

B-03: JOFI Job Families and Score Profiles

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 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. It contains 1016 distinct job codes that represent all areas of the US economy. JOFI Job Families organize all the O*NET codes into 72 job families (70 civilian job families and 2 military job families).

Based on USDOL O*NET data, JOFI Job Families provide an overview of the world of work across the US economy. 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.

The JOFI Job Families are organized with the Standard Occupational Classifications (major SOC code) listed on the left side of the chart. The SOC groups indicate the job type.

Across the top of the chart are O*NET Job Zones. The O*NET Zones indicate the preparation level associated with different jobs, from jobs that require short training or little experience, to jobs that typically require advanced degrees and extensive experience.

Each JOFI Job Family corresponds to one intersection of job type and preparation level, reflected in each JOFI Job Family Code. We have also indicated one or two typical occupations characteristic of each job family.

Occupational Categories are defined by the 23 SOC major groups. Reference Figure 1 for a list of the 23 SOC major groups.





| Occupational Groups and Preparation Levels | Zone 1 ~ Short Training | Zone 2 ~ 3 to 12 months | Zone 3 ~ Associates | Zone 4 ~ Bachelors | Zone 5 ~ Masters & Ph.D. |
|---|--|--|---|--|--|
| 11 Management | | JOFI-112 Food Service Managers | JOFI-113 Managers | JOFI-114 Managers & Directors | JOFI-115 VPs & Executives |
| 13 Business and Financial Operations | | JOFI-132 Farm Labor Contractors | JOFI-133 Buyers, Brokers, Inspectors | JOFI-134 HR, Marketing, Finance | JOFI-135 Mgmt. & Financial Analysts |
| 15 Computer and Mathematical | | | JOFI-153 Support Specialists | JOFI-154 Developers & Analysts | JOFI-155 Researchers & Scientists |
| 17 Architecture and Engineering | | JOFI-172 Testing Specialists | JOFI-173 Drafters & Technicians | JOFI-174 Engineers & Surveyors | J OFI-175 Engineers & Ergonomists |
| 19 Life, Physical, and Social Science | | | JOFI-193 Technicians | JOFI-194 Scientists & Technologists | JOFI-195 Scientists & Biologists |
| 21 Community and Social Service | | | | JOFI-214 Social Workers | JOFI-215 Counselors & Therapists |
| 23 Legal | | JOFI-232 Legal Support Workers | JOFI-233 Paralegals & Assistants | | JOFI-235 Lawyers & Judges |
| 25 Educational Instruction and Library | | | JOFI-253 Preschool & Library | JOFI-254 Teachers | JOFI-255 Teachers & Professors |
| 27 Arts, Design, Entertainment, Sports, and Media | | JOFI-272 Actors & Athletes | JOFI-273 Artists & Technicians | JOFI-274 Coaches, Directors & PR | JOFI-275 Set & Exhibit Designers |
| 29 Healthcare Practitioners and Technical | | JOFI-292 Dietetic Technicians | JOFI-293 Nurses & Technicians | JOFI-294 Nurses & Technologists | JOFI-295 Physicians & Therapists |
| 31 Healthcare Support | | JOFI-312 Health Aides | JOFI-313 Health Assistants | | |
| 33 Protective Service | | JOFI-332 Security Guards | JOFI-333 Officers & Detectives | JOFI-334 Analysts & Wardens | |
| 35 Food Preparation and Serving Related | JOFI-351 Baristas & Attendants | JOFI-352 Cooks, Servers & Bartenders | JOFI-353 Chefs & Head Cooks | | |
| 37 Building and Grounds Cleaning and Maintenance | JOFI-371 Maids & Housekeeping | JOFI-372 Janitors & Cleaners | JOFI-373 First-Line Supervisors | | |
| 39 Personal Care and Service | JOFI-391 Recreation Attendants | JOFI-392 Childcare & Manicurists | JOFI-393 Hairdressers & Tour Guides | JOFI-394 Recreation Workers | |
| 41 Sales and Related | JOFI-411 Models & Street Vendors | JOFI-412 Retail & Cashiers | JOFI-413 Real Estate Agents | JOFI-414 Sales Representatives | |
| 43 Office and Administrative Support | | JOFI-432 Office Support | JOFI-433 Medical & Legal | JOFI-434 Proofreaders & Statistical | |
| 45 Farming, Fishing, and Forestry | JOFI-451 Farmworkers & Sorters | JOFI-452 Inspectors & Graders | JOFI-453 Conservation Workers | | |
| 47 Construction and Extraction | JOFI-471 Helpers | JOFI-472 Laborers & Operators | JOFI-473 Trades & Inspectors | | |
| 49 Installation, Maintenance, and Repair | | JOFI-492 Installers & Repairers | JOFI-493 Installers & Repairers | | |
| 51 Production | JOFI-511 Laundry & Sewing | JOFI-512 Assemblers & Operators | JOFI-513 Machinists & Technicians | | |
| 53 Transportation and Material Moving | JOFI-531 Conveyor Operator | JOFI-532 Drivers & Operators | JOFI-533 Captains & Flight Attendants | JOFI-534 Airline Pilots & Inspectors | |

Figure 1: JOFI Job Families: Occupational Groups – SOC Designations



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 2 for complete descriptions of the O*NET Job Zones.

| | | | O*NET Job Zo | nes | |
|----------|---|---|---|---|--|
| Job Zone | Name | Experience | Education | Job Training | Examples |
| 1 | Job Zone One: 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 | Job Zone Two: 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 | Job Zone Three: 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 | Job Zone Four: 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 | Job Zone Five: 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 iob. | 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 2: Preparation levels – Job Zones



The JOFI Assessment Management System includes 222 Standard Job Score Profiles that align with the 70 civilian job families.

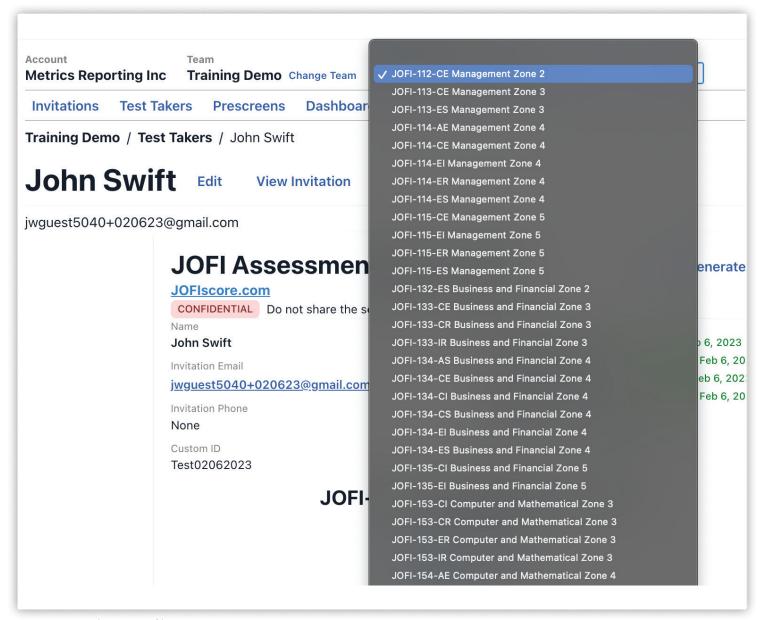


Figure 3: JOFI Job Score Profiles in JAMS



Some occupations in a given job family differ with respect to the career interests aligned with them. To make the score profiles more precise, the 70 job families have therefore been subdivided in 222

total score profiles. Job Families are distinguished by tags indicating the top two career interests placed at the end. For example: JOFI 114-EC is for O*NET codes from SOC 11, Zone 4 with career interests Enterprising and Conventional as the top two (in either order; an O*NET code displaying Conventional and Enterprising as the top two interests would use the same score profile). You can see which career interests are relevant by looking at the O*NET page for any job and scrolling down to the Interests section.

Take Marketing Managers, for example: we know this is JOFI 114 from the SOC designation (11) and the job zone (4), and if we scroll down further we see the Interests "EC." So JOFI 114-EC is the profile we want for Marketing Managers.

JOFI-112-EC. Management Zone 2 JOFI-113-EC. Management Zone 3 JOFI-113-ES Management Zone 3 JOFI-114-EA Management Zone 4 JOFI-114-EC. Management Zone 4 JOFI-114-El Management Zone 4 JOFI-114-ER Management Zone 4 JOFI-114-ES Management Zone 4 JOFI-115-EC. Management Zone 5 JOFI-115-El Management Zone 5 JOFI-115-ER Management Zone 5 JOFI-115-ES Management Zone 5 JOFI-132-ES. Business and Financial Zone 2 JOFI-133-CE. Business and Financial Zone 3 JOFI-133-CR Business and Financial Zone 3 nancial Zone 3

Marketing Managers

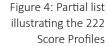
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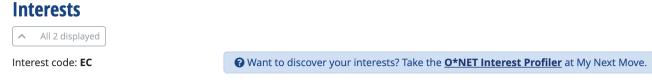


Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

Sample of reported job titles: Account Supervisor, Brand Manager, Business Development Director, Business Development Manager, Commercial Lines Manager, Market Development Executive, Marketing Coordinator, Marketing Director, Marketing Manager, Product Manager

Figure 5: Marketing Managers O*NET page (top)





- Enterprising Work involves managing, negotiating, marketing, or selling, typically in a business setting, or leading or advising people in political and legal situations. Enterprising occupations are often associated with business initiatives, sales, marketing/advertising, finance, management/administration, professional advising, public speaking, politics, or law.
- Conventional Work involves following procedures and regulations to organize information or data, typically in a business setting. Conventional occupations are often associated with office work, accounting, mathematics/statistics, information technology, finance, or human resources.

Figure 6: Top Career Interests for Marketing Managers



JOFI Job Family Look-up Tool

The Job Family Look-up Tool is useful in two different cases:

- 1. For low volume (or one-off) selection decisions, the quick start guide helps Talent Acquisition professionals identify the right JOFI Score Profile for the occupation(s) they are trying to fill. For high volume selection decisions, a more comprehensive alignment may be more appropriate.
- 2. In career coaching and career navigation cases, the Job Family Look-up Tool can inform Option Exploration conversations and activities. Using Top Occupation results in a JOFI Job Fit Report, for example, a coach and participant can easily identify occupations worthy of further exploration at CareerNavigation.org.

The JOFI Support Team has an O*NET-based tool that allows users to easily look-up which JOFI Job Family is a best fit for the occupation of interest to them. Employers using JOFI Assessments for Talent Acquisition will want to use this tool to publish a crosswalk for all organizational job codes to JOFI job families so that they can ensure consistency.

| | JOFI Job Family Lookup Tool | | | | | | | | |
|----------------------|-----------------------------|------------|-----------------|--------|---------------------------------|-------|--|--|--|
| JOFI Job Family | | | | | | | | | |
| Employer Job Title | Employer Job Code | ONET Code | ONET Title | Number | JOFI Job Family Name | Notes | | | |
| Example: Human | | | Human Resources | | JOFI-134 Business and Financial | | | | |
| Resources Specialist | 123 | 13-1071.00 | Specialists | 134 | Zone 4 | | | | |
| | | | | #N/A | #N/A | | | | |
| | | | | | | | | | |
| | <u> </u> | | | #N/A | #N/A | | | | |
| | | | | #N/A | #N/A | | | | |
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| | | | | #N/A | #N/A | | | | |

Figure 7: JOFI Job Family Look-Up Tool

Please reach out to **support@jofiscore.com** with questions or for additional information.