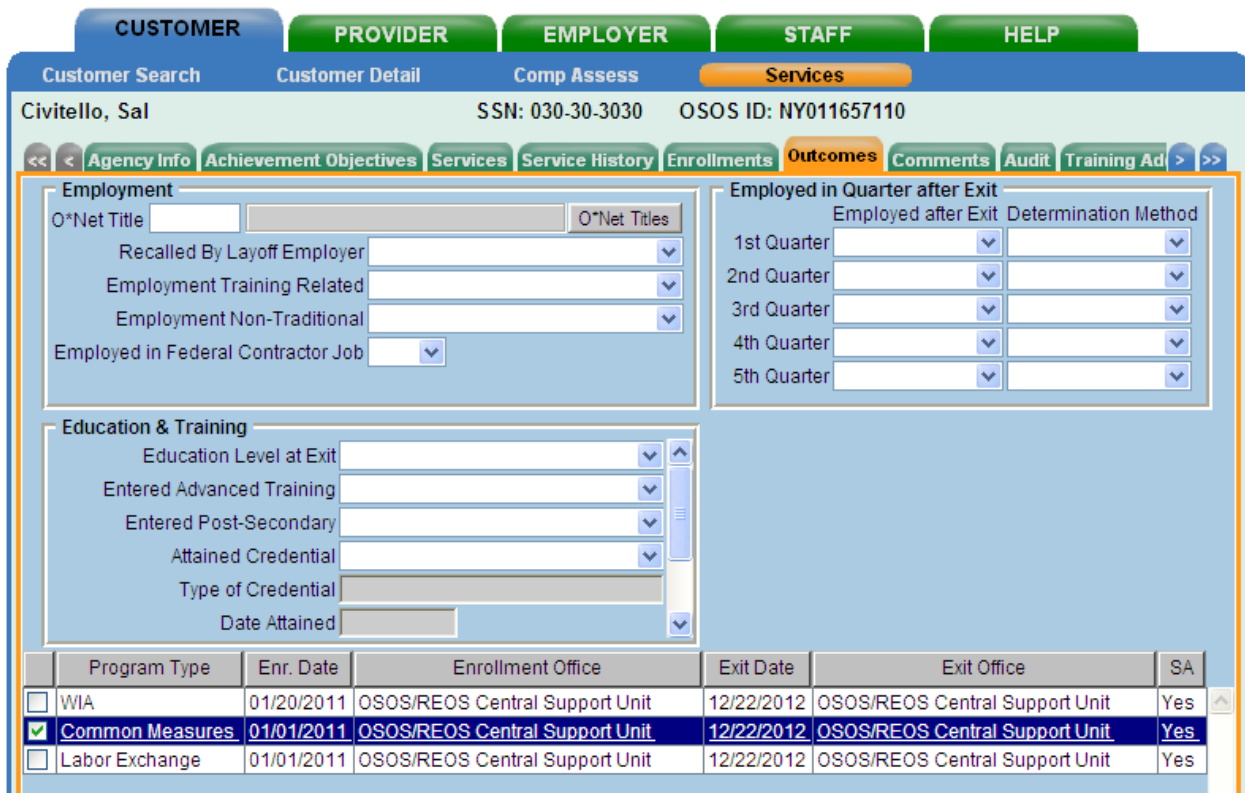
Type of Credential

Date Attained

| Program Type | Enr. Date | Enrollment Office | Exit Date | Exit Office | SA |
|---|------------|--------------------------------|------------|--------------------------------|-----|
| WIA | 01/20/2011 | OSOS/REOS Central Support Unit | 12/22/2011 | OSOS/REOS Central Support Unit | Yes |
| <input checked="" type="checkbox"/> Common Measures | 01/01/2011 | OSOS/REOS Central Support Unit | 12/22/2011 | OSOS/REOS Central Support Unit | Yes |
| <input type="checkbox"/> Labor Exchange | 01/01/2011 | OSOS/REOS Central Support Unit | 12/22/2011 | OSOS/REOS Central Support Unit | Yes |

Buttons: Print List, Lit/Hum Testing, Save, Customer Detail, Comp Assess, Comments, Check Labor Market Information

This will activate the fields on this tab for data entry.

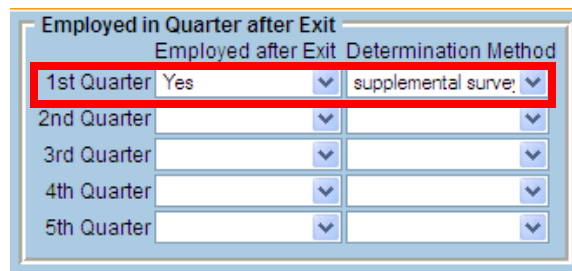


| Program Type | Enr. Date | Enrollment Office | Exit Date | Exit Office | SA |
|---|------------|--------------------------------|------------|--------------------------------|-----|
| <input type="checkbox"/> WIA | 01/20/2011 | OSOS/REOS Central Support Unit | 12/22/2012 | OSOS/REOS Central Support Unit | Yes |
| <input checked="" type="checkbox"/> Common Measures | 01/01/2011 | OSOS/REOS Central Support Unit | 12/22/2012 | OSOS/REOS Central Support Unit | Yes |
| <input type="checkbox"/> Labor Exchange | 01/01/2011 | OSOS/REOS Central Support Unit | 12/22/2012 | OSOS/REOS Central Support Unit | Yes |

Before you can enter an O*Net title under **Employment**, information must be entered in the **Employed in Quarter after Exit** fields. If this information has not been automatically populated by cross-matching data from the UI wage reporting system, you will need to manually enter it.

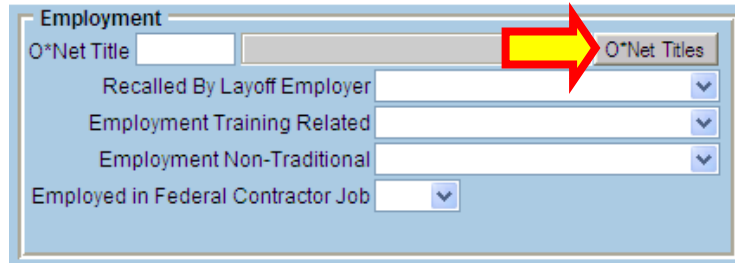
For each quarter after exit, you can select *No*, *Not Applicable* or *Yes* from the **Employed after Exit** drop-down field. The only option in the **Determination Method** drop-down field is *supplemental survey* (this still must be manually selected due to DEV requirements).

In our example case, the customer has become employed in the first quarter after exit. So we would choose *Yes* from the **Employed after Exit** field for the 1st Quarter and select *supplemental survey* from the **Determination Method** drop-down field.



| Employed in Quarter after Exit | Employed after Exit | Determination Method |
|--------------------------------|---------------------|----------------------|
| 1st Quarter | Yes | supplemental survey |
| 2nd Quarter | | |
| 3rd Quarter | | |
| 4th Quarter | | |
| 5th Quarter | | |

Next, you will need to add the corresponding **O*Net** title for the customer's employment. Click the **O*Net Titles** button and select the appropriate title.



The screenshot shows a form titled "Employment". It contains several fields and dropdown menus:

- O*Net Title: A text input field with a yellow arrow pointing to a button labeled "O*Net Titles".
- Recalled By Layoff Employer: A dropdown menu.
- Employment Training Related: A dropdown menu.
- Employment Non-Traditional: A dropdown menu.
- Employed in Federal Contractor Job: A dropdown menu.

Be sure to complete the rest of the **Employment** box. Then click **Save** to save your changes.



*If a customer has become employed (i.e., has an employment outcome), go ahead and change the **Employment Status** (located on the **Gen. Info** tab of the **Customer Detail** window) to Employed. Also, on the same tab, if the customer is no longer seeking employment, change the **Job Seeker** status to Inactive.*



RESOURCES AND ASSISTANCE

O*NET

<http://www.onetcenter.org>

America's Career InfoNet

<http://www.careerinfo.net/>

TA 11-12: Data Element Validation for the Workforce Investment Act, Wagner-Peyser, Veterans Employment and Training Service and Trade Adjustment Assistance/Trade and Globalization Adjustment Assistance Programs

<http://labor.ny.gov/workforcenypartners/ta/TA11-12.pdf>

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtml>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov