

## JOFI<sup>®</sup> Job Families

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Grouping jobs into job families allows practitioners to access useful information about jobs that is optimally organized for their needs. More occupational data is available to inform the decisions of employers, educators and workforce professionals than ever before. But what level of detail is needed? At one extreme, every job is unique and worthy of nuanced attention. At the other, a job is a job and general rules apply to all jobs.

A job family is a set of jobs that are logically grouped by similar job characteristics. At Metrics Reporting, we concluded that the most practical method for establishing job families was to group similar jobs based on two characteristics: occupational category and preparation level. The Bureau of Labor Statistics (BLS) and the U.S. Department of Labor (USDOL) have helpful, non-proprietary frameworks. We aligned our occupational categories with the BLS Standard Occupational Classification (SOC) codes, and we aligned our preparation levels with the O\*NET Job Zones:

- Occupational Categories: We used the 23 SOC major groups. Reference Figure 1 for a list of the 23 SOC major groups.
- Preparation Levels: We defined five levels aligned with five job zones, ranging from Job Zone One: Little or No Preparation Needed, to Job Zone Five: Extensive Preparation Needed. Reference Figure 2 for complete descriptions of the O\*NET Job Zones.

Using this model, we identified 73 job families that cover all jobs in the US economy. Reference Figure 1 for the table of job families. Further, we standardized the job family numbering to assist practitioners. The three-digit code has the occupational category (SOC major group) as the first two digits and the preparation level (O\*NET Job Zone) as the third digit. For example, JOFI-114 refers to SOC major group 11: Management, Job Zone 4.

Workforce practitioners that are actively implementing evidence-based selection processes or evidence-based career navigation processes will find the JOFI job families helpful to their work. Please contact [james.guest@metricsreporting.com](mailto:james.guest@metricsreporting.com) for more information.

## Figure 1: JOFI® Job Families

The table below illustrates the number of O\*NET codes that are included in each of the 73 JOFI job families.

Major SOC Group	JZ1	JZ2	JZ3	JZ4	JZ5	Totals
11 - Management		2	8	40	9	59
13 - Business and Financial Operations		1	8	39	2	50
15 - Computer and Mathematical			3	30	5	38
17 - Architecture and Engineering		2	15	38	4	59
19 - Life, Physical, and Social Science			9	19	38	66
21 - Community and Social Service				9	9	18
23 - Legal		2	1		5	8
25 - Educational Instruction and Library			4	15	49	68
27 - Arts, Design, Entertainment, Sports, and Media		3	20	21	1	45
29 - Healthcare Practitioners and Technical		1	31	9	55	96
31 - Healthcare Support		8	12			20
33 - Protective Service		11	15	2		28
35 - Food Preparation and Serving Related	7	9	2			18
37 - Building and Grounds Cleaning and Maintenance	3	6	1			10
39 - Personal Care and Service	1	18	14	1		34
41 - Sales and Related	3	8	3	9		23
43 - Office and Administrative Support		40	13	2		55
45 - Farming, Fishing, and Forestry	8	4	2			14
47 - Construction and Extraction	7	47	11			65
49 - Installation, Maintenance, and Repair		19	33			52
51 - Production	7	85	22			114
53 - Transportation and Material Moving	1	45	9	2		57
55 - Military Specific*			11	8		19
<b>Totals</b>	<b>37</b>	<b>311</b>	<b>247</b>	<b>244</b>	<b>177</b>	<b>1016</b>

\*Note: Military Specific O\*NET codes do not have job zone data. Military codes are assigned to job families as follows: Officers are assigned to JOFI-554 and all others are assigned to JOFI-553.

## Figure 2: JOFI Preparation Levels

The five JOFI preparation levels align with the five O\*NET Job Zones.

O*NET Job Zones					
Job Zone	Name	Experience	Education	Job Training	Examples
1	<b>Job Zone One:</b> Little or No Preparation Needed	Little or no previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a waiter or waitress even if he/she has never worked before.	Some of these occupations may require a high school diploma or GED certificate.	Employees in these occupations need anywhere from a few days to a few months of training. Usually an experienced worker could show you how to do the job.	These occupations involve following instructions and helping others. Examples include taxi drivers, amusement and recreation attendants, counter and rental clerks, non-farm animal caretakers, continuous mining machine operators, and waiters/waitresses.
2	<b>Job Zone Two:</b> Some Preparation Needed	Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.	These occupations usually require a high school diploma.	Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.	These occupations often involve using your knowledge and skills to help others. Examples include sheet metal workers, forest fire fighters, customer service representatives, physical therapist aides, salespersons (retail), and tellers.
3	<b>Job Zone Three:</b> Medium Preparation Needed	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.	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.	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.	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.
4	<b>Job Zone Four:</b> Considerable Preparation Needed	A considerable amount of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	Most of these occupations require a four-year bachelor's degree, but some do not.	Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, sales managers, database administrators, teachers, chemists, art directors, and cost estimators.
5	<b>Job Zone Five:</b> Extensive Preparation Needed	Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.	Most of these occupations require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).	Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.	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, sports medicine physicians, wildlife biologists, school psychologists, surgeons, treasurers, and controllers.