

10/16/2006

Guidance for using the O*NET Website

To assist campuses in completing Form A of the Office of State Comptroller’s reporting requirements, the Research Foundation central office has created a list of suggested O*NET occupations for Foundation Positions. The following factors were used in creating this list:

- The RF position standard was used to determine appropriate occupations, not the working title
- Position summary, reported titles and tasks were used to determine appropriate selections
- When possible, broad occupations that could match to multiple functions were selected

To select which suggested O*NET Occupation best fits your RF Title, go to the O*NET website at:

<http://online.onetcenter.org/>

Choose Find Occupations

1. Enter the appropriate O*NET Occupation or Code number into the “Keyword” search box or the “Occupation Quick Search” - both will give the same results.

2. The results will appear in a list with the highest “relevance score” at the top. Click on the title and review the summary description, reported titles and tasks in the first section to determine if it is the appropriate occupation. If not, go back to step one and enter another title.

Titles currently on State Grants

<u>Research Foundation Title</u>	<u>Suggested O*NET Occupations</u>
Administrative Assistant I	Secretaries, Except Legal, Medical and Executive (43-6014.00), Office and Administrative Support Workers, All Other (43-9199.00)
Administrative Assistant II	Executive Secretaries and Administrative Assistants (43-6011.00), First-Line Supervisors of Office and Administrative Support Workers (43-1011.00), Administrative Services Managers (11-3011.00), Office and Administrative Support Workers, All Other (43-9199.00)
Administrative Staff Assistant I	Management Analysts (13-1111.00) ; Financial Specialists, All Other (13-2099.00); Business Operations Specialists, All Other (13-1199.00); Administrative Services Managers (11-3011.00)

Research Foundation Title	Suggested O*NET Occupations
Administrative Staff Assistant II	Management Analysts (13-1111.00); Financial Specialists, All Other (13-2099.00); Business Operations Specialists, All Other (13-1199.00); Administrative Services Managers (11-3011.00)
Administrative Staff Assistant III	Management Analysts (13-1111.00); Financial Specialists, All Other (13-2099.00), Business Operations Specialists, All Other (13-1199.00); First-Line Supervisors of Office and Administrative Support Workers (43-1011.00);
Administrative Staff Assistant IV	Managers, All Other (11-9199.00); Medical and Health Services Managers (11-9111.00); Architecture and Engineering Managers (11-9041.00); Administrative Services Managers (11.3011.00); Management Analysts (13-1111.00); Financial Specialists, All Other (13-2099.99)
Administrative Staff Associate	Managers, All Other (11-9199.00); Medical and Health Services Managers (11-9111.00); Architecture and Engineering Managers (11-9041.00); Administrative Services Managers (11.3011.00); Social and Community Service Managers (11-9151.00)
Analyst	Statistical Assistants (43-9111.00)
Associate Director	Social and Community Service Managers (11-9151.00); Education Administrators, Preschool and Childcare Center Program (11-9031.00); Financial Managers, Branch or Department (11-3031.02), Managers, All Other (11-9199.00), Education Administrators, All Other (11-9039.00)
Clerical Specialist I	Office and Administrative Support Workers, All Other (43-9199.99); Billing, Cost and Rate Clerks (43-3021.02); Office Clerks, General (43-9061.00)
Clerical Specialist II	Office and Administrative Support Workers, All Other (43-9199.00); Billing, Cost and Rate Clerks (43-3021.02); Office Clerks, General (43-9061.00)
Clerk I	Office Clerks, General (43-9061.00), Receptionists and Information Clerks (43-4171.00), Office and Administrative Support Workers, All Other (43-9199.99)
Clerk II	Office and Administrative Support Workers, All Other (43-9199.00); Billing, Cost and Rate Clerks (43-3021.02); Office Clerks, General (43-9061.00)
Clinical Investigator	Medical Scientists, Except Epidemiologists (19-1042.00);
Clinical Nurse Specialist	Registered Nurses (29-1141.00)
Clinical Research Assistant	Social Science Research Assistants (19-4061.00), Social Scientists and Related Workers, All Other (19-3099.00), Biological Technicians (19-4021.00), Life, Physical and Social Science Technicians, All Other (19-4099.00)

Research Foundation Title	Suggested O*NET Occupations
Console Operator II	Computer Operators (43-9011.00), Production Workers, All Other (51-9199.00),
Co-Principal Investigator	Natural Sciences Managers (11-9121.00); Education Administrators, All Others (11-9039.00); Education Administrators, Preschool, Childcare Center Program (11-9031.00); Social and Community Service Managers (11-9151.00); Managers, All Other (11-9199.00)
Co-Principal Investigator NEX	Natural Sciences Managers (11-9121.00); Education Administrators, All Others (11-9039.00); Education Administrators, Preschool, Childcare Center Program (11-9031.00); Social and Community Service Managers (11-9151.00); Managers, All Other (11-9199.00)
Counselor	Mental Health Counselors (21-1014.00); Educational, Guidance, School and Vocational Counselors (21-1012.00); Substance Abuse and Behavioral Disorder Counselors (21-1011.00); Counseling Psychologists (19-3031.03); Counselors, All Other (21-1019.00)
Counselor NEX	Mental Health Counselors (21-1014.00); Educational, Guidance, School and Vocational Counselors (21-1012.00); Substance Abuse and Behavioral Disorder Counselors (21-1011.00); Counseling Psychologists (19-3031.03); Counselors, All Other (21-1019.00)
Data Manager/Statistician	Statistical Assistants (43-9111.00)
Deputy Director	Social and Community Service Managers (11-9151.00); Education Administrators, Preschool and ChildCare Center Program (11-9031.00); Financial Managers, Branch or Department (11-3031.02), Managers, All Other (11-9199.00), Education Administrators, All Other (11-9039.00)
Dietician/Nutritionist I	Dietitians and Nutritionists (29-1031.00)
Dietician/Nutritionist II	Dietitians and Nutritionists (29-1031.00)
Director	Social and Community Service Managers (11-9151.00); Education Administrators, Preschool and ChildCare Center Program (11-9031.00); Financial Managers, Branch or Department (11-3031.02), Managers, All Other (11-9199.00), Education Administrators, All Other (11-9039.00)
Education Specialist	Vocational Education Teachers, Postsecondary (25-1194.00); Career/Technical Education Teachers, Secondary School (25-2032.00); Teachers and Instructors, All Other (25-3099.00); Instructional Coordinators (25-9031.00), Training and Development Specialists (13-1151.00), Education, Training and Library Workers, All Other (25-9099.00)

Research Foundation Title	Suggested O*NET Occupations
Education Specialist NEX	Vocational Education Teachers, Postsecondary (25-1194.00); Career/Technical Education Teachers, Secondary School (25-2032.00); Teachers and Instructors, All Other (25-3099.00); Instructional Coordinators (25-9031.00), Training and Development Specialists (13-1151.00), Education, Training and Library Workers, All Other (25-9099.00)
Educator	Vocational Education Teachers, Postsecondary (25-1194.00); Career/Technical Education Teachers, Secondary School (25-2032.00); Teachers and Instructors, All Other (25-3099.00); Instructional Coordinators (25-9031.00)
Information Systems Assistant (Project)	Computer User Support Specialists (15-1151.00), Computer Programers (15-1131.00), Computer Network Support Specialists (15-1152.00), Computer and Information Systems Managers (11-3021.00), Computer Occupations, All Other (15-1199.00)
Information Systems Assistant (Project) NEX	Computer User Support Specialists (15-1151.00), Computer Programers (15-1131.00), Computer Network Support Specialists (15-1152.00), Computer and Information Systems Managers (11-3021.00), Computer Occupations, All Other (15-1199.00)
Information Systems Assistant II	Computer User Support Specialists (15-1151.00), Computer Programers (15-1131.00), Computer Network Support Specialists (15-1152.00), Computer and Information Systems Managers (11-3021.00), Computer Occupations, All Other (15-1199.00)
Information Systems Technician	Computer User Support Specialists (15-1151.00) Computer Programers (15-1131.00), Computer Network Support Specialists (15-1152.00), Computer and Information Systems Managers (11-3021.00), Computer Occupations, All Other (15-1199.00)
Nurse Practitioner	Registered Nurses (29-1141.00), Health Diagnosing and Treating Practitioners, All Other (29-1199.00), Licensed Practical and Licensed Vocational Nurses (29-2061.00)
Office Aide	File Clerks (43-4071.00), Office Clerks, General (43-9061.00), Mail Clerks and Mail Machine Operators, Except Postal Service (43.9051.00), Mail Clerks, Except Mail Machine Operators and Postal Service (43.9051.02)
Patient Care Aide	Health Care Support Workers, All Other (31-9099.00)
Patient Care Technician	Health Care Support Workers, All Other (31-9099.00)
Physician's Assistant	Physician Assistants (29-1071.00)
Physician's Assistant NEX	Physician Assistants (29-1071.00)

Research Foundation Title	Suggested O*NET Occupations
Postdoctoral Associate	Biological Scientists, All Other (19-1029.00); Life Scientists, All Other (19-1099.00); Physical Scientists, All Other (19-2099.00); Business Operations Specialists, All Other (13-1199.00)
Postdoctoral Associate NEX	Biological Scientists, All Other (19-1029.00); Life Scientists, All Other (19-1099.00); Physical Scientists, All Other (19-2099.00); Business Operations Specialists, All Other (13-1199.00)
Principal Counselor	Counselors, All Other (21-1019.00)
Principal Education Specialist	Vocational Education Teachers, Postsecondary (25-1194.00); Career/Technical Education Teachers, Secondary School (25-2032.00); Teachers and Instructors, All Other (25-3099.00); Instructional Coordinators (25-9031.00), Training and Development Specialists (13-1151.00), Education, Training and Library Workers, All Other (25-9099.00)
Principal Investigator	Natural Sciences Managers (11-9121.00); Education Administrators, All Others (11-9039.00); Education Administrators, Preschool, Childcare Center Program (11-9031.00); Social and Community Service Managers (11-9151.00); Managers, All Other (11-9199.00)
Principal Investigator NEX	Natural Sciences Managers (11-9121.00); Education Administrators, All Others (11-9039.00); Education Administrators, Preschool, Childcare Center Program (11-9031.00); Social and Community Service Managers (11-9151.00); Managers, All Other (11-9199.00)
Principal Research Support Specialist	Social Science Research Assistants (19-4061.00); Statistical Assistants (43-9111.00); Life, Physical and Social Science Technicians, All Other (19-4099.00)
Principal Research Support Specialist NEX	Social Science Research Assistants (19-4061.00); Statistical Assistants (43-9111.00); Life, Physical and Social Science Technicians, All Other (19-4099.00)
Programmer/Analyst (Project)	Computer Programmers (15-1131.00), Software Developers, Applications (15-1132.00), Computer Systems Analysts (15-1121.00), Computer Occupations, All Other (15-1199.00)
Programmer/Analyst I	Computer Programmers (15-1131.00), Software Developers, Applications (15-1132.00), Computer Systems Analysts (15-1121.00) , Computer Occupations, All Other (15-1199.00)
Programmer/Analyst II	Computer Programmers (15-1131.00), Software Developers, Applications (15-1132.00), Computer Systems Analysts (15-1121.00), Computer Occupations, All Other (15-1199.00)

Research Foundation Title	Suggested O*NET Occupations
Project Administrative Officer	Managers, All Others (11-9199.00), Administrative Services Managers (11-3011.00)
Project Administrative Officer NEX	Managers, All Others (11-9199.00), Administrative Services Managers (11-3011.00)
Project Aide	File Clerks (43-4071.00), Office Clerks General (43-9061.00), Mail Clerks and Mail Machine Operators, Except Postal Service (43.9051.00), Mail Clerks, Except Mail Machine Operators and Postal Service (43.9051.02)
Project Staff Assistant	First Line Supervisors of Office and Administrative Support Workers (43-1011.00), Administrative Services Managers (11-3011.00), Managers, All Other (11-9199.00), Social and Community Service Managers (11-9151.00), Business Operations Specialist, All Other (13-1199.00)
Project Staff Assistant NEX	First Line Supervisors of Office and Administrative Support Workers (43-1011.00), Administrative Services Managers (11-3011.00), Managers, All Other (11-9199.00), Social and Community Service Managers (11-9151.00), Business Operations Specialist, All Other (13-1199.00)
Project Staff Associate	First Line Supervisors of Office and Administrative Support Workers (43-1011.00), Administrative Services Managers (11-3011.00), Managers, All Other (11-9199.00), Social and Community Service Managers (11-9151.00), Business Operations Specialist, All Other (13-1199.00)
Project Staff Associate NEX	First Line Supervisors of Office and Administrative Support Workers (43-1011.00), Administrative Services Managers (11-3011.00), Managers, All Other (11-9199.00), Social and Community Service Managers (11-9151.00), Business Operations Specialist, All Other (13-1199.00)
Project Support Specialist	Business Operations Specialist, All Others (13-1199.00)
Registered Nurse	Registered Nurses (29-1141.00), Licensed Practical and Licensed Vocational Nurses (29-2061.00)
Research Aide	Graduate Teaching Assistant (25-1191.00)
Research Project Assistant	Graduate Teaching Assistant (25-1191.00)
Research Scholar	Business Operations Specialists, All Other (13-1199.00)
Research Scholar NEX	Business Operations Specialists, All Other (13-1199.00)

Research Foundation Title	Suggested O*NET Occupations
Research Scientist	Social Scientists and Related Workers, All Other (19-3099.00); Life Scientists, All Other (19-1099.00); Biological Scientists, All Other (19-1029.00); Animal Scientists (19-1011.00); Soil and Plant Scientists (19-1013.00); Atmospheric and Space Scientists (19-2021.00); Physical Scientists, All Other (19-2099.00)
Research Support Specialist	Social Science Research Assistants (19-4061.00); Statistical Assistants (43-9111.00); Life, Physical and Social Science Technicians, All Other (19-4099.00)
Research Technician I	Biological Technicians (19-4021.00); Agricultural Technicians (19-4011.01); Chemical Technicians (19-4031.00); Medical Equipment Preparers (31-9093.00); Veterinary Assistants and Laboratory Animal Caretakers (31-9096.00); Life, Physical and Social Science Technicians, All Other (19-4099.00)
Research Technician II	Biological Technicians (19-4021.00); Agricultural Technicians (19-4011.01); Chemical Technicians (19-4031.00); Medical Equipment Preparers (31-9093.00); Veterinary Assistants and Laboratory Animal Caretakers (31-9096.00); Life, Physical and Social Science Technicians, All Other (19-4099.00)
Research Technician III	Biological Technicians (19-4021.00); Agricultural Technicians (19-4011.01); Chemical Technicians (19-4031.00); Medical Equipment Preparers (31-9093.00); Veterinary Assistants and Laboratory Animal Caretakers (31-9096.00); Life, Physical and Social Science Technicians, All Other (19-4099.00)
Secretary I	Executive Secretaries & Administrative Assistants (43-6011.00), Secretaries, Except Legal, Medical & Executive (43-6014.00)
Secretary II	Executive Secretaries & Administrative Assistants (43-6011.00), Secretaries, Except Legal, Medical & Executive (43-6014.00)
Senior Administrative Assistant	Executive Secretaries & Administrative Assistants (43-6011.00), Secretaries, Except Legal, Medical & Executive (43-6014.00), First-Line Supervisors of Office and Administrative Support Workers (43-1011.00); Office and Administrative Support Workers, All Others (43-9199.00); Administrative Services Managers (11-3011.00)
Senior Administrative Staff Associate	Managers, All Other (11-9199.00); Medical and Health Services Managers (11-9111.00); Architecture and Engineering Managers (11-9041.00); Administrative Services Managers (11-3011.00); Social and Community Services Managers (11-9151.00)

Research Foundation Title	Suggested O*NET Occupations
Senior Education Specialist	Vocational Education Teachers, Postsecondary (25-1194.00); Career/Technical Education Teachers, Secondary School (25-2032.00); Teachers and Instructors, All Other (25-3099.00); Instructional Coordinators (25-9031.00), Training and Development Specialists (13-1151.00), Education, Training and Library Workers, All Other (25-9099.00)
Senior Education Specialist NEX	Vocational Education Teachers, Postsecondary (25-1194.00); Career/Technical Education Teachers, Secondary School (25-2032.00); Teachers and Instructors, All Other (25-3099.00); Instructional Coordinators (25-9031.00), Training and Development Specialists (13-1151.00), Education, Training and Library Workers, All Other (25-9099.00)
Senior Nursing Administrator	Medical and Health Services Manager (11-9111.00), Managers, All Others (11-9199.00)
Senior Programmer/Analyst (Project)	Computer Programmers (15-1131.00), Software Developers, Applications (15-1132.00), Computer Systems Analysts Analysts (15-1121.00), Computer Occupations, All Other (15-1199.00)
Senior Research Aide	Graduate Teaching Assistant (25-1191.00)
Senior Research Analyst	Biological Technician (19-4021.00), Life, Physical and Social Science Technicians, All Other (19-4099.00)
Senior Research Scientist	Social Scientists and Related Workers, All Other (19-3099.00); Life Scientists, All Other (19-1099.00); Biological Scientists, All Other (19-1029.00); Animal Scientists (19-1011.00); Soil and Plant Scientists (19-1013.00); Atmospheric and Space Scientists (19-2021.00); Physical Scientists, All Other (19-2099.00)
Senior Research Support Specialist	Social Science Research Assistants (19-4061.00); Statistical Assistants (43-9111.00); Life, Physical and Social Science Technicians, All Other (19-4099.99)
Senior Research Support Specialist NEX	Social Science Research Assistants (19-4061.00); Statistical Assistants (43-9111.00); Life, Physical and Social Science Technicians, All Other (19-4099.00)
Senior Social Worker	Healthcare Social Workers (21-1022.00); Child, Family, and School Social Workers (21-1021.00); Mental Health and Substance Abuse Social Worker (21-1023.00); Social Workers, All Other (21-1029.00); Social and Community Service Managers (11-9151.00); Eligibility Interviewers, Government Programs (43-4061.00)

Research Foundation Title	Suggested O*NET Occupations
Senior Social Worker NEX	Healthcare Social Workers (21-1022.00); Child, Family, and School Social Workers (21-1021.00); Mental Health and Substance Abuse Social Worker (21-1023.00); Social Workers, All Other (21-1029.00); Social and Community Service Managers (11-9151.00); Eligibility Interviewers, Government Programs (43-4061.00)
Senior Trainer	Training and Development Managers (11-3131.00), Training and Development Specialists (13-1151.00)
Services Worker I	Helpers - Installation, Maintenance, and Repair Workers (49-9098.00), Building Cleaning Workers, All Other (37-2019.00), Grounds Maintenance Workers, All Other (37-3019.00)
Services Worker II	Helpers - Installation, Maintenance, and Repair Workers (49-9098.00), Building Cleaning Workers, All Other (37-2019.00), Grounds Maintenance Workers, All Other (37-3019.00)
Social Worker	Healthcare Social Workers (21-1022.00); Child, Family, and School Social Workers (21-1021.00); Mental Health and Substance Abuse Social Worker (21-1023.00); Social Workers, All Other (21-1029.00); Social and Community Service Managers (11-9151.00); Eligibility Interviewers, Government Programs (43-4061.00)
Social Worker NEX	Healthcare Social Workers (21-1022.00); Child, Family, and School Social Workers (21-1021.00); Mental Health and Substance Abuse Social Worker (21-1023.00); Social Workers, All Other (21-1029.00); Social and Community Service Managers (11-9151.00); Eligibility Interviewers, Government Programs (43-4061.00)
Sponsored Programs Assistant II	Business Operations Specialists, All Other (13-1199.00); Office and Administrative Support Workers, All Other (43-9199.00)
Teacher	Teacher's and Instructors, All Other (25-3099.00);
Teacher's Aide	Teacher's Aide (25-9041.00)
Trainer	Training and Development Managers (11-3042.00), Training and Development Specialists (11-1073.00),
Training Program Coordinator	Training and Development Managers (11-3042.00), Training and Development Specialists (11-1073.00),
Tutor	Teacher Assistants (25-9041.00)

Last updated date: May 2, 2012 - Suggested O*NET Occupations updated to reflect changes on the O*NET website.