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# Use of O\*NET in Job Analysis

**Workshop on the Uses of O\*NET**

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**Presented to**

**The National Academies**

**Committee on National Statistics**

**Panel to Review the Occupational Information Network**

**(O\*NET)**

- **Representative work analysis studies using O\*NET 1998 to present**
- **Various organizations—private and public**
- **Several Purposes**
- **All positive outcomes**
- **Strengths and weaknesses**

**Job:** First Line Supervisor  
116 job titles: 200+ employees

**Purposes:** Job analysis to support: job grouping;  
development of selection tests;  
validation; building transportability  
process

**O\*NET Specifics:** 1996 Formats  
GWAs – level (1 – 7)  
frequency (1 – 7)  
importance (1 – 5)  
Skills – level (1 – 7)  
importance (1 – 5)  
required at entry (1 – 2)

**Data:** 500 JAQs distributed—65% return

**Analyses:** 33 GWAs; 33 Skills  
Criticality index—level x importance  
Cluster analysis—GWA criticality—one cluster

Transport process:  
65% overlap with target job (minimum)  
Communality required on both GWAs and Skills

**Jobs:** Spectrum of hospitality industry work  
44 specific titles /63 matches to O\*NET

**Purposes:** Job analysis to support: job grouping;  
content validation of selection procedure

**O\*NET Specifics:** Skills—35 (importance; required at entry)  
Work Styles—16 (importance; required at entry)  
Abilities—52 (importance; required at entry)  
GWAs—41 (importance; frequency)

**Data:** 136 SMEs/Analysts

**Analyses:** Cluster analysis of GWAs (importance rating) for 63 matched titles—8 families (admin, customer service, food & beverage, steward & cleaning, etc.)

Linkage of selection interview questions to critical GWAs (SME panels)—content validation argument

**Jobs:** Most found in municipal government  
900+ job titles

**Purposes:** Job analysis to define job clusters and progressions; develop job requirements; prepare job descriptions

**O\*NET Specifics:** GWAs—level (1 – 7)  
Skills—importance (1 – 5)  
Abilities—importance (1 – 5)  
Work context—frequency (1 – 5)

**Data:** Automated data collection in March – April, 2009

## **Analyses (planned):**

GWAs (level)—job clusters (16?)  
progressions within family

Skills	}	Compare to O*NET data base; supplement job descriptions
Abilities		
Work context		

# Organization: Various Industrial and Refining



**Jobs:** Operators  
Maintenance

**Purposes:** Job information to support development and validation of selection procedures

**O\*NET Specifics:** Existing formats with modifications used for JAQs

O\*NET Tasks→JAQ Tasks (importance)

O\*NET Skills→JAQ Skills (importance;  
required at entry)

# Organization: Various Industrial and Refining (cont.)



**Data:** Tasks and Skills become part of JAQs sent to SMEs

**Analyses:** Tasks content linkages  
performance measurement linkages  
Skills job requirements  
content linkages  
transport validity analyses

**Job:** Agent

**Purposes:** Job analysis to build job description and develop and/validate selection procedures

**O\*NET Specifics:** Skills  
Abilities  
Work Styles  
Interests and Values

**Data:** O\*NET content used to develop custom JAQ for on-line administration to SMEs

**Job:** Controller/Dispatcher

**Purpose:** Job analysis to support transport of selection procedures

**O\*NET Specifics:** Abilities (importance, required at entry)

**Data:** Job analyst ratings

**Analyses:** Insufficient overlap

- When sufficient analyses completed for a title – sound database for multiple uses:
  - **Benchmarking**
  - **Clustering**
  - **Building job requirements**
  - **Supporting validation studies**
- Some O\*NET/census jobs titles are too broad – what specific title is most relevant?

- Availability of task data
- Potential value in EEO litigation when work information is relevant
- Communications about O\*NET