

## PS05: JOFI Job Families

A job family is a set of jobs that are logically grouped by similar job characteristics. Grouping jobs into job families allows practitioners to optimize useful information about jobs for needs such as sourcing, selection, development, or career navigation. On each Scorecard, JOFI Assessment scores are always viewed against a Score Profile. The JOFI Job Families are the framework for the system score profiles available to all JAMS users.

### O\*NET

The USDOL O\*NET, a publicly available tool designed for career exploration and job analysis, is the world's largest database for occupational information. Covering the whole world of work, it contains 1016 distinct job codes that represent all areas of the US economy. This is, however, too many codes to be useful for decisions made by many talent acquisition and workforce professionals. JOFI Job Families organize all the O\*NET codes into 72 job families (70 civilian job families and 2 military job families).

JOFI Job Families 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 that are used to structure data in the O\*NET.

JOFI Job Families are organized by occupational categories aligned with the BLS Standard Occupational Classification (SOC) codes, and preparation levels are aligned with the O\*NET Job Zones. This makes it easy for workforce professionals familiar with O\*NET to use JOFI Assessments.

- Occupational Categories are defined by the 23 SOC major groups. Reference Figure 2 for a list of the 23 SOC major groups.
- Preparation Levels are aligned with the five O\*NET job zones, ranging from Job Zone One: Little or No Preparation Needed, to Job Zone Five: Extensive Preparation Needed. Reference Figure 3 for complete descriptions of the O\*NET Job Zones.

Using this model, a total of 70 JOFI Job Families cover all jobs in the US economy.

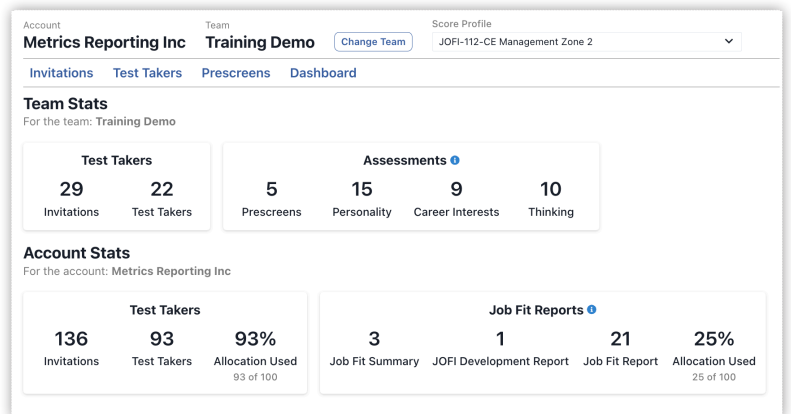


Figure 1: JAMS Dashboard with JOFI Job Family/ Score Profile drop-down menu

### JOFI Job Families

Each three-digit JOFI Job Family code (e.g. JOFI-114) is standardized to reflect the occupational category (SOC major group) in the first two digits and the preparation level (O\*NET Job Zone) in the third digit. So JOFI-114 refers to SOC major group 11: Management, Job Zone 4. The numbers in the cells represent the total number of O\*NET occupations in that job family.

Major SOC Group	JZ1	JZ2	JZ3	JZ4	JZ5	Totals
11 - Management		3	7	39	7	56
13 - Business and Financial Operations		1	8	38	1	48
15 - Computer and Mathematical			4	27	5	36
17 - Architecture and Engineering		1	14	37	4	56
19 - Life, Physical, and Social Science			11	18	31	60
21 - Community and Social Service				7	7	14
23 - Legal		1	1		5	7
25 - Educational Instruction and Library			7	13	42	62
27 - Arts, Design, Entertainment, Sports, and Media		5	12	22	1	40
29 - Healthcare Practitioners and Technical			29	8	52	89
31 - Healthcare Support		9	10			19
33 - Protective Service		11	13	2		26
35 - Food Preparation and Serving Related	6	8	2			16
37 - Building and Grounds Cleaning and Maintenance	2	4	2			8
39 - Personal Care and Service	1	18	11	1		31
41 - Sales and Related	1	10	3	8		22
43 - Office and Administrative Support		36	13	2		51
45 - Farming, Fishing, and Forestry	6	5	1			12
47 - Construction and Extraction	8	42	11			61
49 - Installation, Maintenance, and Repair		19	31			50
51 - Production	6	81	20			107
53 - Transportation and Material Moving	1	40	9	2		52
55 - Military Specific*			11	8		19
99 - Codes with No Data						74
<b>Totals</b>	<b>31</b>	<b>294</b>	<b>230</b>	<b>232</b>	<b>155</b>	<b>1016</b>

Figure 2: Occupational Major Groups – SOC designations

\*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.

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.

Figure 3: Preparation levels – Job Zones

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