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Errata Sheet Number 4
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December 15, 2005

One element description and multiple task statements contained typographical errors. In addition, one occupation description was incorrect. The O*NET database was corrected to fix the errors.

File Name	Required Action
onet_soc_data.txt	<p>Replace the description for 27-1013.03 (Cartoonists) with the following:</p> <p>“Draw cartoons or other animated images for publication, motion pictures, or television. May specialize in creating storyboards, laying out scenes, painting, developing characters, or cleanup.”</p> <p>The previously published description was a duplicate of the description for 27-1013.00.</p>
onet_content_model_reference.txt	<p>Replace one instance of the word “occupation” with the word “occupations” in the description of element 1.B.2 (Occupational Values).</p> <p>The element description now reads in full:</p> <p>“Occupational Reinforcer Patterns (ORPs) indicate which work values and needs are likely to be reinforced or satisfied by a particular O*NET-SOC occupation. The use of work values to describe occupations is based on the Theory of Work Adjustment (TWA) developed during the Work Adjustment Project at the University of Minnesota under Research Grants from the U.S. Department of Health, Education and Welfare (Dawis, R.V., England, G.W., & Lofquist, L.H., 1964; Dawis, R.V., & Lofquist, L.H., 1984). This theory proposes that job satisfaction is directly related to the degree to which a person's values and corresponding needs are satisfied by his or her work environment. The TWA identifies six work values each with a corresponding set of needs. Nine hundred O*NET-SOC occupations have an ORP consisting of: 1) 6 numerical scores indicating the mean extent to which each work value is reinforced; and 2) 21 numerical scores indicating the extent to which each need is reinforced.”</p>
Tasks.txt	<p>Replace the word “acquisition” with the word “acquisitions” in the third task statement of 11-3041.00 (Compensation and Benefits Managers).</p> <p>The task now reads in full: “Administer, direct, and review employee benefit programs, including the integration of benefit programs following mergers and acquisitions.”</p>
Tasks.txt	<p>Replace the word “confers” with the word “confer” in the third task</p>

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	<p>statement of 17-3026.00 (Industrial Engineering Technicians).</p> <p>The task now reads in full: “Interpret engineering drawings, schematic diagrams, or formulas and confer with management or engineering staff to determine quality and reliability standards.”</p>
Tasks.txt	<p>Replace the word “contast” with the word “contrast” in the twentieth task statement of 29-2034.02 (Radiologic Technicians).</p> <p>The task now reads in full: “Prepare contrast material, radiopharmaceuticals and anesthetic or antispasmodic drugs under the direction of a radiologist.”</p>
Tasks.txt	<p>Insert a comma after the word “sales” in the eighteenth task statement of 39-9031.00 (Fitness Trainers and Aerobics Instructors).</p> <p>The task now reads in full: “Promote health clubs through membership sales, and record member information.”</p>
Tasks.txt	<p>Replace the word “document” with the word “documents” in the fifth task statement of 43-6012.00 (Legal Secretaries).</p> <p>The task now reads in full: “Make photocopies of correspondence, documents, and other printed matter.”</p>
Tasks.txt	<p>Modify the wording of the sixth task statement of 43-6012.00 (Legal Secretaries).</p> <p>The task now reads in full: “Organize and maintain law libraries, documents, and case files.”</p>
Tasks.txt	<p>Replace the words “data base” with the word “database” in the tenth task statement of 43-6012.00 (Legal Secretaries).</p> <p>The task now reads in full: “Review legal publications and perform database searches to identify laws and court decisions relevant to pending cases.”</p>
Tasks.txt	<p>Replace the word “medial” with the word “medical” in the eleventh task statement of 49-9062.00 (Medical Equipment Repairers).</p>

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	<p>The task now reads in full: “Test, evaluate, and classify excess or in-use medical equipment and determine serviceability, condition, and disposition in accordance with regulations.”</p>
Tasks.txt	<p>Replace the period after the word “techniques” with a comma in the twelfth task statement of 51-9131.02 (Photographic Reproduction Technicians).</p> <p>The task now reads in full: “Reads work order to determine required processes, techniques, materials, and equipment.”</p>
Tasks.txt	<p>Replace the word “Position” with the word “Positions” in the fifth task statement of 53-3032.01 (Truck Drivers, Heavy).</p> <p>The task now reads in full: “Positions blocks and ties rope around items to secure cargo for transport.”</p>
Tasks.txt	<p>Remove the comma after “such as” in the second task statement of 53-7062.02 (Laborers and Freight, Stock, and Material Movers, Hand).</p> <p>The task now reads in full: “Rigs and dismantles stage or set equipment such as frames, scaffolding, platforms, or backdrops, using carpenter’s hand tools.”</p>
Tasks.txt	<p>Replace the word “record-keeping” or the words “record keeping” with the word “recordkeeping” in ten task statements.</p> <p>The affected tasks now read in full:</p> <p>11-1011.00, task 4: “Coordinate the development and implementation of budgetary control systems, record keeping systems, and other administrative control processes.”</p> <p>11-1011.01, task 9: “Establishes and maintains comprehensive and current recordkeeping system of activities and operational procedures in business office.”</p> <p>11-2022.00, task 6: “Direct, coordinate, and review activities in sales and service accounting and recordkeeping, and in receiving and shipping operations.”</p> <p>11-9011.02, task 1: “Directs and coordinates worker activities, such as planting, irrigation, chemical application, harvesting, grading, payroll, and recordkeeping.”</p>

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	<p>13-1071.02, task 17: “Supervise personnel clerks performing filing, typing and record keeping duties.”</p> <p>13-2011.01, task 7: “Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.”</p> <p>21-1022.00, task 13: “Oversee Medicaid- and Medicare-related paperwork and record keeping in hospitals.”</p> <p>23-2093.00, task 3: “Enter into record keeping systems appropriate data needed to create new title records or update existing ones.”</p> <p>25-4012.00, task 2: “Develop and maintain an institution’s registration, cataloging, and basic record keeping systems, using computer databases.”</p> <p>43-5071.00, task 4: “Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and record keeping purposes.”</p>
Tasks.txt	<p>Replace the word “followup” with the word “follow-up” in two task statements.</p> <p>The affected tasks now read in full:</p> <p>19-4061.00, task 13: “Track research participants, and perform any necessary follow-up tasks.”</p> <p>29-1123.00, task 10: “Discharge patient from physical therapy when goals or projected outcomes have been attained and provide for appropriate follow-up care or referrals.”</p>
Tasks.txt	<p>Replace the word “chalkline” or “chalklines” with the words “chalk line” or “chalk lines”, respectively, in four task statements.</p> <p>The affected tasks now read in full:</p> <p>47-2081.02, task 8: “Lays out reference lines and points, computes position of framing and furring channels, and marks position, using chalk line.”</p> <p>47-2142.00, task 7: “Mark vertical guidelines on walls to align strips, using plumb bobs and chalk lines.”</p> <p>47-2181.00, task 12: “Install partially overlapping layers of material over roof insulation surfaces, determining distance of roofing material overlap using chalk lines, gauges on shingling hatchets, or lines on shingles.”</p> <p>47-5051.00, task 6: “Mark dimensions or outlines on stone prior to cutting, using rules and chalk lines.”</p>
Tasks.txt	<p>Remove a space after a hyphen in four task statements.</p> <p>The affected tasks now read in full:</p> <p>33-9032.00, task 7: “Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is</p>

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	closed.” 45-1011.04, task 8: “Inspects facilities to determine maintenance needs, such as malfunctioning environmental-control system, clogged sprinklers, or missing glass panes in greenhouse.” 51-4072.04, task 14: “Repairs or replaces damaged molds, pipes, belts, chains, or other equipment, using hand tools, hand-powered press, or jib crane.” 51-4081.02, task 1: “Activates and tends or operates machines to cut, shape, thread, bore, drill, tap, bend, or mill metal or non-metallic material.”

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November 4, 2005

Three task statements contained typographical errors. The O*NET database was corrected to fix the errors.

File Name	Required Action
Tasks.txt	<p>Replace the word “ships” with the word “strips” in the second task statement of 47-2131.00 (Insulation Workers, Floor, Ceiling, and Wall).</p> <p>The task now reads in full: “Cover, seal, or finish insulated surfaces or access holes with plastic covers, canvas strips, sealants, tape, cement or asphalt mastic.”</p>
Tasks.txt	<p>Replace the wording of the second task statement of 47-2132.00 (Insulation Workers, Mechanical) with the following:</p> <p>“Cover, seal, or finish insulated surfaces or access holes with plastic covers, canvas strips, sealants, tape, cement or asphalt mastic.”</p>
Tasks.txt	<p>Replace the word “bents” with the word “vents” in the sixth task statement of 47-2081.02 (Drywall Installers).</p> <p>The task now reads in full: “Assembles and installs metal framing and decorative trim for windows, doorways, and vents.”</p>

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September 30, 2005

The Job Zone descriptions were revised to reflect updated occupational job zone classifications. In addition, the O*NET database was corrected to fix several typographical errors.

File Name	Required Action
job_zone_reference.txt	<p>Replace the “Examples” text for all Job Zones, and the “Experience” text for Job Zones 1 and 2, with the text below.</p> <p>Through the data collection effort, the Job Zone assignments have been updated for many occupations. Consequently, the examples listed in the Job Zone descriptions did not reflect the latest occupational knowledge. The examples for all Job Zones, along with the experience descriptions for Job Zones 1 and 2, have been revised to include occupations that better represent the Job Zone.</p> <p>Job Zone 1 - Experience: No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.</p> <p>Job Zone 1 - Examples: These occupations involve following instructions and helping others. Examples include taxi drivers, amusement and recreation attendants, counter and rental clerks, cashiers, and waiters/waitresses.</p> <p>Job Zone 2 - Experience: Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.</p> <p>Job Zone 2 - Examples: These occupations often involve using your knowledge and skills to help others. Examples include sheet metal workers, forest fire fighters, customer service representatives, pharmacy technicians, salespersons (retail), and tellers.</p> <p>Job Zone 3 - Examples: These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include funeral directors, electricians, forest and conservation technicians, legal secretaries, interviewers, and insurance sales agents.</p> <p>Job Zone 4 - Examples: Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, human resource managers, computer programmers, teachers, chemists, and police detectives.</p>

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File Name	Required Action
	<p>Job Zone 5 - Examples: These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include librarians, lawyers, aerospace engineers, physicists, school psychologists, and surgeons.</p>
onet_content_model_reference.txt	<p>Capitalize the first letter of the description for Element 4.B.2.b.2 (Role Negotiability).</p> <p>The description now reads in full: “The extent to which an individual can negotiate his/her role in an organization”</p>
onet_content_model_reference.txt	<p>Remove the trailing period from the ID of Element 5 (Occupation-Specific Information). This changes the formatting of the element ID to be consistent with the rest of the file.</p>
onetsoc_data.txt	<p>Capitalize the first letter of the word “except” in the title of 51-9195.01 (Precision Mold and Pattern Casters, Except Nonferrous Metals). This changes the capitalization of this title to be consistent with other O*NET-SOC titles.</p>
onetsoc_data.txt	<p>Delete the last sentence from the description of 15-1081.00 (Network Systems and Data Communications Analysts).</p> <p>The description now reads in full: “Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Includes telecommunications specialists who deal with the interfacing of computer and communications equipment.”</p>
Tasks.txt	<p>Replace non-ASCII characters in the first and fourth task statements of 35-2013.00 (Cooks, Private Household) with apostrophes. These special characters were not displayed consistently on all systems.</p> <p>The tasks now read in full: “Prepare meals in private homes according to employers’ recipes or tastes, handling all meals for the family and possibly for other household staff.” and “Plan menus</p>

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File Name	Required Action
	according to employers' needs and diet restrictions.”
Tasks.txt	<p>Capitalize the first letter of the eighth task statement of 51-9195.01 (Precision Mold and Pattern Casters, Except Nonferrous Metals).</p> <p>The task now reads in full: “Combines or melts ingredients to attain specified viscosity and shape.”</p>
Tasks.txt	<p>Replace all instances of ");" with ";" in nine task statements as listed below.</p> <p>The edited tasks are:</p> <ul style="list-style-type: none"> • 11-9041.00 (Engineering Managers), task 6, ID 1065 • 35-2014.00 (Cooks, Restaurant), task 11, ID 2178 • 35-3022.00 (Counter Attendants, Cafeteria, Food Concession, and Coffee Shop), task 7, ID 2265 • 35-3022.00 (Counter Attendants, Cafeteria, Food Concession, and Coffee Shop), task 9, ID 2267 • 35-3031.00 (Waiters and Waitresses), task 6, ID 2280 • 49-1011.00 (First-Line Supervisors/Managers of Mechanics, Installers, and Repairers), task 4, ID 2915 • 49-1011.00 (First-Line Supervisors/Managers of Mechanics, Installers, and Repairers), task 10, ID 2921 • 49-9098.00 (Helpers--Installation, Maintenance, and Repair Workers), task 8, ID 3087 • 53-3041.00 (Taxi Drivers and Chauffeurs), task 15, ID 3180
Tasks.txt	<p>Add the word “equipment” to end the fourth task statement of 27-4021.01 (Professional Photographers). The last word of the task was missing in earlier releases of the database.</p> <p>The task now reads in full: “Directs activities of workers assisting in setting up photographic equipment.”</p>

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July 19, 2005

The descriptive metadata in one Abilities field contained errors. The O*NET database was corrected to fix the errors.

File Name	Required Action
Ability.txt	<p>Change the sample size N to 8 for all Abilities with a Domain Source of “Analyst”. 39,520 total rows match this criteria.</p> <p>Due to a data processing error, the Abilities metadata added since the 6.0 database release (July 2004) onward reported an incorrect sample size for new analyst data. In the incorrect file, sample size N varied between 0 and 8 for Importance data, and was listed as “n/a” for Level data. In all cases, the sample size N should have been reported as 8. The sample size for 5.1 data (March 2003) was reported correctly.</p> <p>Abilities ratings data, and other metadata such as the “Recommend Suppress” and “Not Relevant” flags, are unaffected by this error. Only developers and researchers who use the sample size metadata are impacted.</p>