

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

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

The screenshot displays the user profile for John Swift within the JAMS system. The profile includes the following details:

- Account:** Metrics Reporting Inc
- Team:** Training Demo
- Invitations:** Test Takers
- Name:** John Swift
- Invitation Email:** jwguest5040+020623@gmail.com
- Invitation Phone:** None
- Custom ID:** Test02062023

A dropdown menu is open, listing 222 JOFI Job Score Profiles. The first profile, JOFI-112-CE Management Zone 2, is selected. The list includes profiles for Management, Business and Financial, and Computer and Mathematical job families across various zones and levels.

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-EI Management Zone 4
- JOFI-114-ER Management Zone 4
- JOFI-114-ES Management Zone 4
- JOFI-115-EC. Management Zone 5**
- JOFI-115-EI 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
- Business and Financial Zone 3

Figure 4: Partial list illustrating the 222 Score Profiles

## Marketing Managers

**11-2021.00**

Bright Outlook
Updated 2023

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)

## Interests

^ All 2 displayed

Interest code: **EC**

? Want to discover your interests? Take the [O\\*NET Interest Profiler](#) at My Next Move.

- + **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

