

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

O*NET OnLine
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Occupation Quick Search:
drafter

Help Find Occupations Advanced Search Crosswalks Share O*NET Sites

Build your future with O*NET OnLine.

Welcome to your tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

What is O*NET?

Occupation Search Keyword or O*NET-SOC Code:

Find Occupations Browse groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.

Advanced Search Focus on occupations that use a specific tool or software. Explore occupations that need your skills.

Crosswalks Connect to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET-SOC occupation.

What's New? New BLS projections and industry info in O*NET Websites. Learn More. Get O*NET news by email or RSS.

I want to be a... Start the career you've dreamed about, or find one you never imagined. Find It Now at My Next Move.

ATTN: VETERANS Put your military skills and experience to work in civilian life. Learn how at: MY NEXT MOVE FOR VETERANS. Get Started.

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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

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. Below the logo 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 yellow circle highlights the text 'Showing top 20 occupations for drafter'. A table of results follows, with columns for 'How do they match?', 'Code', and 'Occupation'. The first few rows are: '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', and '17-2022.00 Civil Engineering Technicians'. A yellow circle labeled 'a' is next to the first row. A yellow circle labeled 'b' is next to the search results text, with an arrow pointing to the 'Electrical Drafters' entry.

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
	17-2022.00	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.

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

o-net **O*NET OnLine**
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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.

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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

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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](#)

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- 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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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 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 Employee Retention and Advancement Training (ERAT) RFA

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 a search bar labeled "Occupation Quick Search:". Below the header 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 and a list of "Sample of reported job titles". A navigation bar contains tabs for "View report:", "Summary", "Details", and "Custom". Below this 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 section titled "Tasks" (circled in orange) with a sub-header "15 of 15 displayed" and a list of five tasks. Below that is a section titled "Tools & Technology" (circled in orange) with a sub-header "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 Employee Retention and Advancement Training (ERAT) RFA

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

The screenshot shows the 'Job Zone' section of an O*NET occupation page. The 'Job Zone' is identified as 'Job Zone Three Medium Preparation Needed'. Below this, there are sections for 'Education', 'Related Experience', 'Job Training', and 'Job Zone Examples'. The 'SVP Range' is listed as '(6.0 to < 7.0)'. The 'Education' section includes a bar chart showing the percentage of respondents for different education levels: Post-secondary certificate (30%), Bachelor's degree (21%), and Associate's degree (19%). At the bottom, there are buttons for 'Find Training', 'Find Certifications', 'Find Licenses', and 'Find Apprenticeships'. Annotations 'a' and 'b' are placed on the page: 'a' is on the 'Job Zone' header and the 'Job Zone Three' title; 'b' is on the 'back to top' link and the 'Find Certifications' button. A yellow callout box points to the 'Find Certifications' button with the text: '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 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.

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

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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
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- 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.